

Ref: UN-HABITAT/VA-I/2018/001

TERMS OF REFERENCE

Issued on: 09 February 2018

Job Title	Urban Specialist
Location	Yangon
Duration	6 months over 9 months (February 2018 – October 2018)
Starting date	As soon as possible
Type of Contract	IICA
No. of Position	1
Closing Date	27 February 2018

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

BACKGROUND

The United Nations Human Settlements Programme, UN-HABITAT, is the agency for the United Nations dedicated to promoting socially and environmentally sustainable development of human settlements in an urbanizing world, with the goal of providing safer and inclusive human settlements.

UN-Habitat has a long-standing presence in Myanmar, first re-entering the country after Cyclone Nargis in 2008 and supporting the Government of Myanmar through its democratic transition and re-engagement with the international community. Today UN-Habitat works across a range of ministries in the areas of disaster risk reduction and urban resilience, climate change, basic services, housing, urban planning and development, land administration, and slums improvement.

UN-Habitat has supported the Ministry of Construction in the production of a number of information gathering reports, through which a knowledge base surrounding urbanisation in Myanmar has been developed.

To face the challenges of rapid urbanization and capitalize on the increased capacity and interest in urban policy, UN-Habitat and the Government of Myanmar have agreed to collaborate on the development of a National Urban Policy for the country under the National Urban Policy Programme (NUPP), which should mobilize the expanding range of urban stakeholders and integrate and coordinate various sectoral policies for the development of a shared and comprehensive vision for national urban development in Myanmar.

The National Urban Policy Programme (NUPP) is a joint initiative of UN-Habitat, OECD and Cities Alliance, aimed at working together to support the development and implementation of NUPs globally. NUP is an instrument for guiding sustainable urban development in a country. By engaging both top down and bottom up policy processes, a NUP can help to create an enabling, collaborative and cooperative institutional environment, assist with the mobilization of stakeholders, assess and build capacities (institutional, financial, human, etc), and importantly, define an urban vision and plan for a country with jointly defined and transparent responsibilities.

National Urban Policies (NUPs) have been recognized internationally as an instrument for the implementation and monitoring of global urban agendas such as the Agenda 2030 for Sustainable Development, the Paris Agreement, and the New Urban Agenda. These agendas have recently acknowledged that the challenge and opportunities of urbanization for sustainable development reach beyond the city scale, making it a global priority and a governmental responsibility, that calls for more coordinated and integrated policies. This is illustrated for instance in the introduction in the Agenda 2030 of a landmark goal of exclusive urban focus: SDG - 11: “*make cities and human settlements inclusive, safe, resilient and sustainable*”, with the target 11.a to “*support positive economic, social and environmental links between urban, peri-urban and rural areas by strengthening national and regional development planning*”, for which NUPs were recommended as an indicator in their Habitat III Policy Paper 3. Moreover, the NUA recommends NUPs within local-national partnerships as one of its fundamental drivers of change: “*we will take measures to establish legal and policy frameworks, based on the principles of equality and non-discrimination, to better enable prevailing governments to effectively implement national urban policies, as appropriate, and to empower them as policy makers and decision makers, ensuring appropriate fiscal, political and administrative decentralization based on the principle of subsidiarity*” (New Urban Agenda, 2016: 89).

The National Urban Policy Programme therefore answers this recommendation, as it supports governments in implementing the NUA through the development of NUPs. It aims to overcome the capacity gap that states can be faced with in the NUP process by providing tools and technical assistance to governments and stakeholders. Myanmar is one of the pilot countries selected for a first phase of this mission. The development of a NUP in Myanmar will ensure the implementation of global urban agendas and fulfil the mandate of the UN-Habitat Myanmar office by will helping to address the country’s urbanization challenges sustainably and equitably.

The current project will therefore build on the previous work of the completed Rapid Urban Diagnostic Report, Housing White Paper, Housing Policy, Strategy and Action Plan and National Urban Policy Framework. In addition to these works, UN-Habitat has also undertaken comprehensive slum mapping, which has identified the number, location and conditions of all existing slums within Yangon, this will add to and be a relevant background tool for the project.

Within Myanmar three tiers of Government deal with urban policy development. First, the Union government that is more open to new strategies and planning for planned city development in the framework of a new national urban development strategy. The focal authority for development in Myanmar is the Ministry of Construction and its Department of Urban and Housing Development to which UN-Habitat provides assistance. Beneath this the formulation and implementation of metropolitan policies rests with the Regional Government, headed by an appointed Chief Minister. The locus of spatial-economic development planning is undoubtedly the Region. Finally, local policies including land use planning and social services are taken developed and implemented by the City Development Committee (YCDC), headed by an appointed mayor who reports and gets approvals from the Chief Minister of the Region.

Addressing the challenges of urbanization in a sustainable and equitable manner in Myanmar therefore requires a cross sectoral approach to urban policies and an increased level of vertical and horizontal coordination. Collaborative efforts among all levels of government, civil society, the private sector and other development partners is critical to make this happen, through the development of National Urban Policies (NUP).

DUTIES AND RESPONSIBILITIES

The **Urban Specialist** will assist the Country Programme Manager and NUPP HQ team by overseeing the day-to-day management of UN-Habitat Myanmar’s National Urban Policy Programme, including coordinating with all urban stakeholders and development partners in the urban development.

The main responsibility of the Urban Specialist is ensuring implementation of activities found within the workplan agreed with the government and UN Habitat HQ under in the process of National Urban Policy development under the “**National Urban Policy Programme**”.

