



16 October 2024

Terms of Reference

ORGANISATIONAL LOCATION:	UN-Habitat
DUTY STATION:	Bangkok or home-based, Thailand
FUNCTIONAL TITLE:	National Project Coordinator
DURATION:	1 November – 31 December 2024 (with planned/possible extension until end of 2025)
CONTRACT MODALITY:	UNOPS LICA 7

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 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 skeleton presence within 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), assisting in facilitating 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. 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 Sustainable Development Goals.

The UN-Habitat Bangkok Programme Office is at the forefront of supporting ROAP and UN-Habitat HQ in contributing directly to the implementation of global flagship initiatives and programmes in the region, such as on SDG Localization, People-Centered Smart Cities and Climate programming.

Partnership to accelerate SDG Localization in Thailand

UN-Habitat, in collaboration with UNDP and the UNRCO will implement a project focused on climate transition, a key government priority which targets off-track SDGs. In an upper-middle income context, the



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JP will leverage government resources while bringing to bear the UN's cutting-edge policy and technical assistance to pilot scalable solutions that leave no one behind. The project aims to enhance awareness and capacities to advance SDG localization at the provincial and city levels through the institutionalized partnership with all 77 Provincial Governors. This will involve multi-level consultations and scaling up government-led campaigns on waste management. The project will focus on two cities to accelerate SDG localization by identifying local climate action challenges and providing technical solutions taking the form of a project proposal aligned with the SDGs on initiatives ranging from climate action to environmental sustainability. Finally, the project aims to enhance multi-level SDG reporting by enhancing the existing provincial and local SDG monitoring mechanisms.

Functional and Reporting Relationships:

The individual will be based in Thailand, working with the UN-Habitat Programme Office located in Bangkok, Thailand. Under overall guidance of the UN-Habitat Regional Office Representative and supervision of the Chief, UN-Habitat Bangkok Program Office and the Programme Manager, the individual will work closely with the team and with officials from country, regional, and headquarter offices of UN-Habitat.

Key Responsibilities:

The National Project Coordinator will be responsible for the research and analysis of data for the development of reports and outputs. The tasks include:

Project development and data analysis

- Support the standardization and roadmap development for the implementation of the Community Waste Bank Guidelines and initiative;
- Liaise with key organisation, national government, local authorities and key stakeholders and organise consultation for relevant data collection and validation as needed;
- Support the rollout of the SDG localization and VLR-related initiatives in Thailand, starting from the collaboration with the participating cities
- Serve as the local focal point for city authorities and provide technical inputs for the organization of workshops and city-level training on VLRs. The number of workshops will be defined in line with the VLR process map and work plan.
- Utilize the Asia-Pacific Regional Guidelines on VLRs to assist city authorities map local policies and strategies against the SDGs, identify key stakeholder groups, set local-level indicators and collect relevant data.
- Work closely with city authorities to pave the way to integrate the VLR within national VNR processes.
- Provide technical inputs to city authorities to draft their VLR report.
- Support the development of a local-level framework for the SDG monitoring, reporting, and planning
- Support non-official translation of documents and communication materials between local language and English as required. Provide research and analysis support to the Bangkok Office and ROAP to develop programme and project proposals.
- Coordinate with the programme manager and focal points to ensure coherence with the overall project's



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approach and standards;

- Contribute to the project's progress reports and required presentations;
- Support with administrative processes for all relevant outputs.

City Technical Support

- Support all cities participating in the process through the implementation planned activities to develop and advance urban project proposals;
- Conduct of preliminary background assessment to understand the needs and capacity of the local government partner and areas which the proposed intervention is intended to address;
- Conduct local consultations in person and virtually, as required, in collaboration with the local authorities, ensuring inclusiveness of all relevant stakeholders;
- Coordination with national, local authorities and key stakeholders to perform participatory and consultative city diagnosis and action plan development in each selected cities;
- Preparation of the urban project technical proposals in alignment with specifications outlined by UN-Habitat requirements, and with the support of technical experts. The technical areas of focus will be decided with the city;
- Support peer-to-peer exchanges between cities regarding the proposed projects.

