



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 28 January 2025

ORGANISATIONAL LOCATION:	UN-Habitat
DUTY STATION:	Home-based, Malaysia (with travel within Malaysia, as required)
FUNCTIONAL TITLE:	Junior Research Assistant
DURATION:	3 March 2025 - 30 June 2025
CONTRACT TYPE:	UNOPS Local Individual Contractor Agreement (LICA)
LEVEL/SUBLEVEL:	Level 4
Payment:	Lumpsum, output based

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 (HBO) has assisted projects in South-East Asia while further deepening its presence and cooperation in Thailand, Malaysia, Singapore, and Brunei Darussalam. Meanwhile, in Malaysia specifically, HBO also represents UN-Habitat in the UN Country Team, including as current Chair of the Thematic Working Group on Economic Transformation for Inclusive and Sustainable Prosperity.

Wastewater management in Sabah, Malaysia

Presently, UN-Habitat is collaborating with UNEP to implement a project that will address the challenges of wastewater and nutrient pollution, as well as lack of sanitation provision that contribute to marine and freshwater degradation, poor human health, loss of biodiversity and socio-economic poverty. According to 2022 statistics, it is estimated the area of the intervention in Sabah, a region in the North-Eastern Malaysian coast, has the highest rate of poverty in the country of which 19.7 percent of the population of Sabah live below the poverty line. The region is also home to undocumented residents – which according to recent data published, almost 30 per cent of the population of Sabah is non-Malaysian – who are affected by poverty.



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As part of the project, a substantive effort will be made to provide training and capacity-building opportunities for marginalized communities, as well as all relevant stakeholders from Lok Urai, Kota Kinabalu, and other selected parts of Sabah on sustainable wastewater and nutrient management. Governmental authorities and wastewater operators will also be invited to these efforts which are expected to sensitize the main stakeholders around the issue of wastewater and nutrient management, as well as sanitation provision with a view towards the entire waste cycle, while also generating interest, momentum and creating opportunities for scaling up this project. These activities are crucial for the change that needs to happen in addressing environmental concerns around wastewater and nutrient management, and sanitation provision.

In this regard, a Junior Research Assistant is sought to assist in undertaking basic research activities, in relation to greening processes and standard operating procedures (SOPs), as well as, best practices and lessons learned. This position is intended for individual interested in assisting with research in the areas of waste and wastewater management and supporting to improve the provision of sanitation in Malaysia.

Functional and Reporting Relationships:

The individual will work in home-based in Malaysia. Under overall guidance of the Chief, UN-Habitat Bangkok Program Office, and Waste Management Expert, the individual will work closely with the Urban Basic Services Section of UN-Habitat Headquarters, especially Global Water Operators' Partnerships Alliance (GWOPA) and Source to Sea team of UNEP Headquarters, along with country focal points for Malaysia.

Key Responsibilities:

The Junior Research Assistant will be responsible for supporting of research, analysis of best practices, and advocacy in the areas of waste and wastewater management, assisting the Waste Management Expert, for the development of reports, guidelines, and associated outputs. The expected tasks include:

Output 1: Wastewater pollution and wastewater utilities assessments resulting in the improved provision of sanitation services and nature-based solutions for wastewater and nutrient management.

- Activity 1.1: Participate in discussions with the local and national governments and study for selecting the area of the intervention and technology to be used.
- Activity 1.2: Help with the conduct of assessments for wastewater utility operators to examine current greening processes and standard operating procedures (SOPs).

Output 2: Training and knowledge exchange for stakeholders on protecting marine and freshwater ecosystems through sustainable wastewater, nutrient management and sanitation provision.

- Activity 2.2: Support the preparation for a technical exchange with wastewater utility operators at local and national level to share best practices and lessons learned.

Output 3: Guidelines and targets to scale up sanitation provision, as well as sustainable wastewater and nutrient management across Sabah.

- Activity 3.1: Assist with general coordination of webinars and workshops to help establish technical cooperation among selected wastewater utilities and relevant stakeholders.
- Activity 3.2: Help to undertake research towards the development of guidelines and targets to create a community cooperative to scale up action, finance, and business opportunities in the field of sanitation provision, as well as wastewater and nutrient management.
- Activity 3.3: Support in the review of analysis on existing approaches for knowledge transfer and learning processes into global water operator' partnerships (WOPs).

Output 4: Communication, knowledge exchange and evaluation.

- Activity 4.1: Aid with the preparation for a multistakeholder workshop to exchange lessons learned throughout the project and discussion for the next stage.



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- Activity 4.3: Assist to collect inputs and feedback for final evaluation of the project.

All the information gathered, communications, resources, and materials along with any 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 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 & 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.

Qualifications:

Education

Minimum High-school certification. A first-level Bachelor's degree in urban planning, sustainable development, engineering, waste or wastewater management, environmental studies or similar fields of study, with background in advocacy and event management would be considered as asset.

Experience

- A minimum of three (3) years of relevant work experience in international development, urban planning, or sanitation programming, preferably in the field of wastewater management. 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 urbanization, waste and wastewater management, sanitation, and urban basic services.
- Work experience in either the United Nations, other international and Malaysian organizations, and general knowledge of UN rules and regulations are an advantage.



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Language

English and French are the working languages of the United Nations Secretariat. For this post, fluency in English and Malay is required. Knowledge of any additional Asian language is considered favorably.

Other

Familiarity and previous experience with research tools and databases will be an added advantage.

Contract period, level of engagement and duty station

The contract will be issued on an output basis for starting 3 March 2025 and ending 30 June 2025. The post is home-based in Malaysia with attendance in meetings and travel within Malaysia, as required. Travel costs will be arranged paid as per rules and regulations of UN-Habitat.

Remuneration

In compliance with UN-Habitat policy.

Expected deliverable and timelines will be as follows:

Instalment	Expected Outputs and Payment Schedule	Payment	Due Date
1st instalment	Submission and clearance of Output 1 Analysis and general research related to current greening processes internationally and standard operating procedures (SOPs) in Malaysia.	25%	By 30 March 2025
2nd instalment	Submission and clearance of Output 2 Collection of best practices and lessons learned related to wastewater utility operators.	25%	By 27 April 2025
3rd instalment	Submission and clearance of Output 3 Review of existing approaches for knowledge transfer and learning processes, in relation to water operators' partnerships (WOPs).	25%	By 25 May 2025
4th /final instalment	Submission and clearance of Output 4 Research on guidelines and targets in the areas of sanitation provision and wastewater.	25%	By 22 June 2025



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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, (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: “Junior Research Assistant” in your email subject.

All applications should be submitted to:

UN-Habitat Bangkok Programme 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: 10 February 2025