

Ref: UN-HABITAT/VA-I/2020/001

Issued on: 19 June 2020

TERMS OF REFERENCE

Job Title	Programme Specialist (Local Adaptation and Development Planning)
Project	Myanmar Climate Change Alliance Project II
Location	Nay Pyi Taw, Myanmar
Duration	Initially 2 Months subject to extension upon satisfactory performance (Project funded)
Type of Contract	IICA-2 (International)
No. of Position	1

UNITED NATIONS CORE VALUES: INTEGRITY, PROFESSIONALISM, RESPECT FOR DIVERSITY

Background

UN-Habitat is the UN-Human Settlements Program, mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities. 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 and Pro-poor Housing Land etc. It works in collaboration with the Government Entities, UN agencies, NGOs, private sector, professional & academic institutions, media and civil society organizations. UN-Habitat has long standing partnership in Myanmar with UN Environment Programme primarily in the areas of environment and climate change.

UNEP is the lead organization in the United Nations to coordinate environmental matters within the United Nations system. It supports countries to carryout environmental assessments and analyses, setup policies and norms, guidelines and methods on how to effectively utilize the environment and natural resources for their sustainable development and equitable economic growth. UNEP aims strengthening ability of countries, specifically the most vulnerable to climate change, to build climate resilience and to support countries to move towards low carbon societies. UNEP works in Myanmar directly and in collaboration with UN-Habitat under a tri-partite MoU between MoNREC/ECD and UN-Habitat and extend its support to the programme from its regional office in Bangkok.

UN-Habitat and UNEP have supported the Government of Myanmar in jointly implementing the First phase of Myanmar Climate Change Alliance (MCCA) with funding from the European Union. 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 in Myanmar and piloted in 03 townships. Government of Myanmar is currently preparing to implement its policy, strategy and master plans while the European Union is supporting Myanmar in its endeavour through UN-Habitat and UNEP into second phase of MCCA.

Global Climate Change Alliance Plus (GCCA +)

The Global Climate Change Alliance (GCCA) plus (GCCA+) is a decade old EU flagship initiative helping the world's most vulnerable countries to address climate change challenges. GCCA+ facilitated the establishment of the Myanmar Climate Change Alliance with the Government's leadership comprising of Civil Society, Academia and the Private Sector.

Current climatic variability within Myanmar indicates a trend towards an increase in surface and air temperature and a decrease in rainfall season with increased intensity and duration of rain. Hotter and drier conditions are likely exacerbating the frequency of extreme climate events, such as cyclones and flooding, droughts and heat waves and has started to hamper agricultural production, particularly in rain-fed agriculture. Resultant acceleration of such negative impacts will have direct negative effects on food security and livelihoods of the people.

As with many other sectors, Myanmar is struggling to catch up with its neighbours and the global community as a whole in terms of its ability to cope with climate change. Myanmar is one of the least advanced countries in the world in meeting its reporting obligations to the UN Framework Convention on Climate Change (UNFCCC).

MCCA 1 has brought climate change high in the development agenda in Myanmar in an environment of overcrowded reform agenda over the past 6-7 years. With the Myanmar Climate Change Policy and Strategy and Masterplans in place, the government of Myanmar has started showing interest and efforts in mainstreaming masterplans in its planning and budgeting process.

To date, some adaptation interventions as well as limited mitigation intervention have been implemented albeit in the absence of a coordinated strategy/approach and limited monitoring mechanism in place.

Myanmar Climate Change Alliance Phase II started in April 2020 is helping the Government in implementing the recently launched Climate Change Policy, strategy and master plan (2018-2030).

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 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.

The MCCA II design team has developed a comprehensive project document that elaborates activities in order to achieve the desired results. MCCA in its second phase of the programme, will scale up the local adaptation and mitigation planning and implement prioritized climate actions in 8 selected townships in close consultation and engagement with communities and local government stakeholders by ensuring participation of women's and youth group. Mainstreaming of climate change into local development planning process is largely absent in Myanmar and MCCA II aims to support mainstreaming of CC and promote climate smart investment at local level.

Functional Responsibilities

Programme Specialist -PS (Local Adaptation and Development Planning) will be primarily responsible to take the lead on expected result area 2 and also provide substantial support to MCCA team to complete deliverables led by UN-Habitat under result area (RA) 1 and 3. Programme Specialist will report to Team Leader of MCCA for the day to day activities and delivery of the project while s/he will work administratively under the Country Programme Manager who is the overall manager of the programme. For deliverables under RA 1, PS will work in close coordination with Programme Officer (Policy and Institutional Strengthening). PS will also supervise and guide the national staffs of JPMU (Joint Programme Management Unit) responsible for RA2 and support them in coordinating with government counterparts to ensure timely delivery of the outputs of the programme.

PS will provide technical support to Team Leader in implementing the programme and engaging with government stakeholders, development partners and other partners as necessary.

