

Ref: UN-HABITAT/VA-I/2017/004

TERMS OF REFERENCE

Issued on: 4 May 2017

Job Title	International Consultant for Capacity Building Assistance & Knowledge Management
Location	Nay Pyi Taw, with missions to Yangon and Townships
Project	Myanmar Climate Change Alliance
Duration	12 months
Starting date	As soon as possible
Type of Contract	IICA-1
No. of Position	1
Closing Date	20 May 2017

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

BACKGROUND

Myanmar is receiving financial support under the Global Climate Change Alliance (GCCA), which was launched in 2007 to strengthen dialogue and cooperation on climate change between the European Union (EU) and developing countries most vulnerable to climate change, in particular those that will be the hardest hit by the adverse effects of climate change. Thanks to this support, 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). The main government partner ministries are the Ministry of Natural Resources and Environmental Conservation (MoNREC) and its Environmental Conservation Department (ECD). In addition, MCCA works with all sectors through its technical working group (TWG) composed of ministries, city development councils, the civil society, the private sector, and associated development partners and NGOs.

MCCA works to achieve the following expected results, to reinforce capacities in Myanmar:

1. Government, civil society and the private sector in Myanmar are more aware of the implications of climate change (Awareness & Communication)
2. Government has the capacity and support needed to integrate climate change considerations in policies, strategies, plans and operations (Strategy formulation and technical capacity-building)
3. Lessons drawn on climate change from State and local level activities influence policy making and are communicated to relevant decision-makers in the relevant sectors (Pilot projects on climate change adaptation)

Under the second expected result of the MCCA programme 'Government has the capacity and support

needed to integrate climate change considerations in policies, strategies, plans and operations', a *Myanmar Climate Change Strategy and Action Plan (MCCSAP)* 2016-2030 has been formulated that presents a roadmap to guide Myanmar's strategic responses and actions to climate-related risks and opportunities over the next 15 years and beyond, as a result of extensive consultations.

Alongside the MCCSAP, a focused capacity needs assessment of key stakeholders at systemic, institutional and individual levels has been conducted to identify the actions required to strengthen the capacities necessary for the MCCSAP implementation.

The reinforcement of technical capacities is a pre-condition to achieve the goals set in the MCCSAP. For this reason, in the current phase MCCA will initiate number of capacity-building interventions to the Government of Myanmar through the provision of training to national and sub-national government including local training events, learning-by-doing activities and exchange visits or study tours. It will also conduct theme and sector specific training that will support the implementation of sectoral action plans and link into mainstreaming of climate change into existing sector planning processes under key ministries such as MoNREC and MoC.

In order to coordinate and deliver all these different activities, across ministries and sectors, and involving several technical partners, MCCA/UN-Habitat recruits an international consultant, with experience in Capacity Building and Knowledge Management, as well as programme implementation, to assist the Chief Technical Advisor in the delivery of these activities of capacity-building, and other required actions.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the Chief Technical Advisor of MCCA, overall supervision of the Country Programme Manager of UN-Habitat, in coordination with UN Environment, and cooperating with the National Technical Advisor of MCCA the consultant will:

- 1) Assist the Chief Technical Advisor (CTA) of MCCA in coordinating, implementing and monitoring all capacity-building activities across sectors, including Environment, Urbanization, Agriculture, Planning & Finance, by:**
 - a. Designing and implementing a capacity-building working programme to be agreed with the MCCA Programme Steering Committee
 - b. Liaising with all technical partners involved in the implementation of capacity-building
 - c. Assisting in designing and finalizing all modules, documents, papers, tutorials, posters, brochures and other pedagogic materials produced by the technical partners
 - d. Monitoring the delivery of all modules, trainings, and activities under the different agreements of cooperation with MCCA
 - e. Assisting the CTA and other MCCA personnel in the organization of all workshops, meetings, study visits;
 - f. Liaising on a regular basis with the Union Civil Service Board and the different Ministries involved in capacity-building

- 2) Assist MCCA to transfer all knowledge materials, products, documentation to the Environmental Conservation Department (ECD) new Climate Change Division, by:**
 - a. Collecting and organizing all materials produced by MCCA overtime and finalizing in publishing form all documentation and materials produced;
 - b. Supporting ECD to set-up the climate change division under MCCA CTA guidance
 - c. Leading the publication of final product/knowledge results;

- d. Assisting the CTA in the implementation of the project of support to the Climate Change Division;
- e. Organizing and delivering training on project implementation (logical framework, budget etc.) to ECD staff and others.

3) Act as MCCA assistant CTA if required, in cooperation with the NTA and perform any programme implementation task required to the completion of MCCA

Expected Results

- Knowledge management database established with all products in publishing form;
- MCCA CTA, NTA, MCCA Team and UN Environment assisted in the implementation and coordination of the capacity building actions;
- At least 10 final documents published
- At least 5 sets of capacity-building products finalized

QUALIFICATIONS AND EXPERIENCE

Qualifications.

- Master Degree on Social Sciences, Environmental Sciences, Business Administration or Communication

Experience

- Minimum 4 years of working experience and proven record in issues related to knowledge management and capacity building, with focus on climate change and disaster resilience
- Experience in programme implementation and coordination assistance, of which at least 2 years based in a developing country, preferably in Asia;
- Experience in delivering training and supporting capacity-building programmes;
- Experience in coordinating and cooperating with technical partners across disciplines, in a multicultural environment
- Proven experience in the knowledge management, report writing and in designing and finalising manuals, tools, technical documents

Skills

- Strong capacity to analyse, synthesize and organize information.
- Proven proficient use of software for publication such as Illustrator; InDesign and others.
- Ability to deliver technical assistance to national and local teams
- Ability to work independently with a high degree of responsibility, in a flexible manner and often under pressure.
- Excellent communication skills in English. Knowledge of Myanmar a strong asset.

Competencies

- Demonstrates commitment to UN-Habitat's mission, vision and values
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Shares knowledge and experience related to architecture, urban planning and resilience
- Provides helpful feedback and advice to others in the office
- Focuses on result for the client
- Consistently approaches work with energy and a positive, constructive attitude
- Remains calm, in control and good humoured even under pressure
- Responds positively to critical feedback and differing points of views

Remuneration

Monthly, with a fee inclusive of living allowance, in accordance to the relevant salary scale; one inbound and outbound flight at the start and end of the assignment.

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, Natmawk Road, Tamwe Township, Yangon

To: recruitment@unhabitat.org.mm

Cc: habitat.fukuoka@unhabitat.org

Please indicate the Post Title: “**MYA- International Consultant for Capacity Building Assistance & Knowledge Management**” 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: 20 May 2017