



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

24 January 2025

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| ORGANISATIONAL LOCATION: | UN Human Settlements Programme (UN-Habitat) |
| DUTY STATION: | Bangkok, Thailand |
| FUNCTIONAL TITLE: | Project Associate |
| DURATION: | Mid-February – 31 December 2025 |
| CONTRACT MODALITY/ LEVEL; | UNOPS IICA - 1 (International) |

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 urbanization. It is mandated by the UN 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 urbanization, UN-Habitat is playing a key role implementing the Goal 11 of the Sustainable Development Goals (SDGs) and urban-related SDGs adopted in September 2015, as well as the New Urban Agenda (NUA) adopted in Quito, Ecuador in October 2016.

For over a decade, UN-Habitat through its established presence together with the UN Economic and Social Commission of Asia and the Pacific (ESCAP) in Bangkok, Thailand, has served as an integral arm of the Regional Office for Asia and the Pacific (ROAP) in Fukuoka, Japan. In line with the UN-Habitat organizational reforms, UN-Habitat is strengthening its regional architecture by establishing Multi Country Programme Offices in each region to facilitate inter-agency partnerships and collaboration with the UN Development Coordination Office (DCO), regional bodies, institutions, UN, and civil society agencies. In Asia and Pacific region, Bangkok Programme Office is further deepening its presence and cooperation with partners in supporting ROAP and HQ for strengthened programming in South Asia and South-East Asia.

As captured in the UN-Habitat Strategic Plan (2020-2025), sustainable and equitable urbanization is considered as key to addressing some of the underlying risks of natural hazards and the root causes of instability and conflict. In 2023 alone, there were 117.2 million people who were forcefully displaced or stateless and nearly 295 million people, mostly coming from the Global South, living outside of their country of birth. Whether driven out of their countries due to poverty, climate change, and spatial inequalities, or seeking a more promising future and livelihood opportunities abroad, it is evident that “push” and “pull” factors are both driving migration flows and contributing to increasing urban population worldwide. By 2050, projections suggest a substantial rise in the global urban population, expected to surge from 3.5 billion presently to 6.2 billion.

Following the Second Session of the Habitat Assembly in June 2023, this prominent trend in urban displacement, which is poised to escalate, greatly amplifying urbanization rates, has further led to the adoption of Resolution HSP/HA.2/Res.9 towards the creation of a human settlements resilience framework for early warning, foresight, risk reduction, crisis response, and post-crisis recovery and reconstruction. In appreciation of the challenges in financing the triple humanitarian-development-peace nexus and immense strain on resources exacerbated by migration and urbanization, more strategic UN allocations, alongside in-country coordination and emergency responses are urgently required to help tackle these complex issues.



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Functional and Reporting Relationships:

The individual will be based at the UN-Habitat Programme Office located in Bangkok, Thailand, under the overall guidance and the supervision of the Chief, UN-Habitat Bangkok Programme Office and the Senior Human Settlements Officer based in Bangkok. The individual will collaborate closely with the Human Settlements Officers (HSOs) and focal points of the Regional Office of Asia and the Pacific (ROAP).

Key Responsibilities:

The Project Associate will be responsible for supporting the Bangkok Programme Office initiatives that include assisting UN-Habitat country offices through their national line ministries in identifying catalytic programming ideas and partnerships in the areas of urban resilience, climate-crisis/conflict nexus and urbanization-migration. Working intensively within Regional Collaborative Platform (RCP) Asia-Pacific administered by DCO, the Associate will also be responsible for Secretariat functions of the Networking Group on Human Mobility and Urbanization (NG HMU), being co-chaired between UN-Habitat and IOM.

Strategic Partnerships and Resource Mobilization:

- Support strategic partnerships activities at programme level, development and maintaining partnerships with Bangkok based UN Agencies, IFI's, bilateral and multi-lateral donors, private sector, civil society in the specific thematic areas of urbanization, displacement, and migration;
- Based on strategic goals of UN-Habitat, country needs, assist the office in analysis and research of information on donors and their regional strategies, preparation of substantive briefs on possible areas of cooperation, and identification of opportunities for initiation of new projects;
- Actively contribute to the overall office effort in resource mobilization, through the development of country fact sheets, country strategy preparation using infographics and assisting the office in developing concept notes, strategy papers for priority countries in the region;
- Assist the identification of leads for partnership initiatives through grant or funding platforms and support the office in preparation of proposals and development of project documents, in consultation with ministries and Country Offices of UN-Habitat in the region; and
- Facilitate intergovernmental processes in the Asia-Pacific in support to the Regional Office and in coordination with ESCAP, including but not limited to the Asia-Pacific Regional Review of the Implementation of the Global Compact on Safe, Orderly, and Regular Migration (GCM) and 81st Session of the Economic and Social Commission for Asia and the Pacific;

Regional Policy, Advocacy, and Outreach:

- Support strategic partners in developing proposals and concept notes to contribute to regional, and global forums such as World Urban Forum (WUF), Asia-Pacific Urban Forum (APUF), Asia-Pacific Forum on Sustainable Development (APFSD) and other events of relevance;
- Assist RCP Asia-Pacific and regional initiatives, under the coordination of the UN DCO (especially NG HMU), including conduct of regular meetings, responding to queries from network members, curating best practices, and adherence with reporting requirements;
- Regional inputs, review, and dissemination of activities supporting knowledge management and the submission of innovative urban solutions to global flagship programmes operated by UN-Habitat and Asia-Pacific Urban Agenda Platform (AP-UAP) serving as best practices;
- Coordination of workshops and events specifically focused on the adoption of global guidelines and standards and their roll-out in Asia and the Pacific region; and
- Prepare content and materials to strengthen capacity building of developing countries in their efforts to benchmark urban initiatives, monitor and evaluate progress using the Global Urban Monitoring Framework (UMF), and align with established global norms and indexes.



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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 organizational 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 & 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

Advanced university degree (Master degree or equivalent) in international development, urban development and planning, public relations, architecture or other relevant degrees. A 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 of relevant and progressive work experience in international development, urban development or program management, preferably in the field of human settlements. Work experience with the UN, and general knowledge of UN rules and regulations are desirable.
- Understanding of key regional and national stakeholders and partners relevant to the area of urbanization and migration in the context of the Asia-Pacific region is an asset.
- Work experience in either the United Nations, other international organizations 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.



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Other

Familiarity and previous experience with partnership and resource mobilization will be an advantage.

Contract period, level of engagement and duty station

The initial engagement will be for 10.5 months starting from mid-February 2025 and ending December 2025, with the possibility of extension. The post is based in Bangkok, Thailand.

Remuneration

In compliance with UN-Habitat policy.

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: “Project Associate” 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: 6 February 2025