

TERMS OF REFERENCE

Ref: UN-HABITAT/VA/2020/003

Issued on: 6 August, 2020

Job Title	Monitoring, Evaluation and Communication Officer
Project	Myanmar Climate Change Alliance II
Location	Nay Pyi Taw
Duration	02 months (extendable subsequently)
Starting date	As soon as possible
Type of Contract	LICA
No. of Position/s	1

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

BACKGROUND

UN-Habitat, the United Nations Human Settlements Programme, is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities. It is the focal point for all urbanization and human settlement matters within the UN system.

UN-Habitat has had a presence in Myanmar since the early 1990s and re-established a country office in 2008 and is supporting the Government of Myanmar (in Yangon) in Humanitarian, Development and Peace Building through its programme of support in the areas of Urban Planning and Management, Community Driven Development and Recovery, Environment, DRR and Climate Change, Solid Waste Management and Pro-poor Housing & land.use It works in collaboration with the Government Entities, UN agencies, NGOs, private sector, professional & academic institutions, media and civil society organizations.

Under the Global Climate Change Alliance initiative of European Union (EU), the Myanmar Climate Change Alliance (MCCA) was launched in 2013 and is jointly implemented by the United Nations Human Settlements Programme (UN-Habitat) and the United Nations Environment Programme (UNEP) in close collaboration with Ministry of Natural Resources and Environmental Conservation (MoNREC). MCCA supported Government of Myanmar to formulate Myanmar Climate Change Policy, Myanmar Climate Change Strategy and Master Plan (2018-2030) prioritizing six sectors most impacted by climate change in Myanmar. Myanmar climate change policy, strategy and master plan are formally adopted by the Government of Myanmar as its key policy instrument. MCCA also developed local adaptation planning process and piloted in 03 townships in Myanmar.

Under the 2nd phase of Myanmar Climate Change Alliance programme funded by EU, MCCA will support implementing the Myanmar climate change policy, strategy and master plan

(2018-2030). MCCA phase 2 will provide in depth support to 3 selected sectors and put more emphasis on strengthening capacity of relevant government stakeholders/institutions on mainstream climate change into their sector planning, budgeting and implementation process. MCCA2 will also scale up local adaptation and mitigation planning and implementation in 8 townships in Myanmar.

The expected results under the 2nd phase of the MCCA programme are:

- 1) Enhanced institutional capacities to create and maximise low carbon, climate resilient development action
- 2) Resilience at local level is built especially through women's group and youth participation
- 3) Improved climate sector dialogue through knowledge generation, awareness raising and communication

To support the programme in delivering all activities, UN-Habitat (in cooperation with UNEP, under MCCA and MoNREC) recruits one **Monitoring, Evaluation and Communication Officer** to be based under the Joint Programme Management Unit (JPMU) of MCCA2 in the Nay Pyi Taw.

DUTIES AND RESPONSIBILITIES

Under the overall guidance and supervision of the MCCA2 Team Leader, **Monitoring, Evaluation and Communication officer** will monitor the progress of MCCA2 and support evaluation of the programme by developing the M&E tools, tracking indicators, supporting the monitoring of all activities, develop and handle communication tool to disseminate MCCA progress and achievements throughout the project . The contract holder will also work closely with the UN-Habitat Country Office in Yangon, the UN-Habitat ROAP in Fukuoka and the UN Environment Programme regional office in Bangkok.

In coordination with JPMU team members and EU, **Monitoring, Evaluation and Communication officer will:**

1. Lead the programme monitoring & evaluation tasks for the MCCA2 reporting

- Develop the M&E framework, detail out the indicators and develop the measuring techniques through support of Team Leader
- Undertake desk review and conduct study (wherever needed) to establish the baseline
- Ensure sex disaggregated data collection and define gender sensitive indicators to monitor and report the progress on gender issues
- Keep updating the substantive monitoring framework to measure the MCCA2 Programme's progress against its baselines and targets
- Support the team leader in conducting data analysis and reporting of substantive progress to the donor, UN-Habitat ROAP and UNEP regional office
- Define terms of reference for mid-term and final evaluation of the programme and support evaluation team in the evaluation process by providing necessary data and documents
- Liaise with the MCCA2 steering committee and technical working group on reporting requirements and support
- Prepare specific reports requested by Senior Management Team of UN Habitat Country office, ROAP and HQ in consultation with team and with UNEP Regional Office as needed

