

## VACANCY ANNOUNCEMENT

**Issued on: 29 September, 2014**

<b>ORGANIZATIONAL LOCATION:</b>	<b>UN-HABITAT</b>
<b>DUTY STATION:</b>	<b>Nairobi</b>
<b>FUNCTIONAL TITLE:</b>	<b>Consultant –To Prepare the Annual Strategic Plan Report 2014</b>
<b>DURATION:</b>	<b>4 months</b>
<b>CLOSING DATE:</b>	<b>9 October, 2014</b>

### **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 cities and towns with the goal of providing adequate shelter for all. UN-Habitat helps the urban poor by transforming cities into safer, healthier, greener places with better opportunities where everyone can live with dignity. It works with a wide range of partners at global, national, city and municipality and even community levels.

UN-Habitat's programmes are articulated in the six-year medium term Strategic Plan and the biennial work programmes and budgets. In 2014, UN-Habitat commenced implementation of its second generation six-year Strategic Plan for 2014-2019 which was approved by the Governing Council in April 2013. As a critical aspect of the results-based management, the Strategic Plan has a results framework and a performance measurement plan which are the basis for planning, monitoring, reporting and evaluation. The Strategic Plan is being implemented through three successive two-year work programmes and budgets for 2014-2015, 2016-2017 and 2018-2019.

Results-based management is a key management approach adopted for the delivery of UN-Habitat's strategic plan and results-based monitoring and reporting is an important element. UN-Habitat monitors and reports progress on the implementation of the strategic plan and biennial work programme to the governing bodies, including the Committee of Permanent Representatives (CPR), Governing Council and donors on a regular basis. UN-Habitat will prepare the annual report on the implementation of the Strategic Plan, 2014-2019 and the biennial work programme and budgets for the period 2014-2015. UN-Habitat is therefore looking for a consultant to prepare the annual progress report for 2014. The consultancy is for 14 weeks.

### **Responsibilities**

The specific tasks of the consultancy are:

- Developing results reporting templates for country, regional and Branch levels that will facilitate the collection and aggregation of information for agency level programme performance reporting.
- Preparation of guidelines for the preparation of case studies/success stories.
- Review of relevant documents, databases and websites to collect primary and secondary information on programme performance for the reporting period.
- Review evaluation reports for the reporting period and prepare a summary report identifying aspects to be used in the annual report.

- To review, analyze and collate and validate programme performance information collected through reporting templates as per the set guidelines.
- To prepare a draft annual report on implementation of the strategic plan and work programme and budget for 2014, in line with the structure, criteria and quality agreed upon with the Quality Assurance Unit.
- Incorporate comments/feedback and revisions to the draft report from all relevant levels and stakeholders including editor's comments and submit the final draft of the Annual Report, 2014.
- Review, select, refine and edit case studies/success stories for inclusion in the report.

### **Competencies**

**Professionalism:** The candidate should have proven experience in data analysis, preparing comprehensive complex results-focused programme performance reports with graphic and other appropriate modes of presentation. Strong research and analytical skills are required. A good understanding of human settlements issues is desirable.

**Communication:** Ability to articulate ideas in an effective, clear and concise style orally and in writing is required as well as ability to prepare comprehensive well written and accurate documents and reports;

**Planning and organizing:** Must have strong planning skills, and be able to coordinate and monitor own work in an efficient, effective and timely manner. They must be able to meet agreed timelines.

**Teamwork:** Proven ability to work well and effectively in a team within a multi-cultural environment with sensitivity and respect for diversity is essential.

**Education:** An advanced degree (Master's degree) or higher in the social sciences with higher level training in social research. Knowledge of results-based management is necessary.

**Work Experience:** At least 7 years of progressively responsible and work experience in results-based monitoring and reporting; experience in application of data processing/analysis software; experience of working in a large international organization, preferably the UN and or comparable organization an advantage.

**Language:** For this position, strong communication skills, both oral and written in English language is required.

**Other Desirable Skills:** Proven ability to work with multi-disciplinary and multi-national teams. Ability to make effective presentations is essential.

**Remuneration:** The level of remuneration will be based on educational qualifications, experience and the assignment to be undertaken. UNON determines the rates of remuneration. The payment will be output based and will be as per agreement.

Applications should include:

- Cover letter (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. Completed P11

All applications should be submitted to:

Mr. Stephen Macharia

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya

Email: **[stephen.macharia@unhabitat.org](mailto:stephen.macharia@unhabitat.org)**

Fax: + 254 20 76263235

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: 09th October, 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)*