

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 29 August 2014

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| ORGANIZATIONAL LOCATION: | UN-HABITAT |
| DUTY STATION: | Home based (subject to travel if required) |
| FUNCTIONAL TITLE: | Training Facilitator |
| DURATION: | 14 working days (2014-2015) |
| CLOSING DATE: | 5 September 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 Urban Planning & Design Branch (UPDB) of UN-Habitat supports countries in developing urban planning methods and systems that address current urbanization challenges. The strategic focus of UPDB is to improve policies, plans and designs for more compact, socially inclusive, integrated and connected cities that foster sustainable urban development and are resilient to climate change, at the city, regional and national levels.

Since its launch last year, the training curriculum - based on UN-Habitat's unique publication "Urban Planning for City Leaders" - has been greatly received and seen practical application in Malaysia, Vietnam, Nigeria, Rwanda and Somalia. The wheels are already in motion for future training events in Mexico, Singapore, Bangladesh, and Iraq. The "Training Facilitator" will be responsible for facilitating two training events in Mexico and Vietnam respectively.

RESPONSIBILITIES

Under the supervision of UN-Habitat City Extension & Design Unit Leader, the Consultant "Training Facilitator" will be responsible for the following tasks:

- To review the Spanish version of "Urban Planning for City Leaders" guide
- To prepare training materials and presentations for two training events in Mexico and Vietnam respectively
- To facilitate "Urban Planning for City Leaders" training events in Mexico and Vietnam
- To produce training reports upon completion training events including training evaluation reports.

COMPETENCIES

The consultants also must have the following expected competencies

Corporate Competencies:

- Promotes UN values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Management and Leadership

- Work with energy and a positive, constructive attitude
- Demonstrates good oral and written communication skills
- Demonstrates openness to change and ability to manage complexities
- Provides inspiration and leadership to city leaders and urban planners (training participants)

Development and Operational Effectiveness

- Ability to work as team
- Ability to follow work plans and schedule.
- Ability to affect community leaders and local staffs behavioural/ attitudinal change

Knowledge Management and Learning

- Promotes knowledge management and a learning environment in the community through leadership and personal example.
- Actively works towards continuing personal learning and development.

EDUCATION

- Masters or PhD in Urban Planning/Urban Design/ Architecture/Urban Governance from a recognized university
- Certificate on Sustainable Urban Development will be considered as an added advantage.
- Advanced academic training on urban planning and urban design is preferred.

WORK EXPERIENCE

- At least 10 years of relevant experience in training material preparation, training facilitation, training report preparation and training evaluation conduction on urban planning issues.
- Proven experience working with urban planners, elected city leaders in municipality and city council levels.
- Experience working with international, bi-lateral, national and donor organizations with multi-sectoral teams on urban planning related training events.
- Experience writing publications and tool kits on urban planning in collaboration with UN-Habitat (preferable but not mandatory).
- Experience reviewing and revising books/publications in Spanish on urban planning related issues.
- Direct experience in developing planning documents and supporting urban planning processes in a variety of contexts
- Working experience on urban planning issues in developing countries in Asian and Latin American regions
- Previous work experience in the Urban Planning and Design Branch, UN-habitat is an advantage (not mandatory).

LANGUAGE SKILLS

English and French are the working languages of the United Nations Secretariat. For this consultancy, fluency in oral and written English and Spanish are required. Although not a requirement, knowledge of French will be an advantage.

OTHER SKILLS

Mandatory qualifications / requirements

- Relevant tertiary/equivalent qualification in spatial planning, urban governance, urban policy planning, urban design and project management.
- Excellent skills in organizing and facilitating training on urban planning issues with city leaders

Technical capabilities

- Ability to generate written training reports, evaluation report and skills in

Personal qualities

- Ability to work with multi-disciplinary team.
- Consultative and empowering working style and willingness to learn from others.
- Willingness to travel to Mexico and Vietnam.

REMUNERATION

Payments will be based on deliverables over the consultancy period. The remuneration is 700 USD per work day. A total of 14 working days will be counted for two training events (7 days for each training event). The total amount to be paid is 12,370 USD (9,800 USD for two training events and a lumpsum amount of 2,570 USD will be paid for revising the Spanish version of “Urban Planning for City Leaders Guide”). The fees will be paid as per agreement. Travel will be arranged by UN-Habitat according to official rules and DSA will also be paid during training events.

Kindly see the detailed payment plan for this position below

| Output | Amount in USD | Percentage | Anticipated payment date | Comments |
|--|----------------------|-------------------|---|--|
| <i>Output 1: Training Event in Monterrey, Mexico</i> <u>Activity</u> <ul style="list-style-type: none"> • Training material preparation • Training facilitation • Training evaluation conduction • Training report preparation | 4,900 | 39.61% | October,2014 | 7 work days. 3 days for training related preparation, 3 days for training facilitation and 1 day for report writing. 700 USD per workday so the total amount is 700*7=4900 USD |
| <i>Output 2: Revision of Spanish version UPCL guide</i> | 2,570 | 20.77% | October, 2014 | Lumpsum |
| <i>Output 3: Training Event in Ho Chi Minh City, Vietnam</i> <u>Activity</u> <ul style="list-style-type: none"> • Training material preparation • Training facilitation | 4,900 | 39.61% | Planned in 2014 but date can be changed | 7 work days. 3 days for training related preparation, 3 days for training facilitation and 1 day for report writing. 700 USD |

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|---|---------------|-------------|--|---|
| <ul style="list-style-type: none"> • Training evaluation conduction • Training report preparation | | | | per workday so the total amount is 700*7=4900 USD |
| Total | 12,370 | 100% | | |

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. Geoffrey Oluoch
UN-HABITAT
P.O. Box 30030, 00100 Nairobi, Kenya
Email: geoffrey.oluoch@unhabitat.org

Deadline for applications: two weeks from the date of advertisement

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