



United Nations
Educational, Scientific and
Cultural Organization



Sustainable
Development
Goals

UNESCO Bangkok Office
Administration and Finance Unit

CALL FOR CONSULTANCY

TERMS OF REFERENCE

Type of Contract: Contract for Individual Consultant

Duration of contract: 15 April 2018 to 15 March 2019

Closing date: 26 March 2018

Duty station: Bangkok, Thailand

Fees: Lump sum consultancy fees of USD 22,800

Travel cost for missions undertaken will be reimbursed as per UNESCO's rules and regulations

Under the authority of the Director of UNESCO Asia-Pacific Regional Bureau for Education and the direct supervision of the Chief of the Culture Unit, the Individual Specialist will assist the Culture Unit with programmes related to the conservation of immovable cultural heritage.

Specifically, the Individual Specialist will work on the following tasks:

1. Provide support in implementing the project entitled "Promoting intercultural dialogue and a culture of peace in Southeast Asia through shared histories" in selected target countries as follows:
 - a. Liaise with the project partners, experts, consultants, and UNESCO field offices to ensure timely execution of project activities, in accordance with the approved project documents and budgets;
 - b. Organize meetings and workshops of concerned projects, in coordination with the administrative assistants;
 - c. Manage contracts with for consultants/contractors/implementing partners including providing inputs for drafting TORs and undertaking review and analysis of deliverables;
 - d. Undertake review and analysis of expert reports, policy documents and other projects outputs;
 - e. Provide inputs for project technical reports, progress and final reports for the donors;
2. Coordinate the UNESCO Asia-Pacific Awards for Cultural Heritage Conservation:
 - a. Provide support in implementing the annual awards cycle, including organizing the call for entries, review of entry submissions, liaising with entry submitters, organizing the jury meeting, notifying entry submitters of the jury decisions, and coordinating on the organization of ceremonies;
 - b. Contribute to the promotion of the Awards and the development of new partnerships/sponsorships;
 - c. Coordinate the development of Awards-related website, print publications and other promotional media;
3. Provide support to the development of a new initiative regarding cultural heritage and cities:
 - a. Contribute to the substantive content of the initiative including identification of themes, management tools and case studies, preparation of survey to cities and analysis of responses, development of concrete proposals for various activities under the initiative;
 - b. Identify cities to be identified in the initiative and coordinate their participation;
4. Provide support to the activities under a new initiative regarding higher education and cultural heritage management:
 - a. Contribute to the development of the cultural heritage management higher education network by identifying potential network members and coordinating their participation;

- b. Identify existing cultural heritage management programmes through development of survey and analysis of survey responses;
 - c. Identify potential network activities and coordinate the implementation of these activities.
5. Contribute to resource mobilization and partnership building under the framework of these initiatives.
6. Provide technical inputs into the implementation of activities related to UNESCO Bangkok's activities on cultural heritage protection, including conservation and management of World Heritage sites in the cluster.

In line with UNESCO's standard-setting objective and role in promoting and safeguarding cultural heritage, the Individual Specialist is expected to integrate a culture perspective in all activities and apply culturally-sensitive mainstreaming approaches whenever feasible.

In line with UNESCO's overall gender mainstreaming strategy, the Individual Specialist is expected to integrate a gender perspective in all activities and apply gender analysis and mainstreaming concepts whenever feasible.

Required qualifications:

- Master's Degree in a field related to culture heritage management, architecture conservation, or other relevant degree
- Excellent language proficiency in English
- Minimum 3 years of experience in a relevant field, preferably with previous experience with the UN or other organization/institution
- Knowledge and working experience in conservation of built heritage in Asia-Pacific region
- Research skills
- Able to work in a multicultural environment
- Proficiency in the use of Microsoft Office package

Application:

Interested applicants are invited to submit in writing to the UNESCO Bangkok office:

- A cover letter (in English) indicating how your qualifications and experience make you suitable for the assignment
- An up-to-date CV, with contact details including home and office telephone numbers
- A proposal detailing the methodology to undertake activities
- A writing sample in English on the topic of built heritage conservation

Your application should be submitted by e-mail to bgk.culture@unesco.org no later than 17:00 Hrs (Bangkok time) on 26 March 2018.

Only short-listed candidates will be contacted