

TERMS OF REFERENCE

Ref: UN-HABITAT/VA/2020/005

Issued on: 6 August, 2020

Job Title	Programme Associate
Project	Myanmar Climate Change Alliance II
Location	Nay Pyi Taw
Duration	02 months (extendable successively)
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 has supported the development of policy instruments in climate change and lifted the issue of climate change into the Myanmar's development and reform agenda. Under the first phase, 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.

The overall objective of the MCCA phase II is **to support Myanmar in becoming a climate resilient, low-carbon society that is sustainable, prosperous and inclusive.**

The specific objective is **to deepen the integration of climate change adaptation and mitigation into Myanmar's national priorities and undertaking climate action at local level, strengthening its policy framework and supporting its climate agenda.**

This programme is relevant for the Agenda 2030. It contributes primarily to the progressive achievement of SDG Goal(s) 13.

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 project in delivering all activities, UN-Habitat (in cooperation with UNEP, under MCCA and MoNREC) recruits one **Programme Associate** to be based under the Joint Programme Management Unit (JPMU) of MCCA2 in the Nay Pyi Taw.

UN-Habitat has also started ASEAN Sustainable Urbanization Strategy (ASUS) programme in Mandalay, which is led by an international project officer in the country office. The incumbent will be required to support the international project office for ASUS with 20% of his/her time dedicated to the project to help as specified in the Duty and Responsibilities under the point 2 below.

DUTIES AND RESPONSIBILITIES

Under the overall supervision of MCCA Team Leader and Programme specialists along with the National Programme Coordinator, the incumbent shall fulfil the following duties and responsibilities. The programme Associate will work disciplinarily under the CPM of UN-Habitat.

1. Under the Myanmar Climate Change Alliance 2

- Work with MCCA2 team and support the team in coordinating work with climate change division of Environment Conservation Department (ECD), MoNREC and other related ministries and departments
- Undertake the desk review to prepare the data base and map the ongoing climate change interventions in Myanmar by develop partners and donors

- Undertake desk review to support documentation of various climate financing mechanism in the country
- Coordinate with UMFCCI and private sector in Myanmar to map the private sector entities working in the field of environment and climate change and potential industries to engage within MCCA 2 programme
- Support team in establishing the field offices in selected townships
- Provide technical support to township teams and undertake missions to support township level climate actions such as awareness raising, vulnerability assessment, local adaptation and mitigation planning etc.
- Provide support to MCCA team for participating in World Environment Day (WED), International Day for Disaster Risk Reduction (IDDRR) etc. and other regional and global events by producing necessary visibility materials
- Assist in preparing required documents (concept note, agenda, attendance sheets, hand-outs) for events (meetings/workshops/seminars) to be distributed
- Document workshops and events by recording participants' attendance, preparing meeting minutes, taking photo and videos;
- Assist on the preparation of reports on meetings, workshops and forums such as national climate week, regional climate forums and local level monsoon forums etc.
- Support the M&E Officer in keeping rigorous record of all activities, participant lists, minutes, power-points, etc
- Provide support to national and international consultants as concerns communication, agenda, visas, hotel reservations, etc.;
- Develop and maintain a newsletter related to all activities of MCCA 2, national and global event agendas;
- Research on news and articles related to climate change in Myanmar to share on social media
- Report and update live from workshops and events to social media channels
- Perform other duties as required as assigned by the team leader

2. Duties and Responsibilities under the ASUS programme

Under the overall supervision of ASUS Project officer, the incumbent shall fulfil the following duties and responsibilities under the AUSS programme. The programme Associate will work disciplinarily under the CPM of UN-Habitat.

Key Responsibilities

The Project Associate will assist Project Officer of ASEAN Sustainable Urbanisation, who is primarily responsible for the coordination of project development and management of the project in the city location.

1. The regular tasks of the Programme associate will be to support the Project Officer

A. City Technical Support

B. Meetings Coordination in relation to ASUS

C. Monitoring and Evaluation

2. To assist in the consultations and meetings with city authorities.

3. To help translate essence of substantive documents available in Myanmar language in relation to the project.
4. To undertake tasks assigned by the programme office with in the level of inputs of 20% time of the incumbent.

QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Environmental sciences, Engineering/ Architecture, Climate and Disaster Risk Management / Urban Development is required.
- 3 years of professional experience in the areas of environment, environmental sanitation, climate change, disaster risk reduction, urban development, human settlements improvements etc. is required.
- At least 01 year of working experience in climate change, disaster risks reduction, socio-economic development preferably with an INGO/ UN-agency in Myanmar is desirable
- In lieu of 3 years of professional experience, a Master's Degree with 1 year of relevant experience is required.
- Excellent interpersonal, communication skills in both English and Myanmar (Proficiency in English is required);

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