



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 18 April 2024

ORGANIZATIONAL LOCATION:	UN-Habitat, Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	Home-based, Phnom Penh, Cambodia
FUNCTIONAL TITLE:	Project Coordinator
CONTRACT TYPE:	UNOPS Local Individual Contractor Agreement (LICA)
LEVEL/SUBLEVEL:	Level 8
DURATION:	70 working days, May – December 2024 (To be extended subject to budget availability and performance)
PAYMENT:	Output-based

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.

Cambodia UN-Habitat has implemented projects over the last decades in the areas of urban poverty reduction; urban policy; smart city; 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.

Cambodia Country Office, Regional Office for Asia and the Pacific and Policy, Legislation and Governance Section, Urban Practices Branch (PLGS) have agreed to collaborate in implementing the project entitled "National Urban Policy Programme, Phase Two: Scaling Up People-centered Smart Cities through National Urban Policy" which identifies Cambodia as one of the beneficiary countries.

Republic of Korea will support part of the programme and share their experience implementing sustainable people-centered smart city approach in National Urban Policy. Where possible, in countries from Phase 1 (the Islamic Republic of Iran, Republic of the Union of Myanmar, and Federal Republic of Nigeria (Niger State)), the programme will support their policy implementation process and impact

monitoring, especially with demonstration projects. In the inauguration stage of the Phase 2 programme, the Republic of Azerbaijan, the Kingdom of Cambodia, the Arab Republic of Egypt, the Republic of Mozambique and the Republic of Paraguay will be directly supported for their policy process, capacity building, knowledge exchange activities, and policy implementation projects, to the extent possible. Further, this programme will mobilize resources from other partners, beneficiary countries, and donors to support additional 5 countries including Cambodia.

The main objective of this programme is to promote a people-centered smart cities approach through National Urban Policies, mainly based on the collaboration with MOLIT (the Ministry of Land, Infrastructure and Transport) of the Republic of Korea. And other partners and donors will contribute to the overall project. The project interventions will ensure the increased focus on mainstreaming sustainable and inclusive digital transition in high-level political forums on urban policy-sensitive and people-centered smart cities. It will utilize, leverage and enhance UN-Habitat's people-centred smart cities flagship, to build the next generation of Smart Cities Strategies integrated within NUPs to be more advanced.

UN-Habitat's people-centered smart cities approach is about ensuring that people's needs are met through the use of digital technology, commitment to human rights in online and offline environments, promoting digital inclusion in both consultations and service delivery, and ensuring the usage of digital technologies to improve people's quality of life.

The people-centered smart cities Framework presents a holistic approach to developing smart cities that leverages data, technology, and services to empower people. The framework rests on five pillars: Community, Digital Equity, Infrastructure, Security, and Capacity. Each pillar consists of core values, key activities, and recommended actions compiled from international best practices in government, the private sector, and civil society. These activities are outlined in a series of playbooks which help local governments develop smart cities for people that are more inclusive, safe, and sustainable when taken together.

UN-Habitat Cambodia Office's roles in the project includes:

- Implementing the project activities identified in the project document to achieve the outcome of the programme;
- Coordinating the day-to-day programme activities in Cambodia in accordance with the project document;
- Informing and collaborating with PLGS in regular meetings and notifications Community-scale knowledge and capacity enhanced to sustain the adaptation benefits of the project's investments; concerning the programme and its related activities;
- Providing programme updates to PLGS, who in turn update the donor and participating in the regular meeting with the donor and other counterparts;
- Supporting the programme implementation of PLGS at global level, including development of normative tools and coordination of global activities as per the project document; and
- Preparing reports (narrative and financial reports) as per project document and budget plan.

We are looking for an appropriate national Project Coordinator on urban policy, smart city and other areas to implement this project. The identified consultant will work at the UN-Habitat Office, or home-based, and will travel to Sihanoukville and other cities in Cambodia when time permits. The Project Coordinator is expected to work 70 working-days from May to Dec 2024.

