



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME  
Regional Office for Asia and the Pacific (ROAP) - Fukuoka  
ACROS Fukuoka Building 8F, 1-1-1 Tenjin, Chuo-ku, Fukuoka, 810-0001, Japan  
habitat.fukuoka@un.org | https://fukuoka.unhabitat.org/

**FOR A BETTER URBAN FUTURE**

4 April 2024

**Re-advertisement 24 April 2024**

## Terms of Reference

<b>ORGANISATIONAL LOCATION:</b>	<b>UN-Habitat</b>
<b>DUTY STATION:</b>	<b>Bangkok, Thailand</b>
<b>FUNCTIONAL TITLE:</b>	<b>Advocacy and Communications Expert</b>
<b>DURATION:</b>	<b>25 May 2024 and ending 24 November 2024 (with possible extension)</b>
<b>CONTRACT MODALITY/ LEVEL;</b>	<b>UNOPS IICA - 1 (International)</b>

**[APPLICATIONS DEADLINE: 9 May 2024](#)**

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

### **Organisational Context:**

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements and sustainable urbanisation. It is mandated by the United Nations General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. Leading efforts to advance UN system-wide coherence for sustainable urbanisation, UN-Habitat is playing a key role implementing the Goal 11 of the Sustainable Development Goals (SDGs) adopted in September 2015 as well as the New Urban Agenda (NUA) adopted in Quito, Ecuador in October 2016.

For over a decade, the UN-Habitat through its established presence together with the UN Economic and Social Commission of Asia and the Pacific (ESCAP) in Bangkok has served as an integral arm of the Regional Office for Asia and the Pacific (ROAP) in Fukuoka, assisting to facilitate inter-agency partnerships and collaboration with Bangkok-based regional bodies, institutions, UN, and civil society agencies.

In recent years the UN-Habitat Bangkok Programme Office supported projects in South-East Asia while further deepening its presence and cooperation in all of Thailand, Malaysia, Singapore, and Brunei Darussalam. The Bangkok Programme Office supports the UN-Habitat Regional Office for Asia and the Pacific in the liaison and coordination with key partners, several UN agencies regional and country offices and especially with the Economic and Social Commission for Asia and the Pacific (ESCAP). The Bangkok Programme Office supports the development of strategic partnerships with key donors and partners and the contribution of UN-Habitat to key functions and initiatives to advance the implementation and reporting of the SDGs.

Bangkok Office is at the forefront of supporting ROAP and HQ in contributing to events such as the Asia-Pacific Forum on Sustainable Development, advocating and preparing for the World Urban Forum 12 and advancing in the region initiatives as the Voluntary Local Review.

Since 2020, UN-Habitat has established a strategic partnership with the ASEAN Secretariat to help advance sustainable urbanisation across the ASEAN Member States (AMS). The ASUS Project – Phase I was a first step to support the achievement of the expected ASUS goals by 2025. Together with the ASEAN Secretariat, a new ASUS Project – Phase II, is now commencing.



### Functional and Reporting Relationships:

The individual will be based at the UN-Habitat Programme Office located in Bangkok, Thailand with overall guidance and the supervision of the Chief, UN-Habitat Bangkok Program Office and the WUF12 focal point in the Regional Office of Asia and the Pacific (ROAP), as well as with the UN-Habitat and ROAP communication focal points.

### Key Responsibilities:

The Advocacy and Communications Expert will be responsible for the research and analysis of data for the development of reports and outputs. The tasks include:

#### Events Management

- Coordinate the delivery of SDG Localisation Events, including national and regional VLR/VNR studios and any associated events, including the thematic tracks, scheduling and logistics as well as the preparation of the events reports, in collaboration with ESCAP and partners;
- Support the development of roadmaps for event management in ASEAN Member States under the ASUS Project – Phase II, together with the Knowledge Management Coordinator;
- Support initiatives, modules, events and sessions linked to the Asia-Pacific Mayors Academy;
- Support the organisation of meetings and travel required by personnel for consultative meetings and preparation for the national and regional events, especially national urban forums;
- Support the arrangements of venue bookings, room arrangements and selection of speakers;
- Organisation of EGMs, multi-stakeholder consultations at the regional and national level;
- Maintain records and documents for auditing, tracking of finances and evaluation purposes.

#### Partners Engagement

- Support the coordination of partners engagement between UN-Habitat HQ, Regional Office, Country Offices, ESCAP and key partners in Asia and the Pacific region;
- Support the identification of key partners from national and local governments, international organisations, multilateral development banks and stakeholders to engage and invite in WUF12 and ASEAN-related events, including high-level and ministerial representatives;
- Support to strategic partners in developing proposals to contribute to WUF12, including the coordination for possible multi-partner events and merger of sessions;
- Support the Regional Office in providing progressive updates to HQ on VIP and key partners participation opportunities and provide support with their engagement and communications.

