

## **TERMS OF REFERENCE**

ORGANIZATIONAL LOCATION:	Planning Finance and Economic Section, Urban Practices Branch
DUTY STATION:	Myanmar
FUNCTIONAL TITLE:	Senior Urban Planner
DURATION:	6 months with possible extension
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."

### **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 projects related on Spatial Profiling analysis and conceptual design. She/he will also contribute to the implementation of the section activities by performing the following tasks:

1. Ensure all planning advisory work under the Humanitarian and Development Practice Programme is in line with the Global Compact on Migration, the Global Compact on Refugees as well as Comprehensive Refugee Response Frameworks, the Sustainable Development Goals and the New Urban Agenda.
2. Supervise junior consultant and coordinate GIS data collection, and draft mapping and spatial analysis for various settlements in Myanmar and others depending on project requirements;
3. Coordinate various expertise especially with UNHCR and IOM as well as local authorities to produce spatial analysis for Refugee Settlements especially near the border of Myanmar, as well as other relevant towns and cities using GIS data;
4. Develop narrative urban profiling & urban planning reports;
5. Facilitate stakeholder engagement sessions in Myanmar and other Programme Countries, as well as prepare analysis of key findings;
6. Provide Technical advice to local authorities on sustainable urban development in relation to humanitarian and development nexus in fragile context.
7. Develop and maintain relationships with partners and other institutions in relation to the theme of Humanitarian-Development Nexus especially in Myanmar;

#### **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) developing tools and guidelines for development of city-wide public space strategies, and 3) advocating UN-Habitat work in urban planning under the theme of humanitarian and development nexus.

#### **Outputs/Work Assignment**

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

The main outputs that are expected are:

<b><u>Deliverables</u></b>	<b>Required Days</b>	<b>Tentative timeline</b>
<b>Deliverable 1:</b> Prepare work and programme planning reports for overall Urban Planning and Migration Programme preparation in coordination with UN-Habitat HQ	20 Days	Dec 2020
<b>Deliverable-2:</b> Coordinate with HQ and lead inception report for Yangon city	20 Days	Jan 2021
<b>Deliverable-3:</b> Draft Rapid Spatial Assessment of Migration Affected areas for Yangon City	20 Days	Feb 2021
<b>Deliverable-4:</b> Coordinate and facilitate workshop with stakeholders to kick off “urban planning for forced migration”	20 Days	Mar 2021

<b>Deliverable-5:</b> Carry out local institutional assessment and prepare report for Yangon city	20 Days	Apr 2021
<b>Deliverable-6:</b> Coordinate the collection and alignment of GIS and socio-economic data for Yangon with Urban Planning and Migration programme countries for knowledge management and monitoring purposes	20 Days	May 2021

### **Expected Duration**

6 months

### **QUALIFICATIONS/REQUIREMENTS**

**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:** At least 7 years of relevant experience in Urban Planning and Design. Working experience in both humanitarian and development contexts is essential. Experience in forced migration context from planning perspective is an advantage.

**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.

#### **Competency: Technical Knowledge:**

- Knowledge and working experience dealing with SDGs and other global framework in relation to forced migration such as Global Compact for Refugee / Migration and Comprehensive Refugee Response Framework is an advantage
- Knowledge in Humanitarian Development and Peace Nexus is required.
- Knowledge and experience in issue of forced migration ( refugees and IDPs) is required
- Knowledge in GIS and other graphic materials is an advantage
- Good writing skills in English are required.
- Knowledge of Chinese is an advantage.
- Experience of urban and regional spatial analysis in humanitarian and development contexts is an advantage
- Knowledge and Working experience in relevant UN-System is an advantage.
- Ability to work independently and as part of a team and deliver on time under pressure.

## **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>University degree (Master's degree or equivalent) in Architecture, Urban Planning and Design or sustainable urban development</li></ul>		10 points
<ul style="list-style-type: none"><li>At least 7 years of relevant experience in Urban Planning and Design, working experience in both humanitarian and development contexts, and in forced migration context from planning perspective.</li></ul>		20 points
<ul style="list-style-type: none"><li>Knowledge and working experience dealing with SDGs and other global framework in relation to forced migration such as Global Compact for Refugee / Migration and Comprehensive Refugee Response Framework.</li><li>Knowledge in Humanitarian Development and Peace Nexus</li><li>Knowledge and experience in issue of forced migration (refugees and IDPs)</li></ul>		40 points
<ul style="list-style-type: none"><li>Fluency in oral and written English</li></ul>		Pass/Fail
<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

Programme Management Officer,

UN Habitat