

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 18 August 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Home Based with availability to travel
FUNCTIONAL TITLE:	HOUSING EXPERT, CONSULTANT
DURATION:	Timeframe: 2 working months, over 5-month period. The consultancy will commence on September 1 st 2014 and end on January 31 st , 2015.
CLOSING DATE:	27 August 2014

BACKGROUND

During the past two decades, in pursuance of its Statutory Mandate to make housing affordable and accessible to all, including to low/ moderate income earners and embracing the right to adequate housing as one of the key human rights upheld by the United Nations with the adoption of the Universal Declaration of Human Rights in 1948, the Central Housing & Planning Authority implemented a number of programmes which were consistent with Government's development objectives in light of the fact that Guyana is a signatory to the pursuit of the Millennium Development Goals (MDGs).

As the housing sector remains a key area of focus in the continuing drive to alleviate poverty and improve living standards, the Government of Guyana's (GoG) vision is to provide the opportunity for all Guyanese, including the most vulnerable, to have access to adequate and affordable housing. This vision was translated through the realization of key policies and the execution of programmes/ projects to meet the housing shelter needs of the population.

In response to its commitment to provide inclusive, sustainable, adequate and affordable housing for all, the Government of Guyana (GoG), through its Central Housing & Planning Authority (CH&PA), is divesting serviced titled land specifically targeting vulnerable social groups and low and moderate income beneficiaries, within the framework of the UN Global Housing Strategy and following the guiding principles of the Human Rights Based Approach to urban development. The housing sector has also benefited from several private sector sponsored housing projects, which are facilitated by the GoG.

However, over the years, CH&PA has encountered various challenges to continue to expand housing provision over the medium-term, mainly due to unaffordability, inadequacy of the housing stock and lack of infrastructure. In the absence of a comprehensive and integrated housing policy framework decision making has been spontaneous and reactive, and investments have been hampered by uncoordinated planning. Some of the main problems and challenges include:

- Substantial unmet housing demand as the supply side, constrained by a number of bottlenecks, has been unable to produce new housing in sufficient quantities to meet the needs of the population. Current estimates suggest that approximately 60,000 housing units will be required by 2016. This represents about 15,000 units per year;
- Acute shortage of buildable land especially in Georgetown. The land management structure does not systematically convert land to residential use or make land parcels easily available to various potential builders or developers;
- Incomplete legal and regulatory systems for private sector investment in housing. Efficient and low cost mortgage lending can only thrive where the value of the underlying asset can be converted to money;
- Infrastructure backlogs in many residential areas and declining infrastructure service levels owing to inadequate maintenance;
- Many households cannot afford decent housing. There are no scaled-up programs to make these individuals and their families potential consumers of housing in the market system;
- Deteriorated housing conditions owing to underinvestment in housing maintenance. The capital stock of housing is continuing to decline as a result;
- Undercapitalized construction sector dominated by low-producing public companies. There are few investor/developers to serve lower and middle income groups and sparsely populated areas;

- Lack of established procedures for improving and redeveloping unplanned settlements.

In order to address these challenges and respond to its key objectives to ensure inclusive, rights-based, gender-based, and adequate housing for all, the GoG and the CH&PA aim to improve the housing policy framework, first through undertaking a Housing Profile and second through developing a National Housing Policy document with guidance on the following issues:

- Special government financing package to provide adequate housing solutions to very poor and vulnerable households;
- Analysis of financial sector and options available for financing low and middle income housing and assessment of ease of access with link to ability to occupy house lots. (This may be able to inform whether strategy should be greater focus on providing house lots or ready to enter houses and for which level)
- Analysis of the role of Housing in reducing poverty in Guyana and contributing to sustainable urban development;
- Defining options for expanding private sector role in housing development;
- Increasing choices available to consumers;
- Consultations - participation of stakeholders and consumers - to guide decision-making in the housing sector;
- New approaches to accelerate green and sustainable housing production including the use of alternative building materials and building systems including identification of global best practices that could be considered for replication;
- Improved coordination among the key actors within the housing sector with the Ministry of Housing and Water playing a key role;
- Cohesive and sustainable housing through participatory community development and people's process;
- Spatial development strategy on future settlements.