Detailed responsibilities aligned with the VLR Process (by phases):

Phase 1: Stakeholder's Engagement and VLR planning

- Define a comprehensive stakeholder engagement plan;
- Develop VLR process map and work plan for each city in consultation with city authorities.
- Amendment 2: Support the organization of a national consultation with national and provincial authorities and other organizations the VLR process, including concept note, agenda, list of participants (disaggregated data) and event report.

Phase 2. Definition of VLR SDG Targets and local-level indicators

- Support the local government in the definition of the city SDG target priority mapping matrix;
- Identify local-level indicators to measure progress against the SDGs, in alignment with the Global Urban Monitoring Framework and existing local, provincial and national mechanisms.

Phase 3: Gathering inputs and data

- Data collection: work with relevant partners and departments to define a data collection methodology and identify relevant data against the Global Urban Monitoring Framework;
- Data cleaning: clean the vector data to properly analyze the data generated by piloting the Global Urban Monitoring Framework;
- Generate map-based analysis: based on the cleaned data, prepare a series of analytical maps to analyze the strengths and weaknesses of the territory, and the opportunities and threats faced in the territory;
- Collect and integrate as possible data set and inputs from external stakeholders, such as academia and NGOs, through surveys and/or consultations.



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Phase 4: Provide technical inputs to city authorities to draft their VLR report

- Provide technical inputs to the development of the final VLR report;
- Provide technical inputs to translate the findings and results of stakeholder consultations and data analysis into action-oriented recommendations, to connect evidence to policies and to further a sustainable city development in line with the SDG Cities cycle.
- Provide inputs for a dissemination strategy for the VLR report for Udon Thani.
- Amendment 2: Provide technical support to the city to produce the complete final draft of the VLR report, including tables, graphs, guidance for graphic designer.

Advocacy and Communications

- Assist ROAP and the Chief, Bangkok Programme Office, in ensuring adequate representation of UN-Habitat in relevant events;
- Develop presentations and other material relevant to the supported initiatives;
- Compile briefing notes and slides for presentations relevant to national, regional and global events;
- Facilitate the production of visual content and materials as required.

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 time frame;
- 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, communication, 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.



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- **Planning & Organizing:** 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.

Qualifications:

Education

A first level degree (Bachelor's degree or equivalent) in urban and/or regional planning, architecture, urban economy, sustainable or international development, sustainable urbanisation or other fields relevant to this post.

Experience

- A minimum of 6 years of progressive and relevant work experience in environment, waste management, climate action, economic development, urban development and program management, preferably in the field of human settlements in the context of Thailand ;
- Understanding of key national stakeholders and partners relevant to the area of sustainable urbanization in the context of Thailand;
- Work experience in either the United Nations 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 both English and Thai is required.

Other

Familiarity and previous experience with GIS software use, maps production and graphic design tools use will be an added advantage. Experience in substantive human settlements development issues related to urban development especially working in the context of ASEAN Member States will be an added advantage.

Contract period, level of engagement and duty station

The overall planned duration of this post is up to 12 months. The initial engagement will be starting as soon as possible and ending 31 December 2024, with planned extension upon performance evaluation. The post is based in Bangkok or Udon Thani, Thailand.



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Payment Schedule:

The payment shall be made upon satisfactory completion of the output outlined below and approval by the Chief of the UN-Habitat Bangkok Programme Office.

Output (2024)	Payment
Deliverable 1: Roadmap for the project implementation for national and city level outputs, including plan for consultations and related concept notes.	50%
Deliverable 2: Report on the first city consultations and workshop, including preliminary outcomes on data mapping, and stakeholder mapping.	50%

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, (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

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)

Please indicate the Post Title: “National Project Coordinator – Thailand” in your email subject.

All applications should be submitted to:

UN-Habitat Bangkok Office

habitatbkk@un.org

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 equity, applications from female candidates will be particularly welcome.

Deadline for application: 31 October 2024