

VACANCY ANNOUNCEMENT FOR AN INDIVIDUAL CONTRACTOR

Issued on: 17 June 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Individual Contractor (Information Technology)
POST DURATION	4 Months
CLOSING DATE:	27 June 2014

I. Background

The United Nations Human Settlements Programme (UN-HABITAT) is mandated by the General Assembly to coordinate the implementation of the Habitat Agenda and its twin goals on “shelter for all” and “sustainable human settlements in an urbanizing world”. It is the lead United Nations Agency responsible for promoting sustainable urbanization. This consultancy is needed in the Evaluation Unit, UN-Habitat.

Since the establishment of the UN-Habitat, evaluation has been a core function at the organization. The Evaluation Unit is the custodian of the Evaluation Function. It has a mandate to evaluate UN-Habitat projects, programmes, policies and strategies with objectives of : (i) supporting accountability and transparency, (ii) improving programming, implementation and overall performance, and (iii) contributing to knowledge and organizational learning.

The on-going reforms in UN-Habitat reflect commitment to strengthening the evaluation function. Following the establishment of the new Independent Evaluation Unit in January 2012, the UN-Habitat Evaluation Policy was developed. It was approved by the UN-Habitat Management Board in January 2013. The evaluation policy aims at enhancing the evaluation function and ensuring independence, credibility and utility of UN-Habitat evaluations.

At UN-Habitat, the momentum for evaluation is getting stronger and stronger. The expectations are high for evaluating UN-Habitat’s interventions in an objective and credible manner. However, the evaluation resources to effectively promote evaluations for accountability and learning, and developing systems to measure the results of UN-Habitat at country, regional and global levels still remain a big challenge. Presently the Unit is staffed with two professions, one general staff and one volunteer. Most of the Unit’s work is done using additional support of consultants.

II. Consultant’s Responsibilities

Under the general supervision of the Chief, Evaluation Unit and the Evaluation Officer, the consultant will carry out the following duties:

- a) Provide substantive and technical support to the Evaluation Unit, especially in designing and conducting surveys and providing statistical analysis related to UN-Habitat’s performance in organizing conferences such as World Urban Forums.
- b) Provide coherent and accurate data for tracking and reporting on the implementation of the UN-Habitat’s evaluation recommendations; and develop mechanisms for facilitating learning and knowledge management from evaluations.
- c) Ensure the evaluation products, including actual evaluation reports, evaluation briefs, newsletters, guidance documents, or other documents are systematically posted on the electronic platform (the evaluation website) and integrated with PAAS to facilitate access by stakeholders.

- d) Compile lessons learned from evaluation reports and follow-up on the status of the implementation of the evaluations; and develop reporting formats to facilitate easy retrieval of information required from the evaluation tracking system and PAAS.
- e) Maintain the electronic sharing platform for the Nairobi Inter-Agency Evaluation Network and ensure that members of the network share the relevant information.
- f) Undertake any assignments as may be required by the Evaluation Unit.

III. Competencies

Professionalism: Shows pride in work and achievements of the Evaluation Unit. Demonstrates professional competence and proven ability to compile databases, undertake surveys, analyse and produce statistical tables.

Communication: Speaks and writes clearly and effectively. Listens to others, interprets messages from others and responds appropriately. Asks questions to clarify and exhibits interest and openness in sharing information and keeping relevant staff informed.

Planning and organizing: Allocates appropriate amount of time for completing assignments and have ability to work under pressure. Monitors and adjusts actions as necessary and apply judgement in the context of competing deadlines.

Teamwork: Works collaboratively with colleagues in other Branches and Units to achieve the Unit objectives; solicit inputs by valuing others ideas and expertise, and is willing to learn from others.

IV. Qualifications

The consultant should have a University degree in Statistics and/or Computer Science/Information Technology or any other related relevant discipline. He /She should have at least 2-3 years' experience of progressive working experience in development and use of Information Management Systems. He /She must be well conversant with Monitoring and Evaluation processes and concepts.

V. Language

English and French are the working languages of the United Nations. For the post advertised, proficiency in spoken and written English is required.

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. Lucy Waikwa Omondi

UN-Habitat

P.O. Box 30030

Nairobi, Kenya

Email: Lucy.Waikwa-Omondi@unhabitat.org

Deadline for applications: 27 June 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