2. Coordinate the substantive monitoring & evaluation activities of the programme in each expected result areas with experts and partners

- Establish monitoring formats in each of the project components to assess progress per expected result (e.g. climate change awareness monitoring, knowledge management, local adaptation planning etc.)
- Collaborate with the experts of all 3 expected result areas to assess the target beneficiaries, their current knowledge and expected progress
- Develop tools like online survey, social media counts, KAP survey, key interviews with stakeholders etc. to support monitoring of activities and their impact
- Undertake field visit to support township offices to define the monitoring requirements of any on ground implementation. This includes liaising with sub-grantees and other partners, as required

3. Support communication for reporting on progress and achievements of MCCA2 programme

- Produce quality and appropriate information materials for outreach to different audiences (Monthly newsletter, social media update, identify and write project success stories and project factsheet)
- Support in the development and implementation of climate change communication strategy and participate in targeted communication campaigns to enhance awareness on climate change issues
- Edit and design all the documents to be shared externally or published by MCCA2 programme
- Handle the social media account of MCCA2 such as twitter, Facebook page etc. to share activity progress, achievements, publications, research, news articles and success stories etc.
- Manage MCCA website to keep it updated through support of knowledge management officer and other team members
- Organize and conduct the communication component of project activities/events including media relations, taking photos, invitations and press-releases
- Perform other duties as required and assigned by the team leader

QUALIFICATIONS AND EXPERIENCE

- A Bachelor's degree in development studies, environmental science, information and communication, public administration, economics, social science disciplines, communications, or equivalent is required.
- A minimum of 5 years of progressively responsible experiences in project and programme monitoring and evaluation. In lieu of 5 years of experience, a higher degree with 3 years of relevant experience is required.
- A Master's degree in similar subjects and/or specialist education in project management and especially monitoring, evaluation and communication are desirable
- A working knowledge of climate change and environmental issues will be desirable preferable

- Working knowledge of Myanmar’s Government structures, Ministerial arrangements and experience of working with ministry staff.
- Experience and knowledge of UN project management systems is preferred, and knowledge and experience of working with development partners, donor agencies or INGOs is desired
- Excellent documentation and report writing skills in English and Myanmar language.
- Good command in spoken English is desirable.

COMPETENCIES

Professionalism: Knowledge and understanding of approaches relevant to monitoring and evaluation of programmes. **Teamwork:** Works collaboratively and collectively with colleagues to achieve organizational goals. **Communication:** Speaks and writes clearly and effectively, listens to others, clearly interprets messages, openness in sharing information and keep people informed. **Planning and Organizing:** Develops clear goals that are consistent with agreed strategies, identifies and adjusts priorities, time management, makes contingencies while planning. **Technological Awareness:** Keeps abreast of available technology, understands applicability and limitations of technology and show

SUBMISSION OF APPLICATIONS

The application comprises a one-page cover letter explaining the applicant’s interest and suitability for the post and a CV with a Passport Photograph, updated United Nations Personal History Form (P11) and copy of certificates and a letter of recommendation.

Interested candidates (Myanmar Nationals) should submit their application in writing, clearly indicating on the sealed envelope the Post Title and Duty Station, to UN-Habitat Office, No. 8C, Saw Mahar Street (off Bogyoke Museum Rd), Bahan Township, Yangon or by email with Subject: “Post Title and Duty Station” to: Email: recruitment@unhabitat.org.mm, Cc to: recruitment.unhabitat@gmail.com

Please note that applications received after the closing date **21 August 2020** will not be given consideration for this cycle but will be kept in records. Only shortlisted candidate whose application responds to the evaluation criteria will be contacted for interview.

UN-Habitat regrets its inability to reply individually or attend to telephone queries on the advertised posts.

Successful candidate may be required to work from home town in the start of the project. Onboarding at the duty station will be decided based on the pandemic situation in the country.

Please download P11 Form from:

http://www.fukuoka.unhabitat.org/vacancy/pdf/Personal_History_P11.doc