

Terms of Reference

Issued on 15 Jan 2020

ORGANIZATIONAL LOCATION:	UN-Habitat, Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	UN-Habitat Viet Nam, Hanoi Office
FUNCTIONAL TITLE:	Project Technical Assistant
CONTRACT TYPE:	UNOPS LICA
DURATION:	5 months from 1 February 2020 to 30 June 2020 (with possible extension)
PAYMENT:	Monthly payment

BACKGROUND

The Socialist Republic of Vietnam, considered among the most vulnerable countries in the world to the impacts of climate change, is one of the parties to the UNFCCC who immediately ratified the Paris Agreement in 2016 and submitted its NDC to the Convention. Considering the importance of multi-level climate governance, the PIPA strategically outlined the tasks and responsibilities for sectors as well as the localities that include provinces and cities.

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. With IPCC's SR1.5 affirmation that "all 1.5°C-consistent pathways require actions in and by cities, often in partnership with regional and national governments", UN-Habitat remains committed to supporting cities and national government to address climate issues in the urban setting. As a part of its strategy, UN-Habitat cooperates with International Urban Cooperation (IUC)-Asia and its current partners in the Global Covenant of Mayors for Climate and Energy (GCOM) in providing Technical Assistance to Vietnamese cities specifically in developing their Climate Action Plans (CAPs) consistent with the national policies and issuances that are likewise consistent with globally accepted reporting standards and framework that is promoted by GCOM.

Through this Technical Cooperation, the IUC-Asia and UN-Habitat will support 3 pilot city governments in Vietnam to develop their CAPs. As a culminating activity for this Technical Cooperation, a workshop on CAP development will be conducted to share the experiences and learnings from the 3 pilot cities in the formulation of their respective CAPs to wider number of Vietnam cities.

OBJECTIVES

Working closely and under guidance of the Country Programme Manager (CPM) in Vietnam and the International Climate Change Planning Expert, the Project Technical Assistant (PTA) will assume the responsibility of day-to-day assisting project implementation especially in all strategic, operational and coordination matters critical to the achievement of technically robust quality of project interventions and knowledge products.

RESPONSABILITIES AND EXPECTED OUTPUTS:

The following specific responsibilities are included in this consultancy:

- Ensure effective logistical arrangements and coordination between all the actors in the Project for the prompt and effective implementation of the program activities;
- Assist in the overall administrative matters of the project, such as registry and maintenance of project files and records;
- Prepare routine correspondence and maintain project correspondence and communication, as well as receive, screen and distribute correspondence;
- Assist in logistical organization of meetings, site visit, and working groups consultations and workshops, by preparing agendas, appointments and meetings both internal and external relations and write minutes from the meetings;
- Support knowledge management and information sharing among project staffs and stakeholders;
- Assist in formulating and dissemination of project information reports to and responding to queries from concerned stakeholders;
- Assist in the preparation and timely submission of quarterly, progress and annual project implementation review reports and other monitoring reports as may be required;
- Track project expenditures through appropriate bookkeeping, capturing the financial procedures of the donors and UN-Habitat's finance and administrative guidelines;
- Prepare financial reports in view of the requirements by implementing partners and relevant stakeholders; and
- Assist the project team to conduct post-completion evaluation of the project;
- Assist in any other works which may be reasonably expected by UN-Habitat technical team and CPM

Daily presence in the project office is expected.

REQUIRED SKILLS:

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to climate change and urban management. Knowledge of 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 complex interventions in a 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.
- **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.
- **Management:** Ability to manage smaller project teams, divide workload and sustain efficiency

QUALIFICATIONS

Education:

Minimum advanced university degree (Master's degree or equivalent) in development studies or other field that is relevant to urban management and social policy in developing countries. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

Work Experience:

Minimum 3 year of experience in providing coordination and operational support to development projects in Vietnam; in climate change, urban planning, urban development. Working experience with UN-Habitat or UN agencies are preferable.

Technical Knowledge:

- Project coordination and facilitation and field mission experience in provinces and/or cities of Vietnam
- 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 and Vietnamese is required.

REMUNERATION

Payments will be made monthly over the contractual period. There are set remuneration rates for independent contractors. The rate is determined by functions performed and experience of the independent contractors. The fee will be paid as per agreement.