

## Terms of Reference

Issued on 19 October 2020

ORGANIZATIONAL LOCATION:	UN-Habitat, Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	Home-based
FUNCTIONAL TITLE:	Chief Technical Advisor – Climate Change
CONTRACT TYPE:	UNOPS Local Individual Contractor Agreement (LICA)
DURATION:	2 months, November to December 2020
PAYMENT:	Monthly

## **BACKGROUND**

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.

Urbanization is happening at a phenomenal rate. Half the world's population now live in cities, and this is projected to increase to two-thirds by 2050. Cities face massive environmental and socio-economic challenges. UN-Habitat supports countries and cities in overcoming the challenges and taking advantage of the opportunities urbanization offers through sustainable urban planning and climate resilient action strategies and plans.

Alongside the threats posed by the convergence of the effects of urbanization and climate change, however, is an equally compelling set of opportunities. Urban areas, with their high concentration of population, slums, industries and infrastructure, are likely to face the most severe impacts of climate change. The same concentration of people, industrial and cultural activities, however, will make them crucibles of innovation, where strategies can be catalysed to promote reductions in greenhouse gas (GHG) emissions (mitigation) and to improve coping mechanisms, disaster warning systems, and social and economic equity, to reduce vulnerability to climate change impacts (adaptation). This will contribute the development of building resilient and low carbon cities in Asia and the Pacific.

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 2020-2023. To align with a government request to promote sustainable eco-human settlement in Viet Nam, this project aims to improve the poor and vulnerable communes that climate change impacts have affected the most. 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, 2) provincial (with support from the districts) and 3) commune. 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. UN-Habitat will have Agreement of Cooperation (AoCs) with PMU under the MONRE.

In Pakistan, a project will be implementing on Enhancing the capacity of the government institutions and communities to promote CDM process supporting participating countries to implement on emission-reduction or emission-limitation commitment under the Kyoto Protocol and Paris Agreement. This includes; to raise awareness and capacity of national and local government officials and local community on climate change mitigation and adaptation, especially GHG emission reduction process under Kyoto Protocol and Paris Agreement; to create enabling environment for the implementation of emission reduction and limitation projects; to study feasibility of GHG emission reduction and environment friendly applications; to formulate the project and coordinate with Pakistan government.

## **OBJECTIVES**

The Chief Technical Advisor (CTA) – Climate Change in Vietnam will (i) lead the project development and implementation in Asia and the Pacific region related to climate change mitigation and adaptation, especially in Bangladesh, Pakistan, and Viet Nam; and (ii) be responsible for providing technical guidance and advice for the effective implementation of the project and achievement of the planned results with coordination and collaboration with other actors in the sector both at national and international levels.

The incumbent will lead the coordination and discussion with donors and relevant government agencies for project development, and also lead to implement all planned activities. The incumbent also provide advice to the climate and environment related projects in other countries for building resilient and low carbon cities in Asia and the Pacific.

CTA-CC will work under the direct supervision of the Human Settlements Officer (HSO) in the Regional Office of Asia and the Pacific. Under the overall guidance and in coordination with the Habitat Programme Manager (HPM) in Vietnam and Pakistan, the CTA will be responsible for, in Vietnam: the overall planning and implementation of the Adaptation Fund project including: preparation of detailed work plans, budgets and monitoring plans; provision of policy advice and support to MONRE; provision of guidance and direction to the project management team and other consultants/experts; timely submission of required reports; co-ordination of all project activities; organising and supervising all project management matters; leading the drafting of strategic documents including knowledge products; and ensuring effective overall management of the team and work products. The incumbent will also be responsible for presenting the project outputs to relevant stakeholders, the Government of Vietnam and the UN in Vietnam within the agreed timetable. S/he will also be required to support advocacy and partnership building efforts.

In Pakistan, the overall planning and implementation of the projects related to CDM and housing including: preparation of detailed work plans, budgets and monitoring plans; provision of policy advice and support to Ministry of Climate Change in Pakistan; provision of guidance and direction to the project management team and other consultants/experts; timely submission of required reports; co-ordination of all project activities; organising and supervising all project management matters.

## **RESPONSABILITIES AND EXPECTED OUTPUTS:**

- 1. The development of enabling environment for low emission development and supporting NDC plan under the Paris Agreement: Focuses on environment and living condition upgrading in urban slum areas- Karachi, Islamabad, and Peshawar (20%) (K-EWP)**
  - Lead Project Team for implementation, and coordinate with co-implementing partners and donors
  - Ensure project implementation quality and further develop the regional/country program in line with UN-Habitat's strategic direction and long-term planning
  - Support to HSO, HPMs and UN-Habitat teams to mobilize the internal and external resources (e.g expertise, knowledge, funds) to help to achieve the expected project outputs and outcomes.

