



**TERMS OF REFERENCE**

*Issued on 17 April 2024*

ORGANIZATION	United Nations Human Settlements Programme (UN-Habitat) UN Core Values: Integrity, Professionalism, Respect for Diversity
PROJECT	RE-Think Buildings Programme
FUNCTIONAL TITLE	Consultant for New Buildings and Existing Buildings
DUTY STATION	Home-based, Bangladesh
DURATION	40 working days from May to September 2024
Type of Contract	UNOPS Local Individual Contractor Agreement (LICA)
LEVEL/SUBLEVEL	Level 7
Payment	Lumpsum, Output based

**\* IMPORTANT Note:**

**Actual work starting date and duty station may be changed based on the situation of COVID-19 at the time of recruitment.**

**Background:**

UN-Habitat implements two important programmes in the areas of mainstreaming Leaving No One Behind in national urban policies and programmes, and RE-Think Buildings Programme in Bangladesh. The RE-Think Buildings Programme intends to strengthen collaboration and coordination between buildings and construction stakeholders and align them behind a common vision and plan towards a low-carbon, efficient and resilient buildings and construction sector. Accordingly, the project aims to:

- a) Establish a national stakeholder coordination structure bringing together the buildings sector value chain.
- b) Develop and endorse roadmaps and strategies and/or action plans for resource efficiency and circularity in the Buildings and Construction sector.
- d) Identify priority projects and funding for increased resource efficiency and circularity in the Buildings and Construction sector.
- e) Complete a study on circularity in the construction sector of Bangladesh through a participatory assessment involving experts from the construction sector

The successful candidate will conduct data collection and compile the “New Buildings” and “Existing Buildings” chapters of the Country Assessment report and Roadmap for Buildings and Construction 2020-2050 and identify priority projects for funding. Further the successful candidate will collect data and compile the report on “Circularity in the Construction Industry of Bangladesh with particular focus on” new buildings and existing buildings” in collaboration with the Consultant for “Construction Supply Chain S/he will undertake the following tasks in close coordination with the Steering Committee, Technical Committee and Sub Committee Working Groups on Existing Buildings.

**Roles and Tasks of Consultant – New Buildings and Existing Buildings:**

- Collect existing/available studies, reports, data and analysis on design and construction of new buildings with a special focus on embodied carbon, operational carbon, resilience and inclusion, and renovation, retrofitting, operations and maintenance (including building services), decommissioning and disposal of existing buildings and appliances with a special focus on embodied carbon, operational carbon, resilience and inclusion.



- Identify data and information gaps and summarize preliminary findings/analysis in above mentioned focus area.
- Collect additional data and information from stakeholders related to New Buildings and Existing Buildings.
- Support the project team to conduct final analysis and identify needs, challenges, and opportunities for greening the sector particularly regarding New Buildings and Existing Buildings considering/linking existing and planned initiatives.
- Draft the country assessment report chapters pertaining to the focus area of New Buildings and Existing Buildings
- Provide inputs on the sub sectors to the Technical Committee to present key findings and discuss priorities and recommendations.
- Complete relevant focus area draft of the Country Assessment report.
- Support the project team in engaging members of the technical Committee and Sub Sector Working Groups, to elaborate the content for the “Roadmap for Sustainable Buildings and Construction 2020-2050” through a participatory process particularly on the relevant focus area.
- Provide support to the project team for coordination meetings, representative surveys and at least two technical workshops/consultation with stakeholders for discussing strategies and actions for the Buildings and Construction Roadmap incl. preparation of documents, presentation for meetings, preparation of questionnaire and survey form for the 3 consultation seminars/meetings in collaboration particularly in aspects pertaining to the relevant focus area.
- Drafting the New Buildings and Existing Buildings Chapter of the Roadmap tailored to the Bangladesh context.
- Conducting the assessment circularity in “New Buildings and Existing Buildings” including supporting the facilitation of workshops, coordinating with the technical committee and other stakeholders and supporting drafting the draft and final reports of the Circularity in the Construction Industry and facilitation of validation of the report.
- Undertake any additional tasks, which are deemed appropriate in carrying out the above, in assisting the UN-Habitat Project team.

