



UN-HABITAT

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

TERMS OF REFERENCE

Issued on 09 May 2024

Organizational Location	UN-Habitat, Regional Office for Asia and the Pacific (ROAP)
Duty Station	Phnom Penh, Cambodia
Functional Title	Team Leader (Climate Change Adaptation)
Contract Type	UNOPS International Individual Contractor Agreement (IICA)
Level	IICA – I
Duration	6 Work Months, 01 July – 31 December 2024 (With possible extension subject to performance and budget availability)
Payment	Monthly

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

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 (ROAP) aims to strengthen its support for the urban and local climate change response of national and local governments, communities, regional organizations, and professional networks. By building up its service offerings and growing its portfolio, UN-Habitat aims to do so in partnership with sister United Nations organizations and in support of UN country teams.

Since 1996, UN-Habitat has supported the Royal Government of Cambodia (RGC) to develop an inclusive urbanization and human settlement upgrading process. The UN-Habitat Cambodia office is under the direct supervision of the Regional Representative and the Human Settlement Officer of the UN-Habitat Regional Office for Asia and the Pacific (ROAP) located in Fukuoka, Japan. UN-Habitat Cambodia is responsible for coordinating, cooperating, and implementing urban targets of the Habitat Agenda and the 2030 Agenda for Sustainable Development. Therefore, it is essential to work together and cooperate with all United Nations bodies, development partners and stakeholders, such as civil society, private sector, foundations, academic institutions, research centres and others.

UN-Habitat Cambodia 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, it is responsible for promoting the New Urban Agenda (NUA) at governmental and interagency level. One crucial step to achieve the Sustainable Development Goals (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 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, the Climate change adaptation through protective small-scale infrastructure interventions in coastal settlements of Cambodia project.

The 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.

DUTIES AND RESPONSABILITIES

Under the direct supervision of the Habitat Programme Manager (HPM) in Cambodia and overall supervision of Human Settlements Officer (HSO) in the Regional Office for Asia and the Pacific (ROAP), the incumbent will have the following duties and responsibilities:

- Plan, manage, monitor, and oversee the different steps and stages of project execution, and take decisions and timely actions to ensure results are achieved.
- Propose new initiatives and areas for support based on changing trends, priorities, political and economic conditions and prepare concept notes and/or programme documents for new funding.
- Establish the work plan, activities, targets, budget, and standards for measuring progress and results and determine the processes, tools and methodologies to ensure effective and efficient project implementation and operations.
- Monitor progress and identify risks for timely action and early resolution if required, and bring them to the senior management.
- Prepare project reports (progress, financial, procurement, etc.) for management information, oversight and action.
- Plan and oversee the implementation of mid-term and other required project evaluations to address any design or implementation issues.
- Ensure compliance of all actions and activities with UN rules, regulations, policies, strategies and internal control mechanisms, and donor project implementation policies
- Support to capture knowledge, best practices, lessons learned, and best practices and ensure their dissemination for organizational and stakeholder learning and sharing.
- Provide substantive support to consultative and other meetings and interactive workshops within the project team.
- Undertake assignments, field visits, and outreach activities in collaboration with the UN-Habitat team and its partners.
- Support the planning of assignments and provide necessary technical support, including preparation of required documents. Participate in new project development and resource mobilization activities supporting the conduct of donor negotiations jointly with HPM, and representing UN-Habitat as requested.
- Assist other country projects, such as smart cities, national urban policy, GCF Readiness, and other new projects, when appropriate.
- Establish implementation plans for identified projects in the country programme. Collaborate with internal and external partners on project implementation, including actions, issues, linkages, and coordination to achieve desired outcomes. Undertake any other duties and responsibilities assigned by HPM, HSO and Regional Representative that are within the incumbent's expertise and experience.

REQUIRED SKILLS

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to climate change, urban planning and design. Strong analysis of urban climate and eco-systems, underlying social, legal and financial mechanisms and the political context. 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 reports 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.
- **Management:** Ability to manage smaller project teams, divide workload and sustain efficiency

QUALIFICATIONS

Education:

Minimum master’s degree in urban development planning, management, construction engineering, environment and climate change adaptation in developing countries.

Work Experience:

Minimum three years of relevant work experience in project management, project development and implementation, preferably in areas related to urban planning, infrastructure development, urban environmental management and climate change-related issues (i.e., climate change adaptation) in developing countries, especially Asia-Pacific; with experience and exposure to participatory and community- based climate change adaptation. A combination of academic and public sector experience would be considered an asset.

Other Skills:

- Thorough knowledge of UN rules, regulations, and procedures related to country-level project implementation will be an advantage; the ability to think creatively, work in a team, and perform under challenging circumstances is crucial;
- Research and analytical skills combined with good communication skills, including drafting skills and writing skills;
- Able to work independently and as part of a team and deliver on time under pressure.

Language Skills

Fluency in oral and written English is required for this consultancy. Knowledge of other UN languages will be an advantage.

TRAVEL ARRANGEMENT

UNOPS shall arrange travel arrangements for the consultant to/from Phnom Penh, Cambodia, based on UN rules and regulations through UN-Habitat.

REMUNERATION

Payments will be made monthly. There are set remuneration rates for consultancies. The rate is determined by functions performed and the consultant’s experience. The fee will be paid as per the 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
- A Statement of Interest (cover letter) for the position

All applications should be submitted to:

UN-Habitat Cambodia Office

Email: unhabitatcambodia@gmail.com

Please indicate the Post Title: **“Team Leader, 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 meet 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: 23 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).