- Work closely with UN-Habitat project team, internal and external project partnership to develop the project implementation strategy, TORs, detailed plan of each activities, set up the institutional implementation framework based on project design and assumption;
- Work closely with project teams of co-implementing partners and project consultation team to conduct the project component activities as project design and agreed schedule;
- Cooperate with programme support staff to manage the project budget, procurements and financial authorization, actual disbursement report, and result-based monitoring to ROAP, HQ and UNCT;

## **2. Adaptation Fund project implementation and development in Asia and the Pacific (60%)**

- Ensures proper oversight of project activities and results;
- Provides technical guidance for the overall management and administration of the project;
- Provides policy advice and technical support to government and other partners on urban climate resilience;
- Supports sector-wide coordination and strategic planning efforts and partnership;
- Promote the identification and synthesis of best practices and lessons learned from the project for organizational sharing and learning as well as external information;
- Actively participate in UN Vietnam knowledge and learning events and take advantage of best practices and lessons learned that are available in the region and globally;
- Support a regional Adaptation Fund project development in Asia and the Pacific (KEITI)

## **3. Contribution to UN-Habitat regional/country programme (20%)**

- Provide technical assistance for climate change mitigation and adaptation projects in the region
- Coordinate with donors for resource mobilization, and government agencies related to climate change and environment (K-EWP, LH, and KEITI)

## **REQUIRED SKILLS:**

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to urban planning and design. Strong analysis of urban form, urban systems, underlying social, legal and financial mechanisms and the political context. Ability to develop strong graphic materials (concept plans, diagrams, street sections) as well as substantive reports. Knowledge of urban development issues. Ability to observe deadlines and achieve set goals. Ability to work and deliver under pressure.
- **Communication:** Excellent written and oral presentation skills in English. Excellent capacity to produce and manipulate graphic documents and drawings. Good presentation skills. Ability to communicate complex interventions in a clear language and convincing narratives. Sketching capabilities to effectively communicate in workshop settings and teams.
- **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.
- **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. Can easily develop clear plans in contexts with limited information and datasets. Finds ways to extract and combine data and information to create base maps. Is both able to reduce complexity as well as sensitive to specific urban form and the landscape.
- **Management:** Ability to manage smaller project teams, divide workload and sustain efficiency

## **QUALIFICATIONS**

### **Education:**

Minimum advanced university degree (Master's degree or equivalent) in Climate change, Social Science, Economics or related field that is relevant for urban planning and climate change mitigation/adaptation in developing countries.

### **Work Experience:**

- Minimum 5 year of experience for research project, project development and management, and global climate strategy and financing in developing countries, especially Asia and the Pacific; in urban planning and climate change adaptation and mitigation;
- A combination of academic and public sector experience would be considered an asset
- Proven experience as Team Leader/ Project Manager from one or more projects of similar nature. Management or participation in Climate change project development and management would be an advantage
- Previous experience with the United Nations System, including UN-Habitat is desirable
- Experience in working, liaising and collaborating with government representatives, officials, local authorities, civil society organizations, and public international organizations.

### **Technical Knowledge:**

- Paris Agreement and global climate strategy for low emission (carbon) development
- Project development on global climate financing in developing countries
- Knowledge about climate change mitigation/adaptation and community-based project development and 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 team and deliver on time under pressure.

### **Language Skills**

For this consultancy, fluency in oral and written English is required. Although not a requirement, knowledge of French, Spanish, or Arabic will be an advantage.

## **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 functions performed and experience of the consultant. The fee will be paid as per agreement.

## **DURATION**

The contract will be for 2 months (full time), and renewable subject to the performance and budget availability.

### **Note:**

Applicant must Complete P11 form and submit as part of their application. Click here to down load the form [P-11](#).

**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:  
[http://www.fukuoka.unhabitat.org/vacancy/index\\_en.html](http://www.fukuoka.unhabitat.org/vacancy/index_en.html)
- ♦ A Statement of Interest and suitability (a cover letter) for the position

**All applications should be submitted to:**

UN-Habitat Vietnam Office

**To:** [hr@unhabitatvietnam.org](mailto:hr@unhabitatvietnam.org)

Please indicate the Post Title: “**Chief Technical Advisor – Climate Change**” 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 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. UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

**Deadline for applications: 1 November 2020**