Specific duties include:

1. Coordinate with the government counterparts, particularly with DUHD on activities related project implementation. Take necessary to initiate and drive through the process of implementation of activities under the project.
2. Build and maintain effective working relationships with the Ministry of Construction, other government bodies, and different stakeholders involved in the NUPP;
3. Review and understand work carried out earlier by UN-Habitat, Myanmar in the process of development of National Urban Policy and identify gaps and areas of further research and investigation.
4. Mapping of the work carried out by national and international stakeholders in urban areas and particularly of relevance to national policy development and research;
5. Participate in the Urban group meetings, relevant working groups and stakeholder’s meetings.
6. Coordinate with the informal urban working group, and represent UN-Habitat in interagency coordination mechanisms in relation to the NUP and Smart City Strategy development with national stakeholders and development partners.
7. Initiate the formation of National Urban Committee, coordinate the preparation of the TOR of the National Urban Committee.
8. Prepare the ToR for Sr. Urban Consultants of intermittent inputs and facilitate mission and inputs of the Sr. Consultants. Facilitate missions of HQ NUPP team.
9. Augment opportunities for knowledge sharing and peer learning activities on urban policy (NUP SUP) and smart city strategies between partners.
10. Increase utilization of knowledge and tools on the development, implementation, and monitoring & evaluation of urban policy (NUP)and smart city strategies;
11. Provide technical inputs into “**National Urban Policy Programme**” including diagnostic reports, assessments, and final strategy, and participation in coordination with partners and member states;
12. Engage with different levels of government to build their capacity and develop, implement, and monitor & evaluate national urban policy (NUP).
13. Providing input on urban issues into other thematic areas of UN-Habitat’s work, including climate change, land management, and disaster risk reduction, as required;
14. Support the Country Programme Manager in donor relations, urban advocacy and resource mobilisation;
15. Prepare necessary project reports.
16. Any other task assigned by CPM/NUPP HQ team within the scope of the position and the area of competence of the incumbent.

EXPECTED OUTPUTS

The **Urban Specialist** will be responsible for a number of outputs, both directly and as the output of consultancies under his/her supervision. All activities and output should contribute towards preparation of final draft of National Urban Policy Document. The consultancy includes the following deliverables, all of

which are developed in collaboration with UN Habitat Headquarters, Regional and Country office and the Government of Myanmar:

Specific outputs are:

- Elaboration of an Inception Report including proposed work plan and timeline for the delivery of the consultancy outputs.
- Revised National Urban Policy Framework and Rapid Urban Diagnostic Report with additional inputs and comments is completed and printed.
- Organization attendance, and reporting for one National Urban Policy Stakeholders Consultation with the Regional Government Ministers/ Representatives completed and report available.
- Organization attendance, and reporting for one National Urban Policy Stakeholders workshop with the Government departments as per the planned workplan are conducted and WS reports available.
- Organization attendance, and reporting for discussions with existing development partners in Myanmar, including the organization of one Development Partners roundtable about the NUP project and a series of informal urban working groups in Yangon, in order to produce a map of ongoing and relevant development projects in the country, highlighting potential synergies and overlaps.
- Mapping of work relevant for the NUP process carried out by national and international stakeholders in urban areas.
- Recommendations for how inputs of the stakeholders and government in the workshop are captured and incorporated in the NUP development process through the production of a short Key Findings document, synthesizing the outcomes from both workshops.
- ToR of National Urban Committee finalized and approved. Be the liaison with the technical committee, including the organization of meetings and the reporting for those meetings.
- TOR of Senior Consultant finalized and approved. Sr. Consultants mission/s are organized, completed and inputs are incorporated in the NUP process.
- NUP meetings and workshops with the National Urban Policy Consultation Group (National sr. experts and of DP) are organized and minutes and reports are available.
- Quarterly project reports are prepared and submitted to the Head of UN Habitat Myanmar office and UN Habitat HQ.

ACADEMIC AND PROFESSIONAL REQUIREMENTS

- Master's degree in Urban Development, public policy, urban policy, development studies, international development, development planning, development policy, public administration, or related area with at least three years of experience, or Bachelor's degree with additional two years of relevant experience in lieu of Master's degree.
- Understanding of urban planning and development practice and public/urban policy and experience working with national and local governments; some substantive experience in urban research, development, and planning, ideally within the context of a developing country.
- Good analytical and report writing skills;
- Familiarity and support for the work and values of the UN, and good knowledge of UN operational rules and procedures;
- Good communication skills and fluency in written and spoken English

COMPETENCIES

- **Corporate Competencies**

Promotes UN's values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)

Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

- **Development and Operational Effectiveness**

Capability to engage in team-based management, experience of leading workshops and being a resource person.

Ability to oversee timely project implementation and to provide the necessary trouble shooting to keep project implementation on schedule

Ability to formulate and manage work plans

Ability to implement new systems and affect staff behavioural /attitudinal change

- **Knowledge Management and Learning**

Promotes knowledge management and a leaning environment through leadership and personal example.

Actively works towards continuing personal leaning and development

Excellent communication skills (written and oral)

Sensitivity to and responsiveness to all partners

Respectful and helpful relations with all UN and local staff

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: www.fukuoka.unhabitat.org
- ♦ CV with a Passport Photograph
- ♦ A Statement of Interest and suitability (a cover letter) for the position

All applications should be submitted to:

UN-Habitat Myanmar Office

UN-Habitat, UN Compound, No.6, Natmouk Road, Tamwe Township, Yangon

To: recruitment@unhabitat.org.mm

Cc: habitat.fukuoka@unhabitat.org

Please indicate the Post Title: “**MYA- Urban Specialist**” 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: 27 February 2018