The UN-Habitat consultant will develop a Housing Profile Study and draw on the findings from the profile to prepare a National Housing Policy and Strategy for Guyana. The proposed Housing Profile Study is instrumental for policy-making and therefore relevant for the current effort of the Government of Guyana to formulate a national housing policy and strategy. The study will help build a good understanding of the functioning of the housing sector in Guyana. The findings of the study will support the formulation of a National Housing Strategy policy document and strengthen, notably in terms of the prioritisation of actions necessary for its implementation.

RESPONSIBILITIES and METHODOLOGICAL APPROACH

The purpose of this consultancy is to produce a Housing Profile study to assist the Ministry of Housing and Water and the CH&PA through a participatory process involving staff, board members and partners, to formulate a comprehensive National Housing Policy for the sustainable development of the human settlements sector in Guyana. The Guyana Housing Profile Study is part of UN-Habitat Housing Profile Programme with studies undertaken in 12 countries around the world, in Asia-Pacific, Latin America and Caribbean, Arab States and Africa, within the framework of the Global Housing Strategy.

Overall, the Housing Profile constitutes a methodological and operational framework, supporting the formulation of the Global Housing Strategy and its regional roadmaps, to assist governments and their partners in developing a thorough understanding of the structure and functioning of their housing sector. The Housing Profile pays particular attention to the current mechanisms to access land, housing, infrastructure, finance and other fundamental inputs for the realisation of inclusive, sustainable and adequate housing for all, with a particular focus on women, youth and vulnerable groups.

The main objective of the Housing Profile study is to undertake a systemic analysis of the housing sector in cities in Guyana and disclose various aspects of the housing delivery system in the country, including its functioning as well as bottlenecks and current practices. The profile is meant to produce better knowledge and understanding about the sector that will enable the Government of Guyana, local authorities and other actors to formulate appropriate policy responses and recommendations leading to improvement of inclusive, sustainable and adequate housing provision in Guyana. Specific objectives of the Housing Profile include:

- Provide governments and other relevant actors at country and city level with a methodological tool for in-depth analysis and improvement of the housing sector.
- Enhance national capacity and expertise (amongst academia, youth expertise, youth urban-poor and other vulnerable groups) in participatory action research, sector studies, and policy design;
- Contribute to the formulation of a National Housing Strategy and Policy;
- Contribute to the improvement of inclusive, sustainable and adequate housing provision through providing governments and other actors with a systemic analysis of housing delivery systems at city and national level;

The profile is expected to disclose what hinders government provision, the market's proper functioning and what hampers different social groups to access inclusive, sustainable and adequate housing. The results of the Housing Profile will help the government of Guyana and other relevant actors to outline measures and priority actions to improve the performance of the housing sector and lead to formulate a national housing policy and a national housing strategy in Guyana.

It is envisaged that the National Housing Profile will provide insight on the following housing sector issues:

- Special government financing scenarios aimed at providing adequate housing solutions to very poor and vulnerable households such small-scale lending for housing;
- The financial sector and alternatives to finance low and middle- income housing as well as to increase access to serviced plots.
- The relationship between informal and formal sector credit systems in financing housing initiatives of the low-income group, particularly the very poor and vulnerable households;
- The role of housing in reducing poverty in Guyana and contributing to sustainable settlement development;
- The role of the private sector in housing development and ways of increasing the participation of the private sector i.e. through reforming the regulatory framework for the implementation and management of private sector led housing development initiatives;
- How to diversify housing alternatives to respond to demographic changes and income ranges;
- What are the new approaches and alternatives to promote green and sustainable housing production including through the use of alternative building materials and building systems including identification of global best practices that could be considered for replication;
- How to improve coordination among the key actors within the housing sector;
- How to improve consultations and participation of stakeholders and beneficiaries in decision-making in the housing sector;
- Future demand and a spatial development strategy for future settlements.

