

## Vacancy Announcement

ORGANIZATIONAL LOCATION:	UN-Habitat
DUTY STATION:	Home based with the possibility of travel
FUNCTIONAL TITLE:	GLTN Capacity Development Consultancy
DURATION:	1 September 2014 – 31 August 2015 (a minimum of 10 and maximum of 120 days per consultant within this timeframe)
EXPECTED START DATE:	1 September 2014

### **BACKGROUND**

The Land and GLTN Unit, within the Urban Legislation, Land and Governance Branch of UN-Habitat has the mandate to develop pro-poor, gender-responsive and large scale normative approaches on sustainable urbanisation in regard to rural and urban land, innovative residential tenures, affordable land management/administration systems, land related regulatory/legal frameworks and tools. . The Unit hence focuses on research and tool development also to backstop the Global Campaign on Sustainable Urbanisation of the agency, to supply technical advice to Member States and backstop the Regional offices and other sections of UN-Habitat. Tools provide a resource for enabling and understanding on how to perform actions. While there has been extensive global discussion around land policies that work for the poor, there has been insufficient attention paid to the development of methods for implementing these pro poor land policies. Consequently what are required now are pro poor land tools that are affordable and accessible for all sections of the population in countries worldwide. This is essential for creating societies with sustainable, equal access and use of land. Work has already started on these approaches, both for developing and post conflict societies. Incremental up scaling of this work over time, as capacity is developed, is envisaged through the Global Land Tool Network (GLTN), which Secretariat is located within the Land and GLTN Unit at UN-Habitat.<sup>1</sup>

The Global Land Tool Network (GLTN, the Network) was launched in 2006. GLTN is a growing alliance of (currently) 55 global and regional partners contributing to poverty alleviation through land reform, improved land management and security of tenure. The Network aims to improve global coordination on land, strengthen existing land networks and improve the level and dissemination of knowledge on land tenure. GLTN's work is part of a fundamental global paradigm shift away from seeing land as a purely technical issue and moving towards pro-poor, gender responsive, accountable and sustainable land management that includes a range of legitimate, inclusive land tenure forms, lying on a continuum of land rights. Promoting and implementing this shift in approach creates an array of capacity needs and challenges for all governments, land actors and stakeholders, many of whom do not have the awareness or capacities they need to make the necessary changes. Capacity development is, therefore, central to the achievement of the GLTN's goals and objectives and is made explicit in one of the expected accomplishments of GLTN's work programme: "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". UN-Habitat and GLTN are in the process of implementing a capacity development strategy which includes:

- Action learning and capacity development embedded into GLTN tool development activities
- Primary focus on a selection of target countries
- Integration of capacity development principles, techniques and insights into all relevant GLTN activities and outputs
- Advocacy to bring about change at the policy level in the land sector
- Good practice training cycle applied to all GLTN training activities
- National, regional and global collaboration with partners to promote capacity development for land reform.

The GLTN Secretariat recruited a pool of consultants in 2013, on a retainer consultancy basis for all or several of the deliverables listed below. Assignments have been allocated on a case-by-case basis in the course of the consultancy period, at the discretion of GLTN. Work is undertaken only upon prior, written agreement (via exchange of emails) specifying the outputs, time allocations, number of work days and deadlines for each particular assignment.

The pool of consultants has proven to be efficient and it has contributed to better delivery of the capacity development component of GLTN's work programme. In line with the country level engagement that started in

<sup>1</sup> For more information see [www.gltn.net](http://www.gltn.net).

early 2014, and subsequent diversity of work contexts, the GLTN Secretariat seeks to expand the pool and recruit additional consultants to meet the current needs of the programme.

### **DELIVERABLES**

- a) Specialist training, learning and/or capacity development support provided to UN-Habitat and GLTN partners undertaking in-country land tool development<sup>2</sup>
- b) GLTN training and learning events planned, designed and facilitated within the framework of the GLTN capacity development strategy<sup>3</sup>
- c) Specialist knowledge-management support (including establishing base-line information, documenting processes, reporting on learning events, beneficiary feedback, event follow-up, design of recording and reporting and evaluation mechanisms) provided to promote learning and improvement of practice in the work of GLTN
- d) Guidelines developed for the implementation of capacity development initiatives and good practice training by GLTN<sup>4</sup>
- e) Existing GLTN learning materials reviewed and updated, and/or new learning materials for specific GLTN land tools produced.

### **COMPETENCIES**

**Professionalism:** Knowledge of concepts and approaches relevant to capacity development, specifically in the areas of action learning and related, complementary methodologies, as well as good practice training, applied in the land sector within developing countries.

**Communication:** Excellent written and verbal communication skills and ability to articulate complex ideas in a clear and accurate manner including the ability to present the content of the thematic area in a clear and concise manner.

**Planning and organizing:** ability to work under pressure, establish priorities and plan, coordinate own work plan, use time efficiently and apply judgment in the context of competing deadlines.

**Creativity:** Is not bound by current thinking or traditional approaches, takes calculated risks on new and unusual ideas; is flexible and able to think “outside the box”, and offers new and different options to solve problems or meet client needs.

### **EDUCATION**

Advanced university degree (masters or similar) in a field relevant to land administration, international development, political science, adult education, training, capacity development or similar.