Key duties and functions include:

Climate Change Vulnerability Assessment and Local Adaptation Planning

- Provide technical inputs in developing ecosystem specific simplified climate change vulnerability assessment and Local adaptation planning tools (developed under first phase of MCCA) to be applied to township level
- Organize, lead, participate and collate information based on a series of consultations with stakeholders to finalize the tool and methodology

- Support national staffs and provide technical guidance to organize the capacity building program for national, regional and township officials on the use of updated tools and methodology
- Engage the national stakeholders and technical agencies to build in house capacity in Myanmar for conducting such assessment at large scale
- Lead MCCA team in undertaking climate change vulnerability assessment and local adaptation and mitigation planning in 8 selected townships through technical guidance, reviews of ToRs for team, monitoring of data analysis and technical report writing.
- Provide guidance on establishing implementation mechanism and monitoring of local adaptation actions by engaging communities and local government stakeholders
- Undertake field visits to townships to guide the implementation and supervision of prioritized interventions of local adaptation and mitigation plan

Mainstreaming of Climate Change into national and local Development Planning Process

- Engage with relevant ministries to support urban and disaster risk reduction (DRR) sector for mainstreaming climate change into their annual planning and budgeting process
- Facilitate consultations and provide technical guidance to relevant ministries and department for urban and DRR sector in prioritizing climate change projects identified in Myanmar Climate Change Master Plan (MCCMP) to access other climate financing options such as GEF, GCF, Adaptation fund etc.
- Review existing township development planning process in Myanmar, engage with relevant stakeholders (government and development partners) to development guideline/tool to mainstream climate change into township development planning process in Myanmar
- Engage with relevant stakeholders to review existing village development planning process in Myanmar to integrate climate change considerations
- Promote climate sensitive investment in government funded projects at local level and provide technical guidance as needed
- Undertake missions and other related tasks as needed to fulfil the purpose and scope of the assignment

Coordination, Partnership Building and Project Management:

- Support Team Leader in reviewing and updating of ToRs of programme steering committee (PSC) and technical working group and organizing PSC meetings
- Support team leader for liaising with ministries and regional governments for effective implementation of the program
- Support Team Leader in representing MCCA in sectoral coordination working group and its relevant sub groups, DRR WG, national and global event related to climate change
- Coordinate with development partners (UN agencies, INGOs, multilateral and bilateral organization) to strengthen partnerships and develop synergies on ongoing and upcoming climate change adaptation program in Myanmar to maximize outputs
- Coordinate with private sector, media, academic and professional institutions, CSOs, young entrepreneurship groups, GENDER and Youth focused organization etc. to ensure multi-stakeholder engagement to address climate change issues in Myanmar

- Manage and coordinate with the team responsible for local adaptation planning in selected townships
- Coordinate and support UN Environment for the activities co-lead by both UN-Habitat and UN Environment
- Provide technical assistance to team leader, UN-Habitat country office, regional office (ROAP) and HQ in developing concept notes and full-fledged proposals on climate change adaptation

Knowledge Management:

- Lead in organizing regional climate forums in Myanmar to bring various stakeholders from states & regions to discuss and ensure greater cooperation on climate change issues. Also support team leader and UN Environment regional office in organizing national climate week.
- Coordinate and guide national staffs of MCCA team to organize township level monsoon forums to enhance awareness and use of climate forecast at local level
- Support mentoring and training of journalist on climate change and promote reporting of climate change issues by various media groups
- Provide guidance to knowledge management officer and other team members to develop new knowledge products for targeted users and design climate change awareness campaign
- Contribute to lessons learned, knowledge sharing and collaboration on climate change adaptation through participation in national, regional and global forums/events/meetings
- Provide guidance in developing climate change communication strategy and gender action plan and ensure its implementation through planned activities of the programme
- Engage with private sector through UMFCFI and other such platforms to promote climate change informed business continuity planning and climate smart investment in Myanmar
- Contribute to collect and review case studies related to climate change issues and efforts in Myanmar to disseminate it within Myanmar and GCCA+ community

Competencies

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to climate change adaptation, disaster risk reduction and mainstreaming of these issues into local development planning process. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for

incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Judgment/ Decision-making:** Identifies the key issues in a complex situation, and comes to the heart of the problem quickly; gathers relevant information before making a decision; considers positive and negative impacts of decisions prior to making them; takes decisions with an eye to the impact on others and on the Organization; proposes a course of action or makes a recommendation based on all available information; checks assumptions against facts; determines the actions proposed will satisfy the expressed and underlying needs for the decision; makes tough decisions when necessary.

Education/Experience/Language requirements:

- Post graduate degree in an environment, disaster risk reduction/climate change, engineering, social science, or development related field of study is a requirement, preferably with a focus on development issues in developing countries.
- 05 years of experience in the field of development with 03 years of progressive experience both at national and local level in programme management, implementation and technical advisory role in climate change adaptation, disaster risk reduction, and environment management issues is a requirement. Experience in project oversight and resource mobilization.
- Knowledge or understanding of Myanmar and its disaster risk, climate change and development related challenges, priorities and relevant policies and strategies are added advantages.
- Experience in stakeholder engagement and coordination with government stakeholders, donors, development partners (UN, INGO & CSO), professional and academic institution, etc.
- Strong communication and interpersonal skills and experience in organizing and facilitating consultations and workshop
- Fluency in English required; knowledge of Myanmar language could be an asset.

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 (P 11) and copy of certificates and eventually letters of recommendation.

Interested candidates (**International**) 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

Please note that applications received after the closing date **3 July 2020** will not be given consideration for this cycle but will be kept in the roster. Only shortlisted candidate whose application responds to the above criteria will be contacted for interview.

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

Please download P11 Form from:

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