

**Terms of Reference**

**Position Information**

**Job Title:** National Consultant (Habitat Programme Manager)  
**Duty station:** Dhaka, Bangladesh, with local travel  
**Contract type:** UNOPS LICA  
**Supervisors:** Human Settlements Officer, UN-Habitat ROAP  
**Duration:** 4 working months

**Organizational Context**

The Ministry of Housing and Public Works (MoH & PW) is the focal ministry for UN-Habitat. UN-Habitat office is hosted by the MoH & PW with all support services at the Urban Development Directorate (UDD). The office of UN-Habitat was formally inaugurated by the then State Minister for Housing and Public Works on 16 May 2013. Since then UN-Habitat is working very closely with the National Housing Authority (NHA), UDD, other Ministries and cities facilitating to address urban issues, especially in inclusive planning and housing for the poor.

UN-Habitat is a member of UN Country Team and also a signatory of the United Nations Development Assistant Framework (UNDAF) signed with the Government of Bangladesh. UN-Habitat was an active member in implementing UNDAF, SGDs and Supports to implement New Urban Agenda (NUA). Bangladesh Urban Forum has been mobilized to function proactively under number of thematic clusters. UN-Habitat has been elected as the Chair of the Cluster: Land, Housing and Services and key member in other clusters viz., urban policy, poverty and climate change.

UN-Habitat Bangladesh is committed to support and provide advocacy in the areas of urban legislation and governance, urban planning and design, urban economy, urban basic services, housing and slum upgrading, risk reduction and rehabilitation, and research and capacity building.

In this context, UN-Habitat representation and engagement at the country level is critical to support the government's effort in implementing national development initiatives including 7<sup>th</sup> five-year plan which clearly spells out the urban sector as a key sector for economic development. Furthermore, it is important to work closely with the government and development partners and explore the areas of involvement for the organisation in the short, medium and long term in Bangladesh. It is proposed to engage output based consultant to represent UN-Habitat in different Forum and undertake some specific assignments.

The Consultant will be responsible for the following:

**A. Specific outputs**

1. Coordinate on the capacity building activities with UDD for city wide urban planning and to link resource mobilization plans
2. Facilitate humanitarian programmes implement by UN-Habitat in Bangladesh
3. Coordinate with UN-Habitat Branches in Head Quarters and regional office on global programmes, thematic interventions and missions
4. facilitate to prepare a concept notes related to UN-Habitat activities and possible interventions and support for SDG and NUA implementation
5. Initiate and promote partnerships for joint programming.

**B. UN-Habitat Representation in Bangladesh**

1. Meeting with relevant government agencies to discuss, explore and outline possible support through UN-Habitat partnership within the areas of urban governance, urban planning, land tenure, housing, slum upgrading and climate change.
2. Meeting with development partners and UN agencies involved in the urban sector in Bangladesh to discuss, explore and outline areas of support UN-Habitat could partner with in the areas of urban governance, urban planning, land tenure, housing, slum upgrading and climate change.
3. Provide technical assistance to Ministry of housing and Public works and its agencies
4. Attend UNCT meetings, UNDAF Pillar meetings and Bangladesh Urban Forum Meetings
5. Represent and actively participate in meetings, workshops and events organized by government, development partners and other stakeholders where UN-Habitat representation is required and requested

**C. EXPECTED ACTIVITIES**

1. Support to Urban Development Directorate and Ministry of Housing and Public Works and provide TA as needed
2. Facilitate participation of representatives from GoB to UN-Habitat events nationally and globally
3. Chairing the Land, Housing and Services Cluster of Bangladesh Urban Forum
4. Facilitate Observation of World Habitat Day as a Member of the Organizing Committee
5. Representation to UNCT Meetings as a member of UN Country Team
6. Support to implementation of UNDAF 2017-2020 with other UN agencies
7. Participate in Local Consultative Group (LCG) urban sector as member
8. Participate in LCG (WSS) as Member
9. Represent UN-Habitat to local and national level events
10. Support for organizing National Event of Bangladesh Urban Forum
11. Coordination of UN-Habitat Missions in Bangladesh
12. Strengthening partnerships with Urban Development Directorate (UDD), Bangladesh Institute of Planners (BIP) and Municipal Association of Bangladesh (MAB)

D. Expected Outputs		Payment in BDT	Due Date
1	Progress Report	25%	<i>To be decided</i>
2	Progress Report	25%	<i>To be decided</i>
3	Progress Report	25%	<i>To be decided</i>
4	Progress Report	25%	<i>To be decided</i>

**E. 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

**Knowledge Management and Learning**

- Actively works towards continuing personal learning and development.
- Excellent communication skills (written and oral):
- Sensitivity to and responsiveness to all partners,
- Respectful and helpful relations with all UN/UNDP staff

F. Required Qualifications	
Education:	<ul style="list-style-type: none"> <li>Advanced university degree in architecture, urban planning, engineering or any other social science fields (geography, urban/ municipal planning, public and business administration). Possession of a relevant post graduate qualification will be an advantage</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>Twelve years of relevant field experience in formulation and implementation of human settlement programmes and projects.</li> </ul>
Language:	<ul style="list-style-type: none"> <li>Fluency in English as well as the national language of the country (both oral and written) is required. Knowledge of another UN official language is an advantage.</li> </ul>
Other skills:	<ul style="list-style-type: none"> <li>Proficient in Database Management, Word, Excel, Email, Internet and preferably programme management applications.</li> </ul>

G. Submission of Applications:
<p>The application should comprise:</p> <ul style="list-style-type: none"> <li>Completed UN Personal History Form (P11). Please download the form (MS-Word) from <i>UN-Habitat/ROAP-vacancy website</i>: <a href="http://www.fukuoka.unhabitat.org/vacancy/index_en.html">http://www.fukuoka.unhabitat.org/vacancy/index_en.html</a></li> <li>CV with a Passport Photograph</li> <li>A Statement of Interest and suitability (a cover letter) for the position</li> </ul> <p><b>All applications should be submitted to:</b></p> <p>UN-Habitat Regional Office for Asia and the Pacific (ROAP)  <b>To:</b> <a href="mailto:habitat.fukuoka@un.org">habitat.fukuoka@un.org</a></p> <p>Please indicate the Post Title: <b>“National Consultant (Habitat Programme Manager) in Bangladesh”</b> in your e-mail subject.</p> <p>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.</p> <p><b>Extended Deadline for applications: 14 August 2018</b></p>