**Deliverables:**

- Inception Report outlining the scope, methodology and work plan for the focus area of New Buildings and Existing Buildings
- Data analysis pertaining to New Buildings and Existing Buildings.
- First draft report i.e. (i). preliminary analysis and (ii) second draft report of the Country Assessment
- (i) Annotated outline of the national roadmap (ii) draft of the roadmap in aspects pertaining to New Buildings and Existing Buildings
- First draft of the Circularity in “New Buildings and Existing Buildings” subsequent revisions incorporating comments and inputs from stakeholders and the project team
- Support facilitation of workshops to obtain inputs from stakeholder on Circularity and validation of the Final Report

**Remuneration:**

Payments will be made in lumpsum in 3 installments based on deliverables over the contract period. The rate is determined by functions performed and experience of the contractor. The fee will be paid as per agreement.

No.	Deliverables	No. of working dates	Anticipated submission date	Payment
1 <sup>st</sup> payment	Final Country Assessment Report Chapter including gaps and challenges	5 working days	By 31 May 2024	15% of total fee



2 <sup>nd</sup> payment	Final roadmap report with all deliverables as per work plan of the Re-think Buildings project	15 working days	By 30 July 2024	40% of total fee
3 <sup>rd</sup> /final payment	Final Circularity Assessment Report	20 working days	By 20 August 2024	45% of total fee
<b>Total</b>		<b>40 working days</b>		<b>100%</b>

**QUALIFICATIONS**

**Education**

Candidates shall have a bachelor’s degree in architecture, Civil Engineering, Facilities Management, Building Services, Electrical or Mechanical Engineering from a university recognized by the Government of Bangladesh.

**Work Experience**

Work experience and understanding of New Buildings and Existing Buildings in relation to low embodied carbon, low operational carbon, inclusion, resilience and resource efficiency. Applicants should have a strong commitment to multi stakeholder engagement, transfer of knowledge, willingness to work in a team and possess excellent coordination and communication skills.

Experience with similar assignments and the UN system, and familiarity with UN rules, regulations and procedures related to field and policy developing projects may be considered as additional advantages.

**Required Years of Work Experience:**

Minimum 6 years of relevant work experience after completion of bachelor’s degree.

**Language**

Strong oral and written communication skills. Fluent in English and Bangla.

**Professionalism:** Sound analytical and problem-solving skills, plus ability to handle a range of equipment used in communication. Should have advanced proposal writing, research and analytical skills. Expertise in development of strategic documents, policy documents, local action plans as well as preparing and planning of various trainings/ workshops for different stakeholders. Able to work both independently and as part of a team in a multicultural environment and establish harmonious and effective working relationships both within and outside the organization.

**Teamwork:** Ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. The candidate needs to have experience of working with multiple stakeholders including government, civil society and other partners.

**Planning & Organizing:** The candidate should be able to develop clear goals that are consistent with the agreed strategy; able to adapt to a new task and work context quickly and finish all duties within the given timeframe.

**Client orientation:** Experience in working with government institutions at national and local level is an advantage. Capable of working in a team and undertaking initiative to ensure smooth relations and open communication within the team and with partners is required. Professional and courteous attitude and demonstrated ability to work effectively in a stressful environment.



## Submission of Applications:

Application should include:

1. Cover memo (maximum 1 page) including expectations regarding remunerations based on the final output of the assignment;
2. A completed [UN Personal History Form \(P-11\)](#)

Please download the form (MS-Word) from UN-Habitat ROAP web site: [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)

All applications should be sent electronically via e-mail to: [habitat.fukuoka@un.org](mailto:habitat.fukuoka@un.org)

Please indicate the VA Title in your e-mail subject: **“Bangladesh, Consultant for New Buildings and Existing Buildings”**

Deadline for Applications: **30 April 2024**

Please note that applications received after the closing date stated above will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted. The salary will be determined according to the qualifications, skills and relevant experience of the selected candidate. Details and conditions of the contract will be communicated at the interview.

**In line with UN-Habitat policy on gender equity, applications from female candidates are particularly encouraged.**

*UN-Habitat does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: [Laxman.perera@un.org](mailto:Laxman.perera@un.org)*