

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 17 July, 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Consultant – UNACLA
DURATION:	2 months (August 15-October 15)
CLOSING DATE:	25 July, 2014

BACKGROUND

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements. It 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 External Relations Division coordinates both the Partnerships and Inter-Agency Branch; and, the Advocacy and Communications Branch. In providing tools for transformative change and the implementation of effective joint projects, the Partnership Unit works to build stronger relationships between UN-Habitat and Civil Society, Local Government and the Private Sector, while the Inter-Agency Unit focuses on the relationships between UN-Habitat and other UN agencies around the issue of urbanization. The Advocacy and Communication Branch coordinates all UN-Habitat communication, is the secretariat for the main UN-Habitat events, such as the World Urban Forum and is a crucial link between UN-Habitat and our main donors.

The UN Advisory Committee of Local Authorities (UNACLA) was constituted as “an advisory body that would serve the purpose of strengthening the international dialogue with local authorities involved in the implementation of the Habitat Agenda” (Resolution 17/18 of 1999). The UNACLA Rules of Procedure adopted by members in September 2004, and subsequently revised and updated in April 2011, specifically provide the following:

1. The role of UNACLA is to advise the Executive Director of the United Nations Human Settlements Programme, from the local authorities’ perspective, on all issues concerning the implementation of the Habitat Agenda and the Millennium Development Goals.
2. The Executive Director shall report on a regular basis to the Secretary-General of the United Nations on the work of UNACLA.
3. The Committee shall facilitate the dialogue between and among local authorities, national governments, and the United Nations system through a systematic and practical exchange on substantive issues, which will contribute to strengthening the role of local authorities in international development and the promotion of democratic governance.

Since its founding, UNACLA has helped enable local authorities as a body to provide a number of substantive inputs to the work program of UN-Habitat and has been able to advise the Executive Director on several strategic issues. These include the relationship between the UN system, Civil Society and Local Governments to the High-level Panel on Civil Society, promoting the international dialogue and guidelines on decentralization and access to basic services, and localizing the MDGs.

UNACLA is in the midst of refocussing its work programme in order to seize the key political processes that are currently shaping the realm of sustainable development; namely the Post 2015

Sustainable Development Goals (SDGs) and the Third United Nations Conference on Housing and Sustainable Urban Development (Habitat III) in 2016. These political processes avail local governments an opportunity to strengthen their voices on the global stage and better situate themselves to tackle the pressing global issues that are threatening their constituents.

RESPONSIBILITIES

The specific tasks of the study are to:

- Prepare a report on the strengths and weaknesses of UNACLA's current architecture; current partnership/ membership arrangements; and work programme.
- Assess and document the likelihood of the current architecture; relevant partnership/ membership arrangements; and, work programme of UNACLA in terms of being able to achieve the goals set out by the Governing Council Resolution and Project Document, and also in line with UN-Habitat's mandate.
- Identification of potential areas of disagreement in the current work plan and framework of UNACLA and suggestions for programme improvements.
- Assessment and report on Post 2015 and Habitat III opportunities for local government's involvement.
- In consultation formulate a strategic work plan and identify opportunities for engagement in the Post 2015 SDG and Habitat III processes; keeping in mind priority activities and availability of funds.
- Consultation and documentation of key UNACLA members/ local government associations to identify value added of UNACLA.
- Based on the assessment, identify key areas of intervention and a possible revised role for UNACLA and prepare a draft resolution.
- Revision of all items required for finalization of resolution after being circulated among UNACLA members.

COMPETENCIES

Professionalism: Training and experience of working in human settlements issues with good research and analytical skills. Knowledge and experience of carrying out baseline and similar studies is essential. A good understanding of results-based management or logic models is required.

Communication: Ability to articulate ideas in an effective, clear and concise style both orally and in written to staff at all levels in the organization is required; and a proven ability to prepare comprehensive, well written and accurate documents and reports is important;

Planning and organizing: Ability to plan, coordinate and monitor own work in an efficient and timely manner. Identify priority activities and assignments and adjusts work accordingly. Has respect for and commitment to agreed timelines.

Teamwork: Proven ability to work collaboratively across the organization with staff at different levels in a flexible manner; Working with all branches, offices and units, establish an effective working relationship that facilitates cooperation and provision of inputs. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity is essential.

EDUCATION: The incumbent is required to have a Master degree fulfilled when applying for the position, PhD is an asset. The academic background should be in any of the following fields:

Political Science/ Public policy/ Sociology or Law combined with a specialist field within Urban Development or Governance.

WORK EXPERIENCE: A minimum of 10 years work experience is required. Experience performing assessments on various initiatives and identifying multiple solutions or outcomes based on different levels of financing.

LANGUAGE SKILLS: For this position, strong communication skills, both oral and written. A strong command of the English language is required.

OTHER SKILLS: Good project cycle management skills covering project design, implementation and monitoring.

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:

Mr. Rizwan Kasmani
UN-HABITAT
P.O. Box 30030, 00100 Nairobi, Kenya
Email: rizwan.kasmani@unhabitat.org

Deadline for applications: July 25, 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

