

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 26 October 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	PSUP Programme Support Consultant
DURATION:	Timeframe: One year. The consultancy will commence on 1 December 2014
CLOSING DATE:	03 November 2014

BACKGROUND

UN-Habitat is the lead agency for the Millennium Development Goal 7c and 7d aiming for access to water and sanitation and the significant improvement of living conditions in slums.

Therefore UN-Habitat, the African, Caribbean and Pacific (ACP) Secretariat and the European Commission (EC) have partnered to establish the Participatory Slum Upgrading Programme (PSUP), currently implemented in 35 ACP countries.

The programme consists of three components: Phase 1, participatory urban profiling, Phase 2, participatory action planning and Phase 3, participatory pilot slum upgrading project implementation. Currently, 35 ACP countries are implementing one of these three PSUP phases.

Slum Upgrading and Prevention

Slum upgrading and prevention can only be efficiently addressed through a systemic and integrated approach and with the involvement and participation of all concerned key stakeholders.

Slum upgrading programmes need to concomitantly tackle security of tenure and land regularisation as well as provision of basic urban services, promotion of good governance, creation of job opportunities, as well as planning challenges and decent housing.

In the past, slum upgrading has been addressed through a project-to-project basis and experience has shown that this approach is ineffective, because it rarely gained scale and/or replication.

The latest generation of slum upgrading actions around the world are part of the city-wide slum upgrading initiatives such as the Cities Without Slums Programme, reflecting a strategic move from project to programme scale.

RESPONSIBILITIES

Under the supervision of the Project Leader, will work on the following:

A) Assist in the daily management of the PSUP (60%):

- Focal point for PSUP Programme management database and all outputs related to the database;
- Monitoring of PSUP cooperation agreements and contracts;
- Under the supervision of the Project Leader assist in coordinating and implementing the programme activities in Francophone countries;
- Assist in drafting contracts, cooperation agreements, financial reports and monitoring, MoU and Contribution agreements;
- Assist in implementing Phase 1 in Togo, Benin, and Phase 2 in Burundi.
- Assist with any other task as needed.

B) Conferences and training workshops (20%):

- To bring support in organising workshops and conferences logistics as well as preparing the content in English and French;
- Assist with translations as needed and reviews of PSUP documents, particularly in French;
- Any other task as needed.

C) Communication (10%):

- Support the distribution and coordination of information to all PSUP countries;
- Support the updating of MyPSUP website;
- Assist with translations as needed and reviews of PSUP products, particularly in French.

METHODOLOGICAL APPROACH

For the Participatory Slum Upgrading Programme (PSUP) and in cooperation with the ACP Secretariat as well as the European Commission (EC), six general programme criteria have been agreed and applied in the proposals to the EC. Consequently, the indicators are essential for future EC external evaluations looking at the successful implementation of Phase 3.

That is why these indicators shall be also integrated in this evaluation and country selection process.

1. Quality of the project design: the appropriateness of the suggested project objectives and underlying problems, the needs and priorities of the intended target groups and beneficiaries that the project is supposed to address and the adaptation to the physical and policy environment within it operates. This shall include the quality of the project preparation and design – the logic and completeness of the project planning process, and the internal logic and coherence of the project design.

2. Achievement of the main objectives and effectiveness of Phases 1 and 2 implementation as well as the proposed Phase 3 pilot projects: the assessment of expected results and impacts, including unintended ones, and then the comparison of intended and unintended consequences for Phase 2 and Phase 3. The consequences shall be evaluated in relation to the overall goal and the objectives of the PSUP, and the respect countries'/cities' objectives.

3. Efficiency of the implementation to date: to what extent funding, human, financial resources, regulatory, and/or administrative resources contributed to, or hindered, the achievement of the objectives and results. This also includes the ownership of the national and local governments to contribute to the programme implementation in line with national priorities and budgets.

4. Sustainability of the effects: an analysis of the extent to which the results and impact are being, or are likely to be maintained over time, taking into account the multiplier effect of the planned slum upgrading activities and the extent to which the projects identified in Phase 2 are being or are likely to be financed and implemented (based also on the developed resource mobilisation strategy).

5. Key cross-cutting areas of interventions: for example land, environment, gender, human rights, housing, basic urban services etc. are combined and are taken care off in the programme design which leads to a strong project with multiplier effects.

6. Coordination, complementation and coherence: the degree that the proposed pilot projects are coherent with national priorities and current efforts of the key local and national partners, with donors and EU policies and Member States in particular, with the UN Country Teams, UNDAF and Poverty Reduction Strategy Papers as well as UN-HABITAT's Country Programme Documents (if in place). This shall include an assessment of the positioning of UN-HABITAT within the overall context of donors in the field of urban development.

DELIVERABLES

The consultancy is output based. Payment will be issued monthly upon submission of outputs requested.

TIMEFRAME

The assignment will be undertaken for a period of one year, between 1 December 2014 and 31 November 2015. Conditions of this consultancy are subject to the UNOPS rules and regulations.

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.

EDUCATION

An advanced university degree in management, social or economic sciences, geography, urban or regional planning, and environmental planning. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

The consultant proves first experiences in assisting programme management tasks and is aware of UN programme management procedures.

Ideally, the consultant should also have first experiences in coordinating programme activities with multi-stakeholder initiatives involving donors, ministries, municipalities and regional governments as well as slum communities, NGOs and CBOs, and the private sector. Experience in human settlements development field, projects/programme design and implementation with the UN or other international agencies will be an advantage.

LANGUAGE SKILLS

English and French are the working languages of the UN. For this post, fluency in English and French are required.

OTHER SKILLS

High motivation to support the Participatory Slum Upgrading Programme (PSUP)

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

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 psup@unhabitat.org.

Deadline for applications: 03 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