

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 30 June 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi (with frequent missions to project areas)
FUNCTIONAL TITLE:	Consultant: Country Operations (Uganda)
DURATION:	6 months spread over 7 months (with possible extension)
CLOSING DATE:	08 July 2014

BACKGROUND

This international consultancy post for Country Operations is created to reach the objectives of the Global Land Tool Network (GLTN) in supporting the implementation of pro-poor and gender-responsive land reforms at country level. The core of the strategy and interventions at country level would be through value-addition and working through and with partners. Five main areas of interventions at country level have been identified: (1) knowledge and awareness-building, (2) land policy reform, (3) donor coordination, (4) capacity development, and 5) tool development and implementation. Based on the previous experience of the network, these five thematic areas are critical entry points in land sector reform. In consensus with its partners, at global level and with national partners, GLTN will work with a variety of stakeholders including national, local and municipal governments, development partners, civil society, grassroots organizations and other non-state actors, to catalyse and add value to existing processes in the land sector in a convergent and focused manner that will have positive impact especially on the urban and rural poor and will benefit both women and men in a more equal way.

The over-all objective is to contribute to GLTN's long-term goal of poverty reduction and sustainable development through promoting secure land and property rights for all, demonstrated through country-level interventions. The outcome will be "strengthened capacity of partners, land actors and targeted countries, cities and municipalities to promote and implement appropriate land policies, tools and approaches that are pro-poor, gender appropriate, effective and sustainable".

GLTN envisages two types of intervention at the country level. The first and most desirable type of intervention is a 'value-added' approach, which would require consulting with and implementing through partners in selected focus areas deemed necessary to support the Network's objective at country level. It is anticipated that most countries would only require value-added interventions, which are in essence, catalytic, value added and strategic support that will build on, harmonize and/or upscale work already done on the ground. The second type of intervention is full-scale engagement, which may require more range and intensity in investment support on most or all five areas as identified above. Full-scale approach will require long term intervention and may only involve 1-2 countries.

ORGANIZATIONAL SETTING AND REPORTING RELATIONSHIPS:

The consultant for Country Operations directly reports to the Unit Leader, Land and GLTN Unit or any authorized staff. The focus of this job is for the support in coordination, implementation, monitoring and evaluation of the country level work of the Global Land Tool Network (GLTN), focusing on selected priority countries in Africa and coordination with regional programmes.

RESPONSIBILITIES

The International Consultant will be responsible for the following duties:

- Supports the conceptualization of the country level strategy of the GLTN, abiding by its vision and core principles
- Works with government and other key partners at the priority countries identified to facilitate the development, implementation and evaluation of GLTN's country level work
- Monitors and analyses specific aspects of programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and recommends corrective actions; liaises with relevant parties; identifies and tracks follow-up actions.

- Carries out basic research on selected aspects of programmes, operations and other activities, etc., to include collecting, analysing and presenting statistical data and other information gathered from diverse sources.
- Provides substantive support for policy coordination and evaluation functions, including the review and analysis of emerging issues and trends, participation in evaluations or research activities and studies.
- Assists in performing consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- Participates in survey initiatives; assists with design of data collection tools; issues data collection tools, reviews, analyses and interprets responses, identifies problems/issues and prepares preliminary conclusions.
- Contributes to the preparation of various written outputs, e.g. draft background papers, analytical notes, sections of reports and studies, inputs to publications, etc.
- Provides administrative and substantive support to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying and proposed participants, preparation of background documents and presentations, handling logistics, etc.
- Undertakes outreach activities; participates in the development of learning events, participates in and makes presentations on assigned topics/activities.
- Undertakes in field missions, including provision of substantive and administrative support to priority countries
- Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and preparation of related documents/reports (pledging, work programme, programme budget, etc.).
- Performs other duties as required.

Work implies frequent interaction with the following:

- Counterparts, officers and technical staff in UN Habitat headquarters and regional office,
- Representatives and officials in national governments, international organizations, consultants
- GLTN Partners, regional commissions, international development partners
- UN Country Team
- Thematic Groups on Land
- Civil society, professional groups and training institutions on land

RESULTS/ OUTPUTS EXPECTED:

- Provides operational support to managing the country operations of GLTN Partners
- Provides well researched and sound analysis of issues and developments affecting programme/project development, administration and implementation that will inform GLTN's country level operations
- Provides thorough, well-reasoned written contributions and presentations. Effectively, and in a timely manner, liaises and interacts with colleagues and concerned parties internally and externally.

COMPETENCIES

- **Professionalism:** Knowledge and understanding of GLTN's vision, principles and approaches relevant to effectively carrying them out at country level. Ability to identify issues, analyse and participate in the resolution of issues/problems. Ability to assist with data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having

two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning& Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

EDUCATION

At least a first-level university degree in land administration and management, social sciences, or related fields. Advanced related education or degree is an advantage

WORK EXPERIENCE

- Experience in addressing land tenure and administration issues in developing countries (particularly Uganda) is required;
- Experience on research, coordination, knowledge management and documentation on land tenure and other related issues is highly preferred;
- Knowledge on land and land tenure tools, good practices and innovations is desirable;
- Experience in coordination of multi stakeholder projects and complex partnerships is desirable;
- Team working ability and flexibility;
- Previous UN working experience is preferred

LANGUAGE SKILLS

Fluency in one of the working languages of the UN Secretariat, English or French, (both oral and written) is required; knowledge of the other local Ugandan languages is an added advantage.

OTHER SKILLS

- Willingness to go on frequent missions to GLTN priority countries
- Very good writing and computer skills, including Word Processing and PowerPoint
- Ability to work under pressure and in an ethnically diverse and political setting.

REMUNERATION

Payments will be based on deliverables over the consultancy period. There are set remuneration rates for consultancies. The rate is determined by functions performed and experience of the consultant. The fees will be paid as per agreement.

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website (inspira.un.org) Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.
- The PHP should be attached to the application as a PDF file.
- Summary CV (maximum 2 pages), indicating the following information:
 1. Educational Background (incl. dates)
 2. Professional Experience (assignments, tasks, achievements, duration by years/ months)
 3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
 4. Expertise and preferences regarding location of potential assignments
 5. Expectations regarding remuneration
- Cover memo (maximum 1 page)

Please also be advised that since April 15th 2010, applicants for consultancies must be part of the UN-HABITAT e-Roster in order for their application to be considered. You can reach the e-Roster through the following link: <http://e-roster.unhabitat.org>

All applications should be submitted to:

Ms. Lowie Rosales Kawasaki

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya

Email: lowie.rosales-kawasaki@unhabitat.org

Deadline for applications: 08 July 2014

UN-HABITAT does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org