Housing profile sub-themes

The Housing Profile study will cover the following housing sub-themes through research and analysis:

- Policy and institutional frameworks
- Legal and regulatory frameworks
- Housing finance and markets
- Infrastructure/basic urban services
- Land supply systems
- Building materials, construction industry (including climate change resilience, affordable and sustainable building materials and green construction technologies)

The consultant recruited under these ToR will be responsible for the successful delivery of a Housing Profile study and a National Housing Policy and Strategy document for Guyana. The consultant will undertake the necessary research and prepare reports on the above sub-themes that will feed into the Guyana Housing Profile Study and National Housing Strategy in close collaboration with the national stakeholders and UN-Habitat team.

Overall, the Housing Profile constitutes a methodological and operational framework to assist the government

and their partners in developing a thorough understanding of the structure and functioning of their housing sector, formal, traditional and informal, in particular the current mechanisms to access land, housing, infrastructure, finance and other fundamental inputs for the realisation of housing in urban areas, with a particular focus on women, youth and vulnerable groups.

The consultant is expected to draw on the housing profile methodology outlined in UN-Habitat's Practical Guide for Conducting Housing Profiles, but also to develop/modify methodological tools suit to the context of Guyana and the Ministry of Housing and Water's scope, needs and status. Mostly important, the approach to the development of Housing Profile and the National Housing Policy has to be very participatory and results based. The consultant is expected to serve as a facilitator, providing technical input, good practice in strategic planning, asking the right questions, challenging assumptions and leading participants and local stakeholders towards identifying where the limitations lay, which are the possible responses, priorities and goals, as well as which the actions to take.

A Holistic concept of housing

The methodological approach used for the Housing Profile is premised on 'housing' as a holistic and multi-dimensional concept referred to as 'housing'.¹ According to this concept, the final production of affordable housing (and not only houses) depends fundamentally on the structure and functioning of the entire housing sector and its components, i.e. land, infrastructure, finance, labour, and the building materials and construction industry. These components are organised by legal, regulatory and institutional frameworks. They are influenced by policies, strategies, instruments and actions which enable the provision of and access to infrastructure, land, finance, etc.

The establishment of enabling legal, regulatory and institutional frameworks that provide security of tenure as part of the human right to adequate housing, and recognize property rights, is conducive to generating more and better housing opportunities for low-income households. Consequently, policies may bring more equity, and chances to act preventively against informality in housing and land supply (slum formation) are significantly increased.

In order to identify whether the policies, strategies, instruments and actions focused on one housing component actually cause the desirable impact or rather lead to adverse effects on this or other components, it is essential that the inter-linkages between the components/policy areas are properly analysed and disclosed. For example, a legal intervention that enacts a rent control law may be intended to make rental housing more affordable but actually generates scarcity in rental housing supply and housing stock deterioration. This is because landlords are discouraged from renting out their properties, from expanding existing stock and from adequately maintaining their existing rental units.

Furthermore, besides playing an important role in the overall functioning of the housing sector some components have strong linkages with the overall economy. For example, the construction sector provides not only employment and income generation opportunities but also helps boost technology development; improve housing quality; promote research; and foster development and capacity building of the labour force. The availability, volume, supply and structure of the building industry is extremely relevant for making housing affordable and accessible to different social groups.

Considering the above, it is important that the housing profiling process identifies information sources relevant to all housing components/policy areas for their contribution to and/or involvement in the housing sector.

¹ UN-Habitat definition of 'housing': "Adequate housing as defined in the Habitat Agenda (paragraph 60) means more than a roof over one's head. It also means adequate privacy; adequate space; physical accessibility; adequate security; security of tenure; structural stability and durability; adequate lighting, heating and ventilation; adequate basic infrastructure, such as water-supply, sanitation and waste-management facilities; suitable environmental quality and health-related factors; and adequate and accessible location with regard to work and basic facilities: all of which should be available at an affordable cost. "Adequacy should be determined together with the people concerned, bearing in mind the prospect for gradual development" (Habitat Agenda (1996), para 60).

