

TERMS OF REFERENCE

Issued 27 August 2025

ORGANIZATIONAL LOCATION:	UN-Habitat, Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	Home-base (Son La), Viet Nam
FUNCTIONAL TITLE:	Local Facilitator
CONTRACT TYPE:	UNOPS Local Individual Contractor Agreement (LICA)
LEVEL/SUBLEVEL:	Level 6
DURATION:	3 months from October to December 2025
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 do 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 crises, 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 Vietnam 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 to policy advice, to leave no one and no place behind.

PROJECT BACKGROUND

The project “**Emergency support to post-disaster recovery and rehabilitations of mountainous communities in Son La Province, Viet Nam**” was designed to support the most vulnerable households in the highland districts hit by the July 2024 flash-floods and landslides. All components take an integrated approach—linking evidence-based risk analysis, inclusive planning and community-driven implementation—to raise climate-resilience knowledge and strengthen protective measures through better institutional capacity and local participation.

Component 1: Improved Structural Resilience For early warning and immediate response:

This Component focuses on developing and operationalizing a data-driven flash-flood and landslide forecasting model; establishing a multi-channel early warning system (including SMS alerts); and upgrading community centres with rooftop photovoltaic (PV) and underground rainwater harvesting systems to function as accessible emergency shelters.

Component 2: Enhanced ecosystem functions for disaster risk reduction

This component integrates ecological restoration with engineered slope stabilization to mitigate soil erosion and landslide risks. Denuded, high-risk areas are identified in partnership with local authorities and communities, prioritizing inclusivity and co-benefits for marginalized groups. The intervention will combine vegetative cover restoration with structural stabilization.

Component 3: Strengthened disaster preparedness for effective response at all levels

This component includes risk mapping, capacity building, and participatory planning. A high-resolution GIS hazard map and training-of-trainers program will be developed. Communities, especially vulnerable groups, will co-create disaster risk reduction (DRR) and climate adaptation plans.

OBJECTIVES

The Local Facilitator will serve as the project's focal point in Son La Province, providing support to the Country Manager and the JSB project team to ensure smooth implementation, monitoring, and coordination of activities across the three project components. The role will focus particularly on strategic, operational, and coordination matters that are critical to achieving technically robust project interventions and knowledge products.

The Local Facilitator will work under the direct management of the JSB Project Manager in Viet Nam and receive technical supervision and guidance from the Country Manager.

RESPONSIBILITIES AND EXPECTED OUTPUTS

The following specific responsibilities are included in this consultancy:

- As the primary focal point, support project activities in Son La Province, maintaining close communication with UN-Habitat, local authorities and community stakeholders.
- Assist the Country Manager and Project Manager in addressing strategic, operational, and coordination matters.
- Facilitate the implementation of technically robust project interventions (early warning systems, ecosystem restoration, slope stabilization, and community preparedness initiatives) in collaboration with the JSB project team, local authorities, and communities.
- Provide operational support to ensure smooth implementation of the project.
- Support the monitoring of project progress, identifying challenges, and proposing solutions.
- Collect data and document lessons learned, good practices, and community feedback.
- Contribute to the preparation of project technical and narrative reports, knowledge products, and communication materials.

- Ensure alignment of activities with project objectives, national, provincial priorities, and UN-Habitat's Country Programme in Viet Nam.
- Promote inclusive participation of vulnerable groups in DRR and climate adaptation planning.

REQUIRED SKILLS

- **Professionalism:** Knowledge of disaster risk reduction, climate resilience, urban environmental 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 colleagues to achieve agreed goals.
- **Planning and Organizing:** Ability to prioritize activities and assignments and to easily switch between different projects.

QUALIFICATIONS

Education:

Minimum Bachelor's Degree in irrigation, infrastructure engineering, civil engineering, environmental sciences, climate change adaptation, or related field.

Work Experience:

Minimum 4 years of relevant work experience in project coordination or support in management related to disaster risk reduction, emergency response and post-disaster recovery. Working experience with local government and/or UN agencies is preferable.

Language Skills

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

REMUNERATION

Payments will be made monthly and based on deliverables over the consultancy period. There are set remuneration rates for consultancies. The rate is determined by the functions performed and the experience of the consultant. The fee will be paid as per the agreement.

DURATION

The contract will be from 01 October to 31 December 2025 (3 months, full time), and renewable subject to the performance and fund availability.

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 Vietnam Office

To: unhabitat.vietnam@gmail.com

Please indicate the Post Title: “**Local Facilitator, Vietnam**” 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: 09 September 2025