The identified project coordinator will be responsible for the following activities:

- Implementing the project activities identified in the project document to achieve the outcome of the programme;
- Coordinating the day-to-day programme activities in Cambodia in accordance with the project document;
- Preparing reports (narrative and financial reports) as per project document and budget plan.
- Coordination with national and local governments for the project implementation;
- Organizing the coordination meetings, technical dialogue workshops, trainings and reporting in effective manner and timely.

Scope of Work

During the project implementation, the Project Coordinator is expected to participate in all activities listed in the project document and produce the expected outputs. The Project Coordinator will work in close coordination and following instructions of relevant staff within the UN-Habitat Cambodia Office, ROAP, and HQ.

Expected Outputs/Deliverables and Payment Schedule

The payments for undertaking the assignment shall be paid to the Project Coordinator, upon satisfactory submission of the following outputs/deliverables, as certified by the project team:

	No.	Deliverables/Outputs	Estimated Duration	Target Due to Dates	Payment
1 st payment	1.	Upon satisfactory submission of the inception report and workplan	5 days	31 May 2024	20% of total fee
2 nd payment	2.	Meeting, Training and Quarterly Progress Report of project implementation on integration of people centered smart city approach	10 days	30 Jun 2024	40% of total fee
	3.	Finalize a smart city strategy and action plan for Preah Sihanouk Province	10 days	31 Jul 2024	
	4.	Dissemination of the smart city strategy and action plan for Preah Sihanouk Province	10 days	31 Aug 2024	
	5.	Prepare project proposals	10 days	30 Sep 2024	

3 rd /final payment	6.	Prepare priority pilot projects and resource mobilization	10 days	31 Oct 2024	40% of total fee
	7.	Consolidate completion report and recommendation	15 days	20 Dec 2024	
		Total:	70 working days		

Institutional Arrangements

The Project Coordinator will work under the direct guidance of the UN-Habitat Programme Manager (HPM) in Cambodia, and overall guidance of the Human Settlements Officer (HSO) in the ROAP. The contractor is required to report to the project team at least every month.

All deliverables/outputs should be submitted in advance for consultation and review by the project team. The project team will be requested to provide other assistance and inputs when necessary.

Duty Station and Local Travels

The contractor will be working from home and office at Phnom Penh, UN-Habitat Cambodia. For the consultations and any kind of meetings, workshops, training of the project, he/she will be able to participate remotely or face to face. Travel to Preah Sihanouk Province and other cities within the country, may be expected. The local travel for field missions in the country will be arranged and paid, as per UN rules and regulations.

Minimum Qualifications of the Individual Contractor

The Project Coordinator shall have the following qualifications:

Education:	Minimum bachelor's degree in development, economics, urbanization, smart city, environment, climate change, human settlements, community development or related studies.
Experience and skills:	<ul style="list-style-type: none"> • A minimum of eight years' professional practical and relevant experience in project management working with projects/ programmes in the field of urban planning, smart city, environment, climate change or related to human settlements with Bachelor's degree, and minimum 2 years relevant work experience with Master's degree; • Good knowledge of experience and best practices regarding human resource development/capacity building, planning, sustainable urban development, environment and climate change, and local governance at sub-national level; • Good communication and writing skills; • Good experience in multi-stakeholder coordination; • Outstanding capacity in working in a multicultural context.

Language Requirements:	Fluency in English and Khmer.
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Criteria for Evaluation of Level of Technical Compliance of Individual Contractor

Technical Evaluation Criteria	Obtainable Score
A minimum of five years' professional practical and relevant experience in project management working with projects/ programmes in the field of urban planning, smart city, environment, climate change or related to human settlements;	20
Good knowledge of experience and best practices regarding human resource development/capacity building, planning, sustainable urban development, environment and climate change, and local governance at sub-national level.	20
Good experience in project management and coordination and report writing	20
Good interpersonal, communication, teamwork skills to collaborate with stakeholders and donors	20
Ability to develop appropriate concept notes, project development and resource mobilization in relation to smart city	20

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
- 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

Please indicate the Post Title: **“Project Coordinator, 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: 1 May 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).