Participation and Capacity building

The housing profiling process will act as catalyst in capacity building, especially in participatory action research methodology and skills, and knowledge generation amongst academia, youth groups and experts. The findings of the study are to be shared amongst all local stakeholders and to be used for the benefit of local development processes.

Because the primary goal of the study is to understand the functioning and structure of Guyana's housing sector in urban areas and to identify who does what, when, how, for how much, etc., it is important that the Housing Profile builds itself on the participants' observations as the key technique to rapidly assess the reality. The views of key stakeholders provide crucial knowledge to inform the profiling process. This requires that the consultant actively participates in local dialogues and exchange of ideas. Site visits and gathering of first-hand information from residents and local actors, in collaboration with local youth groups, are an integral part of this method of data collection directly from the source.

Along the process of developing the Housing Profile the consultant will develop among a cadre of senior officers of the Ministry of Housing and Water's general ability to appreciate and understand the issues and processes involved in the housing policy formulation process, from the standpoint of information-gathering, analysis and the definition of policy issues. In addition, the consultant will harness on the housing profiling process to promote among local stakeholders an in-depth understanding of the inherent 'joined-up' nature of housing policy development and develop the institutional capacity for the effective monitoring and evaluation of the implementation of policy recommendations.

Specific expected learning outcomes include:

1. An understanding of the policy-making process and the strategy options appropriate to the country context, which can be considered to deliver the policy.
2. An appreciation of the inter-sectoral and market forces which underpin housing policy.
3. An understanding of the role of research, information-gathering, trend analysis etc. to the policy-making process.
4. An in-depth understanding of methods or techniques for the effective monitoring and evaluation of the implementation of housing policy.

From an institutional perspective, building capacity is seen by the Ministry of Housing and Water as one of high priority, since it is expected to lead to the development, within the agency, of the capacity to effectively oversee the implementation, monitoring and review of the approved housing policy, as well as the capacity to translate policy recommendations into focused sector strategies based on the principles of sustainable and integrated development.

Data Gathering

As a first step of this assignment, the consultant is expected to review all documentation related to land and housing that include but not limited to all studies made by national researchers, consultants, UN-Habitat partners, as well as national and international journals and periodicals. This includes secondary and primary data and should be reflected into the first draft of the Housing Profile, focusing on the situation of the housing sector in Guyana, with all references and quotations included. The consultant will define the format, objective and role of this output, as part of the general methodology of the Housing Profile. The consultant will provide a literature review with all pre-selected documentation, articles and publications related to housing, land, building materials, urban management, etc.. The consultant may add other documentation found essential to understand the situation of the housing sector in Guyana.

There may be a need of primary data being generated in areas where secondary data is lacking, for example through:

- In-depth interviews with key actors (inter alia, national and local government officials, decision-makers from CBOs, NGOs, FBOs, grassroots organisations, youth groups and individuals, urban indigenous communities, construction companies, banks, property management companies, real estate and other private firms, formal and informal brokers/agents, research and academic institutions);

- Participants' observations during site visits;
- Participation in on-site dialogues;
- Facilitation of focus group discussions

A sample survey may be considered by the consultant, subject to national funding availability. This may cover field surveys, but not be limited to, households, plots, buildings and/or settlements when proven to be relevant in order to adequately cover a particular issue under study, such as land tenure, quality and size of housing stock, property prices, market transactions and land delivery systems. The research and survey methodologies (samples, study areas, map/satellite photo interpretation, data analysis and processing, etc.) have to be designed in accordance with available resources and needs.

In the course of the study, and when undertaking interviews and/or field surveys, the consultant shall analyse for each sub-theme the existing capacity of the institutions and stakeholders responsible for the various contributions to the housing delivery process. This analysis is to be based on the consultant's impressions and conclusions from data collection activities and support provided by the Ministry of Housing and Water, such as interviews and focus group discussions, and overall participatory observations from local processes. From the analysis of existing capacity, the consultants will assess the constraints, weaknesses and need for development of additional capacity, and make recommendations on how this should be achieved, according to categories of institutions/stakeholders.

