



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME  
Regional Office for Asia and the Pacific (ROAP) - Fukuoka  
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**FOR A BETTER URBAN FUTURE**

## **TERMS OF REFERENCE**

Issued on 28 March 2024

ORGANIZATIONAL LOCATION:	UN-Habitat, Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	Phnom Penh, Cambodia
FUNCTIONAL TITLE:	Project Assistant
CONTRACT TYPE:	UNOPS Local Individual Contractor Agreement (LICA)
LEVEL/SUBLEVEL:	Level 5
DURATION:	May – December 2024 (To be extended subject to budget availability and performance)
PAYMENT:	Monthly payment

### **BACKGROUND**

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all. In collaboration with governments, UN-Habitat is charged to promote and consolidate collaboration with all partners, including local authorities and private and non-government organizations in the implementation of the Sustainable Development Goals (SDGs), particularly Goal 11, which seeks to make cities and human settlements inclusive, safe, resilient and sustainable.

UN-Habitat's Regional Office for Asia and the Pacific aims to strengthen its support to the urban and local climate change response of national and local governments, communities, regional organizations and professional networks. UN-Habitat aims to do so in partnership with sister United Nations Organizations and in support of UN country teams by building up its service offerings and growing its portfolio.

Since 1996, UN-Habitat has assisted and supported the Government of Cambodia to develop an inclusive urbanization and human settlement upgrading process. The UN-Habitat Cambodia office is under the direct supervision of the Director and the Human Settlement Officers of UN-Habitat Regional Office in Fukuoka. It is responsible for coordinating, cooperating and implementing urban relevant targets of the Habitat Agenda and the Sustainable Development Goals. Therefore, it is necessary to harmonize, interact, and collaborate with other United Nations bodies, funds and programmes and to cooperate with all development partners, including the civil society, the private sector, foundations, academic institutions, research centres and others.

Cambodia UN-Habitat has implemented projects over the last decades in the areas of urban poverty reduction; water, sanitation and hygiene (WaSH) initiatives; climate change adaptation and disaster risk reduction. Currently, the UN-Habitat Cambodia office is responsible for promoting the New Urban Agenda (NUA) at governmental and interagency level in Cambodia. One crucial step to achieve the SDGs and NUA is the timely implementation of existing pro-poor policy documents, such as the Circular 03 and the new National Housing Policy.

The National Council for Sustainable Development (NCSD), Ministry of Environment, Cambodia and UN-Habitat have been successful in securing funding from the Adaptation Fund to implement a climate change project in the two coastal provinces (Kep and Preah Sihanouk) in Cambodia – Climate change adaptation through protective small-scale infrastructure interventions in coastal settlements of Cambodia.

The proposed project’s main objective is “to enhance climate change adaptation and resilience of the most vulnerable coastal human settlements of Cambodia through concrete adaptation actions, particularly in areas where eco-tourism has the potential to sustain such interventions”.

## **OBJECTIVES**

UN-Habitat’s role in the project includes

1. Community-scale knowledge and capacity enhanced to sustain the adaptation benefits of the project’s investments;
2. Government planning and technical capacity enhanced and knowledge captured and disseminated to sustain and enhance the project’s adaptation benefits;
3. Resilience built through investment in small-scale protective and basic service infrastructure and natural assets.

The Project Assistant will work on:

- 1) Supporting coordination with national and local governments for the project implementation;
- 2) Supporting review of technical inputs and research for supporting feasibility studies and other project activities; and
- 3) Supporting to organize coordination meetings, technical, dialogue workshops and reporting in effective manner and timely.

The Project Assistant will work under the direct supervision of the Habitat Programme Manager (HPM) in Cambodia, in consultation with the Human Settlements Officer (HSO) in Regional Office for Asia and the Pacific (ROAP), and the Project Team Leader (TL).

## **RESPONSABILITIES**

- Work closely with the HPM, TL and Project Manager in all aspects of project implementation.
- Support project team and assist to HPM and TL in daily managing all project activities
- Support technical research in the activities and national and local data and information collection

- Collect, enter, and organize data and other information to support the projects; carry out basic analytic tasks; review draft inputs to written products such as project documentation, progress reports, research reports, and briefings
- Facilitate logistical and administrative support for organizing meetings and workshops, local and international travels and missions of UN-Habitat personnel under the projects, including schedule planning, transport requests, security clearance, DSA processing and travel reimbursements
- Perform other tasks as may be necessary to ensure success of the project implementation

### **REQUIRED SKILLS:**

- **Professionalism:** Knowledge and understanding of theories, workplan, and project implementation in the timely manner. Ability to observe deadlines and achieve set goals. Ability to work and deliver under pressure.
- **Communication:** Excellent written and oral presentation skills in English. Excellent capacity to produce project report and research papers. Good presentation skills. Ability to communicate complex interventions in a clear language and convincing narratives. Sketching capabilities to effectively communicate in workshop settings and teams.
- **Teamwork:** Ability to work collaboratively with colleagues to achieve agreed goals.
- **Planning and Organizing:** Ability to prioritize activities and assignments and to easily switch between different projects.
- **Creativity:** Strong conceptual thinking. Is not bound by current thinking or traditional approaches, takes calculated risks on new and unusual ideas; thinks “outside the box”, and offers new and different options to solve problems or meet client needs. Can easily develop clear plans in contexts with limited information and datasets. Finds ways to extract and combine data and information to create base maps. Is both able to reduce complexity as well as sensitive to specific urban form and the landscape.
- **Management:** Ability to manage smaller project teams, divide workload and sustain efficiency

### **QUALIFICATIONS**

#### **Education:**

Minimum university degree (bachelor’s degree) in Environment and Climate change mitigation, Urban Planning and Design, Social Science, Economics or related field that is relevant for urban planning for low emission development and climate change mitigation in developing countries.

#### **Work Experience:**

Minimum 2 years of relevant experience for supporting research project and climate change mitigation in developing countries, especially Cambodia; in urban planning for low emission

development and climate change; participatory and community-based activities. A combination of academic and public sector experience would be considered an asset.

Technical Knowledge:

- Research and analytical skills combined with good communication skills, including drafting skills and writing skills, in English and Khmer;
- Knowledge about urban planning for low emission development and climate change adaptation and mitigation;
- Able to work independently and as part of team and deliver on time under pressure.

Language Skills

For this consultancy, fluency in oral and written English and Khmer is required.

**REMUNERATION**

Payments will be made monthly and based on deliverables over the consultancy period. There are set remuneration rates for consultancies. The rate is determined by functions performed and experience of the consultant. The fee will be paid as per agreement.

**How to Apply:**

The application should comprise:

- Completed UN Personal History Form (P11). Please download the form (MS- Word) from UN-Habitat/ROAP-vacancy website:  
[https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal\\_History\\_P11.doc](https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11.doc)
- A Statement of Interest (cover letter) for the position

**All applications should be submitted to:**

**UN-Habitat Cambodia Office**

Attention to: Mr. Vanna Sok, Habitat Programme Manager  
Phnom Penh Center, 6th Floor, Room 627,  
Corner of Sothearos and Sihanouk Blvd.,  
Phnom Penh, Cambodia  
Email: [vanna.sok@un.org](mailto:vanna.sok@un.org)

Please indicate the Post Title: **“Project Assistant, Cambodia”** in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The salary will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

**Deadline for applications: 10 April 2024**

***Due to a large number of applications expected, only short-listed candidates will be contacted. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).***