



Terms of Reference

Issued: 10 January 2025

ORGANIZATIONAL LOCATION:	UN-Habitat, Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	UN-Habitat Viet Nam, Hanoi Office
FUNCTIONAL TITLE:	National Coordinator
CONTRACT TYPE:	UNOPS Local Individual Contractor Agreement (LICA)
LEVEL/SUBLEVEL	Level 8
DURATION:	8 months To be extended subject to performance and budget availability
PAYMENT:	Monthly payment

INTRODUCTION TO THE UN-HABITAT

The United Nations Human Settlements Programme, UN-Habitat, is the UN agency for human settlements. 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. Our vision is cities without slums that are liveable places for all, which does not pollute the environment or deplete precious natural resources.

At the dawn of a new urban era, with most of humanity now living in cities, the UN-Habitat is at the frontline of the battle against urban poverty and environmental degradation. The efforts of UN-Habitat in more than 90 countries focus on addressing problems in humanitarian and crisis situations, supporting national governments, local authorities and civil society to strengthen their resilience and capacity to mitigate, manage and recover from human-made and natural disasters.

Being present in Viet Nam since 2007, UN-Habitat's activities focus on improving urban planning, providing cities with greater access to financial resources, disaster mitigation and reconstruction programmes, and promoting the development of green cities to tackle climate change. These activities range from technical assistance and collaborative action, through to policy advice, to leave no one and no place behind.

PROJECT BACKGROUND

With the main objective to improve the quality of life of urban citizens through youth-led innovative solutions, the project "**Promoting youth and community innovation for city sustainable development**", funded by Botnar Fondation, is being implemented in Quang Nam, Viet Nam from 2022-2025. The project is structured around 3 main outcomes:

Outcome 1: Creative Hub model introduced and capacitated to mobilize youth and community participation and innovation for the sustainable, inclusive, resilient and safe city development.

Outcome 2: Pilot projects implemented contributing to the introduction of innovative approaches, promoting cross-sectoral strategic coordination and participatory community development.

Outcome 3: Policy and legal guideline to promote participative and creative urban solutions strengthened and disseminated.

The project ‘**Accelerating the Implementation of the ASEAN Sustainable Urbanisation Strategy**’ (known following as ‘ASUS Project – Phase I’) was implemented from 2020 to 2022, combining technical support at the local-level to eight pilot cities in ASEAN and knowledge management and advocacy initiatives at the regional level, including delivery of the ASEAN Sustainable Urbanisation Forum and the ASEAN Sustainable Urbanisation Report. This ASUS Project – Phase II builds on the accomplishments of its previous phase and aims to scale-up and improve the approaches and initiatives adopted, to:

- Deliver strengthened technical support and advice to ASEAN cities, including existing pilot cities and a new group of cities;
- Further build capacity within cities to develop viable project proposals within an ASUS framework;
- Strengthen the engagement of national governments and stakeholders in the adoption of ASUS and to support cities efforts in the definition and implementation of urban project and plans, in line with ASUS;
- Facilitate regional advocacy and research that enhance knowledge management and production to support a broader adoption of ASUS across the region.

The key components of this proposal and the ASUS Project – Phase II are: (i) Technical and Strategic Support to Cities and (ii) National and regional Advocacy, Knowledge Management, and Capacity Building. The main project targets are ASEAN local governments and stakeholders, especially secondary and intermediary cities, which have been identified by ASUS as the main actors of current and future urban development across ASEAN. All proposed project components and related outputs aim to strengthen local capacities, whilst complementing technical support for regional advocacy, knowledge management, and capacity building.

The project “**Institutional Strengthening and Capacity Building Program for Urban Development in Viet Nam**” is financed by Swiss State Secretariat for Economic Affairs - SECO for technical assistance and capacity development. The main goal of this project is to strengthen capacities of national and local institutions to promote, plan and implement innovative and participatory solutions for sustainable urban development in Viet Nam. The project will be implemented over a period of five years by UN-Habitat in close coordination with the Ministry of Construction and city governments. The project consists of three interlinked components:

Component 1: Institutional Strengthening and Capacity Building:

- Support sustainable setup of the Institute for Urban Development Management
- Improve institutional capacity of national and local government agencies

Component 2: Policy and Regulation

- Strengthening of national urban legislation
- Support the implementation of the Planning Law

Component 3: Piloting

UN-Habitat’s role in the projects includes overall responsibility for project implementation, as well as for monitoring and reporting, receiving support from UN-Habitat Headquarters and the Asia-Pacific Regional Office.

The project “**Enhancing the resilience inclusive and sustainable eco-human settlement development through small scale infrastructure interventions in the coastal regions of the Mekong Delta in Viet Nam**” is financed by the Adaptation Fund – AF in the period of 2020-2024. To align with a government request to promote sustainable eco-human settlement in Viet Nam, this project aims to improve (as a pilot model) for the poor and vulnerable communes that climate change produce negative impacts. It is structured around the following components:

Component 1: Institutional and community capacity building toward eco-human settlement development for supporting enhance local climate response actions

Component 2: Action plan and strategy development for eco-human settlement, and integrating into planning and policy with participatory approach

Component 3: Sustainability built through small-scale protective infrastructure

Component 4: Awareness Raising and Knowledge Management

The project will be executed at three levels: 1) national level, 2) provincial level (with support from the districts) and 3) commune level. At the national level, the overall coordination of the project’s execution will be led by the Ministry of Natural Resources and Environment. UN-Habitat is the multilateral implementing entity of the project and will then provide project management support, oversight, management of fund flow and executing partners’ delivery, and secretariat of the Project Steering Committee.