Main steps of the profile and policy development process

The main steps of the process of developing the housing profile and the national housing policy and strategy should include:

1. Consult with the designated Ministry of Housing and Water's core group in order to get a general understanding of the direction of the institution in the context of the current issues;
2. Develop an inception report with methodology for carrying out the assignment and work plan, discuss it with the core group and have it accepted;
3. Review existing Ministry of Housing and Water's documents, including the program documents and policies, as well as any other relevant documents;
4. Organize and format scattered data, analyse and identify key issues, housing demand and housing status;
5. Identify the areas of concerns, and potential policy interventions especially as they relate to the financial/credit sector and the housing sector's contribution to the economy;
6. Facilitate review key policy documents;
7. Conduct interviews with samples of stakeholders, board members and staff;
8. Mobilise key national stakeholders to constitute a National Habitat Committee Housing working group
9. Prepare and present the draft of Housing Profile including key issues to be incorporated in the National Housing Policy and Strategic Plan;
10. Develop a draft National Housing Policy and Strategic Plan using an agreed upon outline, operational plan and budget for one year;
11. Distribute the draft of the National Housing Policy and Strategic Plan to the management and receive feedback;
12. Finalize the plan incorporating the comments and feedback received.

DELIVERABLES

The consultant will deliver the following key outputs:

Output 1: Housing Profile study and National Housing Policy and Strategy document for Guyana

The consultant will deliver of the Housing Profile study for Guyana following the methodological approach provided by UN-Habitat to undertake the research study. The draft Housing Profile is to comprise a general

introduction about housing in Guyana and a single chapter on each sub-theme containing the findings and recommendations.

Through the research, the consultant will engage with national stakeholders and organize workshops to present the Housing profile initial findings, to consult with partners and to ultimately validate the results and action plan described in the Housing profile. The profile will include a publicity plan in order to help the Ministry of Housing and Water showcase the profile to stakeholders. The activities and associated actions include:

A 1.1. Meet with CHPA technical team

- Discuss the scope of work,
- Mapping of stakeholders
- Prepare work plan, including timeline for activities

A 1.2 Commence review of current housing delivery system

- Set up of team of national experts
- Desk review of key documents and relevant data
- Review existing policies pursued at national and sectoral levels
- Prepare detailed methodology
- Prepare Inception report.

A 1.3 Identify and articulate key issues relevant to Guyana

- Review of Institutional and legislative framework
- Conduct focus groups discussions with national experts to identify key issues on the following key areas as well as the four cross cutting themes:

Key thematic areas:

- a) Institutional Framework
- b) Legal & Regulatory Frameworks
- c) Housing Needs and Demand
- d) Housing Supply
- e) Infrastructure Provision for Housing
- f) Building Materials, Construction Industry & Employment in the Housing Sector, and
- h) Housing Finance

Crosscutting themes:

- a) Housing Rights
- b) Gender
- c) Special needs groups – very poor: persons below the poverty line; disabled persons
- d) Slums / Squatting areas / Informal Areas

- Qualitative data analysis of the key issues raised relevant to the housing sector.
- Prepare a comprehensive diagnostic and issues report

A 1.4 First draft of the housing profile with in-depth analysis of issues

- Data collection and analysis on relevant social, economic and environmental issues pertinent to the housing sector.
- Summary of information sources; methodology of approach and results, which must be as an annex to the report.
- Prepare draft Housing Profile report.

Output 2 : Consultation workshop and National Habitat Committee set up

Under the close guidance of Ministry of Housing and Water and UN-Habitat, the consultant will contribute to setting up a National Habitat Committee constituted of all national key stakeholders of the housing sector. National stakeholders will be invited to participate in the Housing Profile workshop to contribute to the consultation process and validate the housing profile findings. The National Habitat Committee will be instrumental in defining a roadmap to formulate a National Housing Strategy.

