

## **CONSULTANT VACANCY ANNOUNCEMENT**

**Issued on: 29 October 2014**

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Anti-Corruption Consultant
DURATION:	2 Months
CLOSING DATE:	4 November 2014

### **BACKGROUND**

UN-Habitat is developing an anti-corruption framework to minimize the possibility of anti-corruption in the implementation of projects, particularly those that engage implementing partners, and those that have procurement aspects.

The consultant will be responsible for undertaking a preliminary assessment of the anti-corruption policies that UN-Habitat's implementing partners, cities, and/or institutions have in place. Furthermore, the consultant will identify and undertake an analysis of the anti-corruption policies that other development donor agencies and other large UN agencies have in place. . The consultant will then synthesize the anti-corruption policies into good practices from which UN-Habitat can learn from and develop an anti-corruption policy.

The aim of this consultancy is to help understand how corruption is affecting the urbanization projects of UN-Habitat in the developing world, and what type of an anti-corruption policy or strategy would help in preventing the UN-Habitat staff from working with corrupt implementing partners on the ground.

### **RESPONSIBILITIES**

The consultant will

- a) Holding an inception meeting with the UN-Habitat legal and audit team members
- b) Conducting interviews and/or holding meetings with the identified anti-corruption focused institutions, selected UN agencies, and development donor agencies;
- c) A preliminary assessment of the sample anti-corruption policies that UN-Habitat's implementing partners, cities, and/or institutions have in place;
- d) Identify and undertake an analysis of the anti-corruption policies that other development donor agencies and other large UN agencies have in place;
- e) Synthesize the anti-corruption policies into good practices from which UN-Habitat can learn from.

### **OUTPUTS**

The main outputs are:

- a) A detailed draft report that summarizes the anti-corruption policies of the implementing partners, donor agencies, and UN-Habitat agencies. The report shall contain a synthesis of the best practices on anti-corruption;
- b) Revision of the draft based on the feedback provided by the legal and audit team members;
- c) Presentation of the draft in an internal workshop with invited UN-Habitat staff members;
- d) Revision of the draft based on the feedback that will be provided by the invited UN-Habitat staff members in an internal workshop;
- e) At this stage, it is envisaged that a Presentation will be made to the Senior Management Board by one of the in-house lawyers of UN-Habitat. The consultant is expected to attend

this meeting, and thereafter finalize the draft based on the feedback provided at the Presentation.

- f) Generate a final document on the strategies and recommendations to be adopted for the improvement of the UN-Habitat current anti-corruption regime and their effective implementation within UN-Habitat

## **COMPETENCIES**

**Professionalism** Shows pride in work and in achievements; demonstrated ability to think strategically, to analyze complex information and offer creative, practical solutions, is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges and remains calm in stressful situations.

**Communication** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; demonstrates openness in sharing information and keeping people informed, Excellent drafting ability and communications skills, both oral and written; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful.

**Teamwork** Works collaboratively with colleagues to achieve organizational goals; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

**Planning and organizing** Able to develop clear goals that are consistent with agreed strategies; identifies priority activities and assignments; allocates appropriate amount of time and resources for contingencies in planning; monitors and adjusts plans and actions as necessary; uses time efficiently..

## **EDUCATION**

Advanced university degree (Master's Degree or equivalent) preferably in law, governance, finance, public or business management or other related areas such as professional certification in auditing (CPA, CA), fraud (CFE), or a first degree with the relevant combination of professional and academic qualifications. A minimum of 3 years working experience is required.

## **WORK EXPERIENCE**

Good knowledge and experience of the Anti-Corruption practices, policies and strategies and their implementation in different institutions would be as asset; Ability to initiate discussions, dialogues and Openness to dialogue and ease in inter-personal communication; Ability to organize workshops and seminars within international organizations and facilitate discussion, particularly on matters relating to efficiency and accountability; Proven ability to work independently; Good project cycle management skills covering project design, implementation and monitoring ; Good Knowledge and experience of the UN and other international organizations, including working experience in a developing country and working experience with the UN (work within the UN, or working with UN agencies and programmes) are assets.

## **LANGUAGE SKILLS**

Fluency in English, written and verbal, is required. Working knowledge of another UN language is an asset

## **OTHER SKILLS**

Good computer skills and excellent analytical and communication skills and the ability to draft a wide selection of written communication and to articulate ideas in a clear and concise manner

## **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](http://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. 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

Deadline for applications: 04 November 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)*