### **WORK EXPERIENCE**

- A minimum 7 years of experience working in the fields of training, learning and/or capacity development, at least 4 of those at an international level
- Previous working experience with international development assistance agencies
- Demonstrated ability in creative design and facilitation of capacity development processes involving individuals, groups and institutions, in particular in multi-cultural environments
- Demonstrated ability to establish base-lines to measure impact of training, learning and/or capacity development processes
- Previous experience in designing and/or undertaking capacity assessments, training programmes and learning events in developing countries
- Specific experience in supporting the strengthening of local or national government or private sector training institutions in developing countries

### **LANGUAGE SKILLS**

English and French are the working languages of the United Nations. For the consultancies advertised, excellent proficiency in spoken and written English is required. Strong working knowledge in spoken and/or written French will be regarded as a considerable advantage.

### **OTHER SKILLS**

- Proficient in use of Microsoft word, Excel and PowerPoint.

<sup>2</sup> See: *Handling land: Innovative tools for land governance and secure tenure*, UN-Habitat 2012 (<http://www.unhabitat.org/pmss/listItemDetails.aspx?publicationID=3318>).

<sup>3</sup> See: <http://www.glt.net/index.php/land-tools/cross-cutting-tools/capacity-development>. For further information on the GLTN capacity development strategy, contact Jean du Plessis ([jean.duplessis@unhabitat.org](mailto:jean.duplessis@unhabitat.org)).

<sup>4</sup> For information on good practice training see <http://www.unhabitat.org/pmss/listItemDetails.aspx?publicationID=3350>. Further documents will be provided on request (contact [jean.duplessis@unhabitat.org](mailto:jean.duplessis@unhabitat.org)).

- Ability to work to schedule, but where requested to be flexible with changes in timelines

## **REMUNERATION AND TIMEFRAMES**

A daily fee rate will be determined by functions performed and experience of each consultant. The fees will be paid upon satisfactory completion of agreed, case-specific deliverables and number of days. Where applicable, travel costs (airplane ticket economy class), transfers, and daily allowance as per the UN rate is payable in addition to the daily fee.

Applications should include:

- **Motivation letter** (maximum 1 page single spacing 12 pt. Arial)
- **Summary CV** (maximum 3 pages single spacing 12 pt. Arial), indicating the following information:
  1. Educational Background (incl. dates)
  2. Professional Experience (assignments, tasks, achievements, duration by years / months)
  3. Other relevant Skills, Experience and Expertise
  4. Preferences regarding location of potential assignments
  5. Expectations regarding remuneration (daily rate for period of up to 120 days)
  6. At least two references including contact details
- **Completed questionnaire** (provided below)
- **Concise report/s** on training or capacity development initiatives undertaken by you that are relevant to some or all of deliverables (a) – (e) of this consultancy

All applications should be submitted to:

Global Land Tool Network Secretariat  
UN-Habitat  
P.O. Box 30030, 00100 Nairobi, Kenya  
Email: [jean.duplessis@unhabitat.org](mailto:jean.duplessis@unhabitat.org)

Please be advised that since 15<sup>th</sup> April 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>

Please also be advised that as of 1<sup>st</sup> January 2013, **selected** candidates are requested to provide the following documents prior to issuing a contract: i) qualifications certificates/academic credentials; ii) professional credentials, and iii) verification that the consultant's medical insurance covers medical evacuation and treatment.

Deadline for applications: 20 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](mailto:recruitment@unon.org)*

**Application Questionnaire**

Note: Please print out and mark the relevant box for each question. Send this back to us as a scanned PDF document, with your application. Kindly ensure that your reply is substantiated in the required supporting documents listed above

1. Do you have a minimum of 7 years of experience working in the fields of training, learning and/or capacity development, at least 4 of those at an international level?  

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
2. Do you have a demonstrated ability in creative design and facilitation of capacity development processes involving individuals, groups and institutions, in particular in multi-cultural environments?  

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
3. Do you have previous working experience with international development assistance agencies?  

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
4. Do you have a demonstrated ability to establish base-lines to measure impact of training, learning and/or capacity development processes?  

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
5. Do you have previous experience in designing and/or undertaking capacity assessments, training programmes and learning events in developing countries?  

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
6. Do you have specific experience in supporting the strengthening of local or national government or private sector training institutions in developing countries?  

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
7. Are you familiar with GLTN's values and objectives and supportive of these?  

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
8. Which of the following deliverables both fall within your expertise and experience and would you want to be considered for? Prioritise those marked 'yes' (use a scale starting from 1 as most important / applicable, 2 as second most important, etc.)
  - a) Specialist training, learning and/or capacity development support provided to UN-Habitat and GLTN partners undertaking in-country land tool development  

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Rating	<input type="checkbox"/>
  - b) GLTN training and learning events planned, designed and facilitated within the framework of the GLTN capacity development strategy  

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Rating	<input type="checkbox"/>
  - c) Specialist knowledge-management support (including establishing base-line information, documenting processes, reporting on learning events, beneficiary feedback, event follow-up, design of recording, reporting and evaluation mechanisms) provided to promote learning and improvement of practice in the work of GLTN  

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Rating	<input type="checkbox"/>
  - d) Guidelines developed for the implementation of capacity development initiatives and good practice training by GLTN  

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Rating	<input type="checkbox"/>
  - e) Existing GLTN learning materials reviewed and updated, and/or new learning materials for specific GLTN land tools produced  

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Rating	<input type="checkbox"/>