

# CALL FOR CONSULTANCY

## CONSULTANT - World Heritage

### TERMS OF REFERENCE

#### I. Background

A consultant with World Heritage experience in the Asian regional context is being sought to support activities related to World Heritage nomination, site conservation/management, and technical and institutional capacity building.

#### II. Assignments

Under the authority of the Director of UNESCO Regional Bureau for Education in Asia and the Pacific, under the daily oversight of the Head of the Yangon Office and the technical supervision of the Chief of the Culture Unit of UNESCO Bangkok, the incumbent shall provide technical, coordinating and administrative support for World Heritage safeguarding programmes in the context of the Mekong cluster countries, with a primary focus on Myanmar.

1. Provide technical inputs in the implementation of the 1972 World Heritage Convention, including activities related to the preparation of Tentative Lists, nomination dossiers and management plans; heritage site conservation and management; and capacity building of national counterparts and partners in line with World Heritage standards;
2. Coordinate with national authorities, site managers, and international/national experts in the planning and execution of programmes and projects related to World Heritage, including the "Safeguarding Bagan within the World Heritage Framework" project.
3. Carry out necessary administrative tasks to organize, implement and follow-up activities according to UNESCO's rules, procedures and formats;
4. Undertake missions to relevant heritage sites, as deemed necessary for the coordination and monitoring of programme and project activities;
5. Undertake analysis and prepare technical reports, progress reports and publicity material as required;
6. Provide technical inputs for upstream processes related to the 1972 World Heritage Convention, including activities related to the harmonization of Tentative Lists across the Southeast Asian geo-cultural area.
7. Provide technical inputs for resource mobilization efforts and draft necessary project proposals for ongoing implementation and expansion of World Heritage activities at the national or Mekong cluster level.
8. Undertake other relevant activities as may be required by the Head of the Yangon Office or the Chief of Culture Unit in Bangkok.

### **III. Expected deliverables**

- First monthly progress report by 31 May 2016, which provides (i) updates on the consultant's contributions of technical assistance, (ii) proposals for specific World Heritage activities, with identification of objectives/expected results, potential partners/participants (experts and national/local counterparts) and draft agenda/timeline, as appropriate; (iii) report of Bagan technical meeting
- Second monthly progress report including report of Bagan consultation meeting by 30 June 2016
- Third monthly progress report including report of Bagan expert meeting by 31 July 2016
- Final report summarizing consultant's contributions of technical assistance with recommendations on next steps by 30 August 2016

### **IV. Location**

The consultant will be based in the UNESCO Yangon Office.

### **V. Duration of contract**

4 months contract from May-August 2016, renewable for up to 7 months subject to availability of funds (11 months in total)

### **VI. Fees**

Equivalent to mid-level consultant rates per UNESCO rules and regulations, based on background and experience

### **VII. Required travel**

A mission to Bangkok will be required at the start of the assignment, to receive a technical briefing and relevant project background documents. Additional missions will be required to attend meetings or undertake site monitoring (detailed schedule to be confirmed). Travel costs for authorized missions will be reimbursed according to UNESCO rules and regulations.

### **VIII. Qualifications/requirements**

**Education** : Master's degree in a field related to World Heritage, culture heritage management or other relevant degree

**Language** : Excellent written and verbal proficiency in English; familiarity with Burmese or other Southeast Asian language would be an asset.

**Experience** : Minimum 7-8 years of work experience, with and good knowledge of the World Heritage Convention and its operationalization. Prior experience in UNESCO and Southeast Asia is an advantage.

**Special skills** : Excellent drafting and organizational skills  
Proficiency in the use of Microsoft Office package

***Only short-listed candidates will be contacted***

**Deadline for applications: 29 April 2016**

**Apply to:**

Interested applicants are invited to submit

- (a) an up-to-date *curriculum vitae*;
- (b) a written statement indicating how your qualifications and experience make you suitable for the assignments and what approach(es) you would adopt to carry out the assignments.
- (c) the overall cost of the assignment, expressed as an overall lump-sum. Any travel and subsistence requirements should be indicated separately.

Applications should be submitted by email to [culture.bgk@unesco.org](mailto:culture.bgk@unesco.org).

***Only short-listed candidates will be contacted.***