

CONSULTANT VACANCY ANNOUNCEMENT

Issued on:

ORGANIZATIONAL LOCATION:	UN-Habitat, Urban Planning and Design Branch in Nairobi, Kenya
DUTY STATION:	UN-Habitat in Nairobi, Kenya
FUNCTIONAL TITLE:	Research Assistant
DURATION:	6 months spread over 12 month
CLOSING DATE:	26 December 2014

BACKGROUND

UN-Habitat has since 2002 developed a wealth of experience in Kisumu city. In December 2011 UN-Habitat was requested by the city leadership to support the urban planning component of the Kisumu Urban Project (KUP), a major infrastructure development project supported by the French Development Agency (AFD), by providing technical assistance and policy advice to the urban planning component of the KUP. This was followed by a meeting in January 2012 with the local authority and the AFD which focused on discussing the broad urban planning principles and scenarios for the urban extension and densification of Kisumu to support sustainable urbanization. UN-Habitat then organized a Rapid Urban Planning Studio in February 2012 in Kisumu with stakeholders from civil society, private sector, local and central government, and local and international planners to explore the spatial and physical planning options for Kisumu's future densification.

Building upon the spatial scenario options recommended at the Planning Studio, UN-Habitat entered into an Agreement of Cooperation with the Weitz Center for Development Studies in Israel, also supported by Israel Agency for International Cooperation and Development (MASHAV) to develop a project for the "Lakefront Redevelopment of the City of Kisumu". The project recognizes urban planning, urban economy and municipal finance, and urban land and legislation as the drivers of sustainable urban development in Kisumu, and aims to support the city to develop a municipal platform integrating economic development and strategic planning issues.

The one year project began in 2013 and will consist of three on-site visits by three Israeli experts as well as on-going support to the local partners in Kisumu to designing the relevant municipal corporation. The final outputs are i) a strategic plan for the implementation and operation of a municipal corporation; ii) an established partnership; and iii) a strategic plan including a set of criteria for the spatial planning of the lake front area and the institutional mechanism for the lake front development.

OBJECTIVES

The overall objective of the consultancy is to provide substantive support to the project management team and project partners through the delivery of quality research material, collection of information and statistics, and documentation and dissemination of relevant data, facts and discussions.

RESPONSABILITIES AND TASKS

Under the direct supervision of the supervision of the Leader, City Planning, Extension and Design Unit of the Urban Planning and Design Branch of UN-Habitat, the consultant will:

- Assist in the coordination of project planning and preparation work for missions and local consultations in Kisumu, resulting in Project work plan
- Assist in the coordination of project planning and preparation work on a new program with Maseno University and other planning schools.
- Assist in the coordination of the Management team meetings and involvement of any other stakeholders.
- Coordination of capacity building meetings in consultation with the local partners.
- Serves as local focal point for the coordination of project implementation activities, involving extensive liaison with local counterparts and with the UPDB in Nairobi. This includes:
 - Ensures relevant documentation is shared and discussed with the local team and with HQ
 - Provides feedback on opportunities and demands from the local counterparts
 - Compiles, summarizes, and presents basic information/data as required by the Project, in particular assisting in retrieving the information from relevant local agencies.
 - Maintains records of documentation and communication related to the Project and channels requests and enquires to the relevant colleagues and counterparts.
 - Assist in collecting data and research on specific topics related to sustainable urban development in Kisumu
 - Assist in the organization of meetings, workshops and field visits as per the workplan
- Produces monthly reports on progress of the local work, integrating the inputs provided by specialised consultants as per the workplan
- Performs other duties as assigned.

EXPECTED OUTPUT

The consultant is expected to produce following outputs:

Output 1 – Inception report including workplan

Output 2 – First and Second Report on the tasks (progress on workplan, documentation shared, data collected, local consultations, data collected and – month 1 and 2

Output 3 – Third Report

Output 4 – Fourth Report

Output 5 – Fifth Report

Output 6 – Sixth and Final report

Reports will be written in English, and presented in soft copy. Materials collected and reference will also be made available for documentation and organised in a list at the end of each report (annexes).

The reports will follow a common structure and cover progress and activities by workplan item and by task, plus a section with challenges, opportunities and next steps/follow-up.

MONITORING AND PROGRESS CONTROLS

Final report to be submitted at the end of the consultancy comprising final version of the 6 reports above mentioned

DELIVERABLES, TIME REQUIRED AND CALENDAR

6 Months

QUALIFICATIONS REQUIRED

The Consultant will possess:

- University diploma in appropriate field such as Sociology, Strategic Planning or related disciplines
- Excellent report writing skills and mastery of English language
- Proven ability to work independently and flexibility

WORK EXPERIENCE

- University diploma in appropriate field such as Sociology, Strategic Planning or related disciplines
- At least 5 years of professional experience in research, data collection and related fields

English and French are the working languages of the United Nations Secretariat. For this consultancy, fluency in oral and written English is required.

TECHNICAL KNOWLEDGE

- Close familiarity with sustainable urban development
- A good grasp of the functioning of local authorities, the dynamics and challenges of development in the región as well as proof of experience with working with organizational development and/or management issues in public institutions will be additional advantages
- Excellent report writing skills and mastery of English language

LANGUAGE SKILLS

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

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.

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: **26 December 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