

VACANCY ANNOUNCEMENT

*Issued on: 22 August 2014*

<b>ORGANIZATIONAL LOCATION:</b>	UN-HABITAT
<b>DUTY STATION:</b>	Nairobi
<b>FUNCTIONAL TITLE:</b>	Consultant, Capacity and Tool Development Support for Global Land Tool Network (GLTN) Initiatives
<b>GRADE:</b>	Consultant
<b>POST DURATION</b>	Nine months (with possible extension)
<b>CLOSING DATE:</b>	<b>31 August 2014</b>

**BACKGROUND**

The Land and GLTN Unit, located within the Urban Legislation, Land and Governance (ULLG) Branch of UN-Habitat, has the mandate to develop, test and disseminate pro-poor and gender responsive approaches in regard to urban land, innovative residential tenures, affordable land management/administration systems, and land related regulatory/legal frameworks and tools. The Unit hence focuses on research and tool development also to supply technical advice to Member States and backstop the Regional offices and other sections of UN-Habitat. Land tools provide a resource for enabling action. While there has been extensive global discussion around land policies that work for the poor, there has been insufficient attention paid to development of methods for developing and implementing these pro-poor land policies. Consequently what are required are land tools that are affordable and accessible for all sections of the population in countries around the world. 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 expansion of this work over time, as capacity is developed, will take place through the Global Land Tool Network (GLTN), the Secretariat of which is located at UN-Habitat (see [www.glt.net](http://www.glt.net)).

Phase 2 (2012-2017) of the GLTN's global programme emphasises country level support which involves value-adding support to on-going country initiatives and in some cases there may be full-scale support requiring high levels of investment. The support for the testing and implementation of pro-poor and gender-responsive tools in the land sector will be done in conjunction with government and other in-country partners; regional and country offices in UN-Habitat; and international partner organisations with their national networks. In this context GLTN Secretariat is seeking to hire a consultant to Support GLTN/UN-Habitat partnership programs and activities with the African Land Policy Initiative (LPI) including partners and stakeholders involved in designing and implementing the same as well as to support the overall implementation of the programme.

## **RESPONSIBILITIES**

1. Support GLTN/UN-Habitat partnership programs and activities with the African Land Policy Initiative (LPI) including partners and stakeholders involved in designing and implementing the same. These includes development and providing substantive support in training resources development, supporting the organization and coordination of good practice training including representation of GLTN in relevant LPI forums as and when required;
2. Contribute to tool developments activities, partnership building, events support and monitoring, reporting and coordination;
3. Contributes to knowledge development activities of GLTN by organizing or assisting in the design and implementation of thematic research;
4. Supports and / or supervises the organization of events which entails making both substantive inputs (e.g., writing up or contributing to concept notes), facilitation as well as managing logistics;
5. Supports project design and implementation through development and contributions to concept notes, log frames, administrative and legal instruments like agreements of cooperation, grant support agreement or in-house agreements;
6. Assists in monitoring project implementation to foster timely delivery of outputs that GLTN consultants and project implementing partners are producing, efficient technical and financial review of outputs, including following up on payments, substantive and financial reports ;
7. Liaises with and supports partners and stakeholders that will be involved in implementing capacity development research activities within the framework of the African Land Policy Initiative (LPI);
8. Lead in the coordination of partners providing specialized technical and logistical support in various capacity development and project support services (e.g. Regional Centre for Mapping for Resources and Development and International Institute of Rural Reconstruction);
9. Support the coordination of the GLTN Urban Civil Society Cluster and its work plan;
10. Contribute to the research and knowledge management activities of the IFAD supported project (TSLI-ESA project);
11. Undertakes missions and represent GLTN as and when required;
12. Prepare reports and information materials related to the above responsibilities;
13. Liaises with partners and other Land and GLTN Unit team members to undertake the related tasks; and
14. Performs other related work as maybe required.

### Monitoring and Progress Controls

- Successful update and adaptation of the Transparency in Land Administration (TLA) Training Package available in two volumes by making it relevant to the African Land Policy Initiative (LPI)
- Successful coordination of the translation of the aforementioned product into French
- Successful conduct and facilitation of two good practice training in Transparency in Land Administration Learning Events within the Framework of LPI involving Anglophone and Francophone African countries including delivery of an approved report
- Successful conduct of the PILaR Methodology Writeshop including delivery of an approved report.
- Efficient provision of substantive and administrative support related to the preparations of the Inaugural LPI Biennial Conference
- Efficient support provided for the implementation of the Urban Cluster Work plan
- Support in the development of country reports within the framework of TSLI-ESA
- Administrative and substantive inputs provided to other capacity, knowledge based and land tool and development activities as specified in the ToR (e.g. CoFLAS, STDM, TSLI-ESA, LSLBI, PILaR, LVS) to be confirmed by focal persons of the thematic areas at the end of the consultancy
- Timely and appropriate delivery of Project services that IIRR provides

### Final Product

- Relevant reports pertaining to activities/outputs listed above
- More efficient programme implementation and increased collaboration with GLTN partners like UNECA\LPI, RCMRD, IIRR, SDI, AAPS/UON, University of Groningen/IALTA

## **COMPETENCIES**

**Professionalism:** Knowledge of concepts and approaches relevant to the capacity and knowledge development in the land sector in an African context; ability to conduct independent analysis, identify issues, formulate options and make conclusions and recommendations.

**Communication:** Excellent written and oral communication skills and ability to articulate ideas in a clear and accurate manner including the ability to prepare and edit a variety of written documents, reports and briefs.

**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.

**Teamwork:** Good interpersonal skills and ability to establish and maintain effective working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.

## **QUALIFICATIONS**

### **Education**

Advanced University degree (masters or above) in a subject (or combination of subjects) of which the major ones are land management, land economics, land use planning, or similar.

### **Work Experience**

- A minimum of 5 years of land related experience including land administration systems in developing countries particularly in Africa
- Knowledge and experience on capacity development on land is preferred.
- Knowledge of the African Land Policy Initiative, land administration systems and land institutions in developing countries in general and in Africa in particular is preferred.
- Previous work experience with the UN System, UN-Habitat and GLTN is desirable
- Demonstrated ability to manage capacity development initiatives, research and knowledge management projects and produce normative products such as policy and practice guides.

### **Language**

English and French are the working languages of the United Nations. For this consultancy, excellent proficiency in spoken and written English is required.

### **Other skills**

- Very good computer skills, including Word Processing, Excel and PowerPoint
- Ability to be flexible with changes in timelines

### **Remuneration**

Payments will be made monthly upon submission and approval of monthly report. The rate is determined by functions performed. The fees will be paid as per agreement. Where applicable, travel costs of the consultant on work related missions (airplane ticket economy class), transfers, and daily allowance as per the UN rate is payable in addition to the daily fee.

See UN website [http://www.un.org/Depts/OHRM/salaries\\_allowances/index.html](http://www.un.org/Depts/OHRM/salaries_allowances/index.html)

Applications should include:

- Cover memo (maximum 1 page)
- 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

All applications should be submitted to:

Global Land Tool Network Secretariat

UN-Habitat

P.O. Box 30030, 00100 Nairobi, Kenya

Email: [info.ULLG@unhabitat.org](mailto:info.ULLG@unhabitat.org) cc: [Josephine.ruria@unhabitat.org](mailto:Josephine.ruria@unhabitat.org)

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

Deadline for applications: 31 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](mailto:recruitment@unon.org)*