The consultant together with Ministry of Housing and Water and UN-Habitat will present the main findings and recommendations of the Profile at a public consultation workshop to which all individuals, institutions and stakeholders consulted during the Housing Profiling process and the National Habitat Committee will be invited. The workshop will take place over two days, and the consultant will present the key findings and recommendations of each thematic areas of the Profile. The workshop will also collect priorities for the ways forward chapter and its results will lead to the main components of the National Housing Policy and Strategy. The activities and associated actions include:

A 2.1 Conduct stakeholders' consultations

- Organise a consultation session.
- Present results and findings of housing profile study.
- Mobilise key national stakeholders to constitute a National habitat Committee housing working group

Output 3: Recommendations for a National Housing Policy and Strategy

Under the close guidance of Ministry of Housing and Water and UN-Habitat, and within the framework of the Housing Profile Study, the consultant will provide recommendations to formulating a National Housing Policy and Strategy with short- and long-term programmes to be implemented and supported by the National Habitat Committee in Guyana. These will be based on the findings and conclusions of the Housing Profile Study and consultation workshop, and will establish initial steps and main recommendations towards formulating/reviewing and implementing the national housing policy. The activities and associated actions include:

A 3.1 Prepare recommendations for a National Housing Policy and Strategy

- Revise draft document to incorporate responses from consultation;
- Address cross sector policy harmonization;
- Prepare a list of recommendations for improving service delivery;
- Develop recommendations for a Housing Policy and Strategy with indications of programmes for implementation

There are a number of cross-cutting themes that should be looked at by the international expert and the Profile Team: Human Rights, Climate Change, youth, HIV/AIDS, gender and intersectionality. The Housing Profile Study should reveal to what extent these themes are identified, addressed, and taken into consideration in relevant policies, on-going programmes, government documents, and whether there is adequate awareness among the different stakeholders.

TIMEFRAME

The assignment will be undertaken for a total of 2 months, during the period of September 01st 2014 to January 31st 2015.

Once the outputs are accepted by UN-Habitat, it will be the property of the United Nations, which shall be entitled to all property rights, including but not limited to patents, copyrights, and trademarks with regard to all material which bears a direct relation to, or is made in consequence of, the services provided to UN-Habitat by the Consultant.

UN-Habitat will make reference to and acknowledge the contribution made by the consultant to the preparation of the materials produced by the consultant.

COMPETENCIES (maximum of five)

- Ability to build relationships within the larger inter-agency setting within which the Central Housing and Planning Authority has to co-ordinate programme delivery;
- Communication: Good teamwork, interpersonal, and networking skills;
- Thorough understanding of the dynamics of the human settlements sector in developing countries, including the constraints posed to housing delivery and institutional requirements best applicable to the given context;

- Adaptability, flexibility and resourcefulness in terms of working in a complex and dynamic environment, which may be faced with resource constraints at times;

EDUCATION

- A Masters or PhD degree in Urban Planning, Housing Studies, Land Landscape Architecture, Public Policy, or the relevant Social Sciences;
- Demonstrated senior level experience in housing sector or previous consultancies in this area.

WORK EXPERIENCE

- Expert knowledge of the housing sector in developing countries such as Guyana;
- At least ten (10) years of experience in housing policy formulation and strategic planning work in any developing country or member of the organization of Caribbean States (CARICOM).

LANGUAGE SKILLS

- Good communication and writing skills in English
- Multilingual: preferably French, Spanish or any other UN official languages. For this consultancy, fluency in English is required

OTHER SKILLS

- Experience in the formulation of strategic plans at the organizational and sector levels and giving policy advice and capacity-building recommendations to human settlements institutions in developing countries such as Guyana.

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: in electronic format (using MS Word) by email to Christophe.Lalande@unhabitat.org and Fernanda.Lonardonni@unhabitat.org

Deadline for applications: 27 August 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