OBJECTIVES

The National Coordinator will work under the direct management of the Chief Technical Advisor (CTA)/Officer-in-Charge (OIC) in Viet Nam to (i) provide day-to-day assistance to the current running projects on activity implementation, knowledge management and information dissemination; and to (ii) assists in the planning, implementation, monitoring, and reporting of UN-Habitat country programming in coordination with other UN agencies, national and international institutes and organizations.

RESPONSIBILITIES AND EXPECTED OUTPUTS:

The following specific responsibilities are included in this consultancy:

A. Project implementation

- Act as a focal person to assist CTA/OIC in daily management, monitoring and quality control of all project activities to help achieving the expected outputs and outcomes, and report to ROAP and donors in a timely manner.
- Work closely with Viet Nam country team especially with other project teams and provide inputs to finalize the project implementation strategy, TORs, detailed plan of each activity, set up the local institutional implementation framework based on project design;
- Take lead in knowledge management and information sharing among project staff and stakeholders;
- Assist in formulating and disseminating of project information reports to and responding to queries from concerned stakeholders;
- Act as the country focal point for the ASUS Project Phase II in Viet Nam, take the lead and be responsible for the project activities planning and coordination of the Local Project Coordinator’s work.

- Coordinate with the UN-Habitat Bangkok Programme Office regional team of the ASUS Project Phase II to ensure coherence with the regional approaches, templates, standards and workplan. Facilitate the communication with the national and local government stakeholder, in line with the ASEAN protocols.
 - Ensure the provision of (i) technical assistance to the selected cities in the country for the ASUS Project Phase II, for the advancement and development of City Technical Proposals, (ii) training and capacity building programmes implementation in line with the regional roadmap, and (iii) ensure representation and contribution of the work and partners in the country in regional events and knowledge management initiatives.
 - Act as the project manager for Botnar project, take lead and be responsible for the project and activities planning, resources management and allocation, monitoring and reporting to deliver the committed outputs, outcomes and results in a timely and effective manner.
- B. Programme implementation
- Support CTA/OIC to integrate project activities into country programme strategy and implementation aligning with other programme activities at the regional and global levels;
 - Support CTA/OIC to ensure the UN-Habitat visibility in RGs and thematic groups' meetings, related to the framework of One UN initiative in Viet Nam and to strengthen liaison and information sharing between on-going projects/programmes, UNCT, governments, donors, etc. in the urban sector in link with Viet Nam Urban Forum (VUF) and other platforms;
 - Coordinate with UN-Habitat's Communication Group and advocate the OIC to promote the programme and its projects' visibility on all media platforms.
 - Assist the OIC and work with the country team to prepare concept notes, proposals, TORs of joint activities/projects/programmes with UN agencies and potential partners to maximize the potential resources and synergy to support country programme's targets, harmonizing UN-Habitat Strategic Framework and the United Nations Sustainable Development Cooperation Framework in Viet Nam.
 - Nurtures networks and maintain effective collaborative relationships with stakeholders and relevant program partners
 - Supports other activities related to UN-Habitat global programmes and country programme, as requested;

REQUIRED SKILLS:

- **Professionalism:** Good knowledge and understanding of theories, concepts, and approaches relevant to climate change and urban management. Practical knowledge and working experience with urban development issues. Ability to observe deadlines and achieve set goals. Ability to work and deliver outputs under pressure.
- **Communication:** Good written and oral presentation skills in English. Good presentation skills. Ability to communicate and discuss complex issues in clear language and convincing narratives.
- **Teamwork:** Ability to work collaboratively with team members and 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. Being able to develop clear plans in contexts with limited information and datasets.

- **Management:** Ability to manage smaller project teams, divide the workload, and sustain efficiency
- **Commitment:** Show a strong commitment and passion to work for sustainable urban development in Viet Nam

QUALIFICATIONS

Education:

Minimum advanced university degree (Master's degree or equivalent) in planning and design, land use and housing, environment, and economic development or other fields relevant to urban development and social policy in developing countries. A first-level university degree (Bachelor's degree or equivalent) in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

Minimum 2 years of experience in the relevant field of project management and coordination in Viet Nam; in housing, climate change, urban planning, and development. Working experience with UN-Habitat and/or UN system is preferable. Minimum 8 years of experience in the relevant field of project management is required in case of a first-level university degree.

Technical Knowledge:

- Basic skills in project management, including project planning;
- Experiences in providing coordination support for project activities at ministerial level and sub-national level (in provinces and/or cities of Viet Nam), with multiple stakeholder facilitation, public-private partnerships,
- Capacity to identify relevant social, financial, human, and intellectual resources for the project implementation;
- Research and analytical skills combined with good communication skills, including drafting skills and writing skills, in English and possibly another UN language;
- Able to work independently and as part of the team and deliver on time under pressure.

Language Skills

For this consultancy, fluency in oral and written English and Vietnamese is required.

REMUNERATION

Payments will be made monthly over the contractual period. The rate will be determined according to the qualifications, skills and relevant experience of the selected candidate based on a fixed salary scale.

Submission of Applications:

The application should comprise:

- Completed UN [Personal History Form \(P11\)](#). Please download the form (MS-Word) from UN-Habitat/ROAP-vacancy website:
- A Statement of Interest and suitability (a cover letter) for the position

All applications should be submitted to:

UN-Habitat Viet Nam Office

To: unhabitat.vietnam@gmail.com

Please indicate the Post Title: “**Viet Nam-National Coordinator**” 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 respond to the above criteria will be contacted for an interview. The fee will be determined according to the selected candidate's qualifications, skills, and relevant experience. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome. UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Deadline for applications: 23 January 2025