#### Advocacy and Communications

- Assist ROAP and the Chief of Bangkok Programme Office, in ensuring adequate representation of UN-Habitat in relevant events, and with internal Communications focal points globally;
- Support the development of a SDG Localization webpage or platform for the Asia-Pacific;
- Develop presentations, press releases and other material relevant to the supported initiatives;
- Compile briefing notes and slides for presentations relevant national, regional and global events, particularly in preparation to WUF12 and associated partner-led sessions;
- Facilitate the production of visual content and materials, as required;
- Liaise with national government, local authorities and key stakeholder and organise consultation for



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- relevant data collection and validation, in consultation with Country Offices;
- Support enhanced engagement with key partners, including government, civil society, private sector, donors, development partners, academia and others to exchange information on possible collaborations and opportunities, such as related events and campaigns;
  - Support UN inter-agency communications working groups at country and regional level;
  - Liaising with the UN-Habitat External Relations Division, the Partnerships Unit, Communications and Media focal points and campaign managers in UN-Habitat Headquarters and ROAP for the dissemination support and follow-up on advocacy and outreach material conducted;
  - Support the mainstreaming of gender, environmental and social issues into the project activities and carrying out social and gender analyses across all project deliverables;
  - Maintain active and updated the social media profile of the Bangkok Programme Office and ensure synergies with the regional and global UN-Habitat platforms and media.

### Monitoring and Evaluation

- Regular monitoring and reporting on all activities with partners and stakeholders to ensure a high-quality services and outputs being delivered within the agreed upon timeframes;
- Supporting the mainstreaming of gender, environmental and social issues into the office initiatives and carrying out social and gender analyses across all project deliverables;
- Support evaluation and audit processes as required.

All the information gathered, communications, resources, and materials along with documents developed will be assets of UN-Habitat.

### Competencies:

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial, and human resources rules and regulations in work situations. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Teamwork:** Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organising:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors their language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.



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## Qualifications:

### Education

Advance University degree (Master degree or equivalent) in media and communications, marketing, public relations, events coordination, international development or digital strategy, or Bachelor's degree with additional two years relevant and progressive experience in the fields may be accepted in lieu of the post-graduate or Advanced university degree (Master's degree or equivalent).

### Experience

- A minimum of 2 years relevant and progressive work experience in international development, urban planning, or program management, preferably in the field of human settlements in the region. Work experiences with the UN, and general knowledge of UN rules and regulations are desirable.
- Understanding of key national stakeholders and partners relevant to the area of sustainable urbanisation in the context of the Asia-Pacific region and ASEAN is an asset.
- Work experience in either the United Nations, other international organisations, or ASEAN Secretariat, and general knowledge of UN rules and regulations are an advantage.

### Language

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English is required.

### Other

Familiarity and previous experience with social media, graphic design tools use will be an advantage. Prior use and familiarity with advanced photo and video editing tools and techniques is an asset.

## Contract period, level of engagement and duty station

The initial engagement will be for 6 months starting 25 May 2024 and ending 24 November 2024, with the possibility of extension. The post is based in Bangkok, Thailand.

## Remuneration

In compliance with UN-Habitat policy.



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#### HOW TO APPLY:

Interested and qualified candidates are requested to please indicate their immediate availability to undertake the assignment as per terms of reference above. The application must be accompanied with a completed UN Personal History Profile (PHP) or P11 (**MANDATORY**):

- **PHP – Online** : (1) Please create your profile in [inspira.un.org](https://inspira.un.org), (2) Go to “My applications”, (3) “Create Draft Application”, (4) fill all required steps, (5) save the application and go back to “My applications”, (6) “Print the Admin Profile” and download it to be submitted via email. (*Your online PHP profile can be updated and used for future applications*)  
OR

- **P11 – Offline**: Please download the form (MS-Word) from UN-Habitat ROAP website: [https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal\\_History\\_P11-1.doc](https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11-1.doc)

The application should comprise of:

- UN Personal History Profile or P11 – without detailed one of those forms, application would be rejected.
- Recent Curriculum Vitae (CV)
- Motivation Letter

Please indicate the Post Title: “Advocacy and Communications Expert” in your email subject.

All applications should be submitted to:

**UN-Habitat Bangkok Office**

[habitatbkk@un.org](mailto:habitatbkk@un.org)

**[Applications deadline: 9 May 2024](#)**

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. Overall remuneration will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender