

## **TERMS OF REFERENCE**

ORGANIZATIONAL LOCATION:	Planning Finance and Economic Section, Urban Planning Practices
DUTY STATION:	Myanmar
FUNCTIONAL TITLE:	Junior Urban Planner
DURATION:	6 months
STARTING DATE:	December 2020

## **ABOUT THE ORGANIZATION**

The United Nations Human Settlements Programme, UN-Habitat, is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. The main documents outlining the mandate of the organization are the Vancouver Declaration on Human Settlements, the Habitat Agenda, the Istanbul Declaration on Human Settlements, the Declaration on Cities and Other Human Settlements in the New Millennium, and UN General Assembly Resolution A/56/206. The Urban Practices Branch (UPB) of UN-Habitat supports countries in developing urban planning methods and systems that address current urbanization challenges. It promotes urban planning approaches to address urban expansion and transformation. Urban Planning for Humanitarian Development Practices (UPHDP) aims to identify the strategic challenges and opportunities which will inform planning strategies for settlement affected by the conflict induced migration. The significant part of the initiative is focused on the promoting sustainable urban planning for the refugee settlements, supporting local governments and humanitarian partners to develop the "New Way of Working" which aims at better coordination between humanitarian and development actors in pursuit of "enhancing the protection of persons of concern and building measurable progress towards the Sustainable Development Goals." The consultant will work under the direct supervision of the manager of programme on Planning for Humanitarian and Development practice

### **Duties and Responsibilities:**

The consultant will work under the direct supervision of the leader of the Planning, Finance and Economy Section as manager of the planning programme on Humanitarian and Development Practice Programme. She/he will manage project related on Spatial Profiling analysis and conceptual design. She/he will contribute to the implementation of the section activities by performing the following tasks:

1. Undertake the preparation of GIS data collection, mapping and spatial analysis for various settlements in Myanmar and others depending on project requirements;

2. Work on visualization of spatial analysis for Refugee Settlements especially near the border of Myanmar, as well as other relevant towns and cities using GIS data;
3. Work on the development of narrative urban profiling & urban planning reports;
4. Undertake the preparation and recording of stakeholder engagement sessions especially in Myanmar, as well as analysis of key findings;
5. Preparation of context appropriate spatial development strategies and frameworks for fragile contexts based on spatial analysis, stakeholder perspectives and local and global policy agendas;
6. Undertake the analysis of global and country specific planning policy, legislation and governance systems in the context of sustainable urban development, refugees & displacement issues;
7. Work on the production of communications and advocacy materials on Humanitarian and Development Nexus;
8. Prepare presentations on Humanitarian and Development Nexus planning issues when required;

### **Ultimate result of service**

The consultancy will focus on 1) helping cities develop practical, feasible approaches to implementing Urban planning interventions through direct planning support; 2) assisting in developing tools and guidelines for development of city-wide public space strategies, and 3) support the development of communications materials.

### **Outputs/Timeframe and Deadlines**

Output production will be documented regularly through monthly reports covering the tasks and one final report, summarizing the work done and presenting all outputs in electronic and hard copy format.

A total 120 days over a period of 6 Months (from December 2020 to May 2021). The Project manager of the Planning Finance and Economy Section will sign-off on payments as per the payment schedule on receipt of deliverables, time sheets and certification. Standard IC contract provisions apply.

<b><u>Deliverables</u></b>	<b>Required Days</b>	<b>Tentative timeline</b>
<b>Deliverable 1:</b> Maps, Diagrams and Statistical analysis for profiled refugee settlements and adjacent towns and cities	20 Days	Dec 2020
<b>Deliverable-2:</b> Written technical report inputs for urban profiles in towns and cities of Myanmar (and other cities/settlements as necessary).	20 Days	Jan 2021
<b>Deliverable-3:</b> Provide stakeholder engagement reports for urban profiles and planning processes	20 Days	Feb 2021
<b>Deliverable-4:</b> Preparation of GIS repository of spatial analysis based on outcomes of urban profiles	20 Days	Mar 2021

<b>Deliverable-5:</b> Written report inputs for economy & finance update to spatial profiling toolkit	20 Days	April 2021
<b>Deliverable-6:</b> Undertake preparation of various project proposals, communication materials, presentation contents and workshop preparation	20 Days	May 2021

### **Expected Duration**

6 months

## **QUALIFICATIONS/REQUIREMENTS**

### **Competency :**

#### **Technical Knowledge:**

- Excellence in GIS software use, data analysis and maps production and submission of portfolio is a requirement.
- Knowledge on “python” is required
- Ability to manipulate graphic material and production of complex urban planning documents using Microsoft Office and Adobe Suite.
- Good writing skills in English are required.
- Knowledge of Chinese is an advantage.
- Research and analytical skills combined with good drafting and drawing skills.
- Ability to work independently and as part of a team and deliver on time under pressure. Academic

### **Education**

University degree (Master's degree or equivalent) in Architecture, Urban Planning and Design or sustainable urban development is a requirement. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### **Work Experience**

An experience in developing Analytical Maps and Urban Design graphical material using computer assisted design tools, with special attention to data management and processing with GIS software is required. Good analytic and design skills in regional and city-wide planning and design is an advantage. The candidate will present a portfolio of GIS analysis and designs of which he/she is the author.

## **Language**

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of Chinese is an advantage.

## **FINANCIAL PROPOSAL**

Lump sum contracts:

The financial proposal shall specify a total lump sum amount and all inclusive, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum amount (including travel, per diems, and number of anticipated working days).

## **EVALUATION**

Individual Consultant will be evaluated based on the following methodologies:

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 70% point in technical criteria would be considered for the Financial Evaluation.

Criteria	Weight	Max Points
<b>Technical</b>	<b>70%</b>	<b>70</b>
<ul style="list-style-type: none"><li>• Educational qualification</li><li>• Masters degree in Urban Planning / Urban Design</li></ul>		20 points
<ul style="list-style-type: none"><li>• Experience in using GIS especially in urban development.</li><li>• Experience and knowledge of Python</li></ul>		25 points
<ul style="list-style-type: none"><li>• Knowledge and understanding of theories, concepts and approaches relevant to landscape, urban planning and design. Strong analysis of urban form, urban and environmental systems, underlying social, legal and financial mechanisms and the political context.</li></ul>		25 points
<b>Financial</b>	<b>30%</b>	<b>30</b>

### **Financial Evaluation: (Total obtainable score – 30)**

All technically qualified proposals will be scored out 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula:

$$p = y (\mu/z)$$

Where:

p = points for the financial proposal being evaluated


y = maximum number of points for the financial proposal

$\mu$  = price of the lowest priced proposal

z = price of the proposal being evaluated

### **Cumulative analysis**

When using this weighted scoring method, the award of the contract should be made to the individual Consultant whose offer has been evaluated and determined as: responsive/compliant/acceptable, and having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

Yuka Terada   
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UN Habitat