

CONSULTANT VACANCY ANNOUNCEMENT

21 June 2019

ASSIGNMENT SUMMARY

ORGANIZATIONAL LOCATION	UN-Habitat
DUTY STATION and MISSIONS:	Fukuoka, Japan (about for 1 week) with missions to countries in the Asia and the Pacific
FUNCTIONAL TITLE	Knowledge Management Consultant
START DATE	August 2019 (pls put how soon HQs will be able to issue UNON contract after selection process)
DURATION	2 months over 3 months
TYPE OF CONTRACT	UNON Consultancy Contract - Outputs / deliverables basis
SUPERVISORS	Head Knowledge Management Support Unit, UN-Habitat HQs Senior Human Settlements Officer (SHSO), UN-Habitat Regional Office for Asia and the Pacific
APPLICATION DEADLINE	11 July 2019
CONTRACT TYPE	UNON Consultancy Contract

BACKGROUND

The overall purpose of this consultancy is to identify collect, document and disseminate UN-Habitat projects/records dealing with “People process concept”. The incumbent will report to the UN-Habitat Head Knowledge Management Support Unit who will ensure that the information is managed accurately and appropriately. This consultancy will be output based and to be delivered within a period of -three months. Travel to two or three of the key countries expected - Afghanistan, Bangladesh, Pakistan, Sri Lanka, Myanmar, Indonesia, Mongolia, Philippines and Laos.

RESPONSIBILITIES:

- Carry out research on people process concept and its application to UN-Habitat projects.
- Identify projects where “people process” was applied, document, and provide administrative history for the same.
- Carry out historical research, review of archives of the records, including audiovisual material, which supported the people process concept.
- Conduct key interviews or online discussions with people associated with the implementation of People’s Process projects, including beneficiaries.
- Under the guidelines provided from Knowledge/Information Management Unit , appraise the said records and identify the ones with long term archival value.
- Digitize the said records for onward transmission to UN-Habitat Archives in Nairobi for further processing and posting on a central repository.
- Prepare a report on the “people process concept”, including lessons learnt and good practices where it was applied.
- Provide cases studies on how and where the concept was applied and the results of its application including the mainstreaming into national and sub-national humanitarian-development processes

- Script, narration and editing of short films and videos of People's Process projects produced by UN-Habitat.

EXPECTED OUTPUT

1. Digitized Copy of Archives on the application of people's process.
2. A report on People process concept application at UN-Habitat.
3. A short compendium document aimed at communicating the high-impact results, including key data of PP impact and select case studies
4. A three minute and seven minutes documentary film captured from available short films produced by UN-Habitat.
5. Powerpoint presentation – maximum 6 slides with key messages.

PAYMENT SCHEDULE

The reports are to be prepared at the intervals specified from the starting date and submitted: Payments shall be made on satisfactory completion or work and submission of reports as certified by the Head Knowledge Management Support Unit, UN-Habitat HQs and Senior Human Settlements Officer (SHSO, UN-Habitat ROAP) on the following schedule of deliverables:

Installments	Outputs / Deliverables	Deadline	Payment Amount
1	Output 1 and 2 above	30 September 2019	70%
2	Output 3, 4 and 5 above	31 October 2019	30 %

COMPETENCIES

Professionalism: Knowledge of information management, of electronic data maintenance, including appraisal. Ability to conduct research and demonstrate conceptual, analytical and analysis skills. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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; tailor's language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

Client Orientation: Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.

Technological Awareness

Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows a willingness to learn new technology.

EDUCATION / WORK EXPERIENCE / OTHER SKILLS/LANGUAGE

Advanced university degree (Master's degree or equivalent) in information science, information systems, social science or related field. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree.

A minimum of three years of progressively responsible experience in modern knowledge and information management or related area is required. Demonstrated experience in professional report

making and knowledge products, digital short films, including guidelines, procedures and manuals is desirable.

Languages

English and French are the working languages of the UN Secretariat. Fluency in English is required; knowledge of the other is desirable.

ADMINISTRATIVE ARRANGEMENTS

International Travel:

For all international travel that are expected of the consultant, a returned air ticket on least-cost economy, and visa fee will be paid only after completion of the mission and upon submission of Travel Claim form, copy of E-ticket, used boarding passes, visa receipt and other relevant travel documents. Three quotations from the reputable travel agents shall be submitted for UN-Habitat's clearance prior to purchase of tickets.

Local Transportation:

Local travels that are expected of the consultant, such as vehicle and flight arrangements to provinces will be covered by UN-Habitat.

Travel Advice/ Requirements:

The consultant shall abide by all UN security instructions where s/he will be visiting..

How to Apply:

The application should comprise:

- Completed UN Personal History Form (P11). Please download the form (MS- Word) from UN-Habitat/ROAP-vacancy website: www.fukuoka.unhabitat.org
- A Statement of Interest (cover letter) for the position
- 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:

UN-Habitat Regional Office for Asia and the Pacific
ACROS Fukuoka, 8th Floor
1-1-1 Tenjin Chuo-ku, Fukuoka, 810-0001 Japan
habitat.fukuoka@un.org

Please indicate the Post Title: **“VA Knowledge Management Consultant”** in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

Deadline for applications: 11 July 2019

Due to a large number of applications expected, only short-listed candidates will be contacted. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8)