

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 18 August 2022

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	REMOTE (Nairobi)
FUNCTIONAL TITLE:	PRC Database Management Consultant
DURATION:	4 months (Sep to Dec 2022), with a possibility to extend to 12 Months, subject to funding. USD 12,000 for 4 months; If extended USD 36,000 for 12 months.
FEE:	USD 3,000 per month

BACKGROUND

The United Nations Human Settlements Programme (UN-Habitat) is mandated by the UN General Assembly to promote socially, economically, and environmentally sustainable cities, towns and other human settlements.

In 2020, UN-Habitat had been restricted and the Programme Development Branch (PDB) has been created under the Global Solutions Division. PDB is responsible for the overall coordination of programme development. It brings together normative and operational expertise supporting high-quality integrated programmes that maximize results across the outcomes and the Domains of Change in the Strategic Plan.

The Branch is mandated to oversee the progress of the implementation of the UN-Habitat's Strategic Plan. Within that scope, the Branch has been mandated to collaborate in the setting up and management a central project database that is at all times up-to-date and allows for monitoring and analysis of UN-Habitat's programme and project portfolio. The database must be accessible to project teams as to identify programmes and projects that aim for related impact against the outcomes of UN-Habitat's Strategic Plan.

In regard to these components, PDB has been issued three portfolio analysis, in which two have been reported to the Executive Board during the year of 2021, and one has been represented in the Annual Report 2021. There is an ongoing preparation for the portfolio analysis of the current year.

PDB has also been playing a significant role in the Project Review Committee that assures the quality and alignment of projects and programmes against the Strategic Plan. The Branch is not only involved in the review of the projects, but also has a co-leading role in providing the data and elaborating the agency's annual Programme of Work and Budget report.

PURPOSE AND OBJECTIVES

The Database Management Consultant will support the Branch in achieving the consolidation of project database migration from different systems previously used onto the new platform already developed, prepare live performance analysis reports for the online environment, as well as support the compliance of quarterly reporting of the project onto Umoja SMA Performance Monitoring.

RESPONSIBILITIES

Under the supervision of the chief of PDB, the deliverables within the contract timeframe are as follows:

1. Migration of new projects information and relevant documentation analyzed by the Programme Review Committee in 2020, 2021 and 2022 from the PRC Central Database hosted on MS SharePoint/Teams onto the new PRC Database Platform. It is important that the consultant verifies the project information recorded ensuring: a) the information is aligned with meeting minutes, b) the project outcomes alignment with the current strategic plan, c) the project basic information is aligned with the minimum required by the new platform, and d) The archiving of official endorsed documentation.
2. Development of the set of portfolio analysis on MS Excel/Power BI to be integrated on MS SharePoint/Teams and other MS 365 Suite applications: a) Performance of the Strategic Plan Outcomes by year, b) Outcomes by region and year, and c) Subprogrammes by year. Others upon request.
3. Update UN-Habitat's 2022 approved projects onto Umoja SMA Performance Monitoring under the guidance of collaborating officer from Strategic Monitoring and Reporting Unit.

Deliverables

Outputs	Payment
<p>UN-Habitat's approved projects from 2020 to 2022 are uploaded to Umoja with the support of the consultant.</p> <p>On a regular basis the consultant will be required to deliver ad-hoc inputs during the review of the progress made, of the enhancement of PRC Database Platform.</p>	<p>September USD 3,000</p>
<p>Develop in the various MS applications, the analysis of the entire UN-Habitat portfolio of projects from 2020 to date.</p> <p>In addition, analysis of all the projects: a) Performance of the Strategic Plan Outcomes by year; b) Outcomes by region and year; and c) Sub-programmes by year.</p> <p>On a regular basis the consultant will be required to deliver ad-hoc inputs during the review of the progress made, of the enhancement of PRC Database Platform.</p>	<p>October USD 3,000</p>
<p>Consolidation of projects data hosted in the PRC Central Database: validation of project information reviewed in 2020, 2021 and 2022 according to the list of recorded meeting minutes, ensuring the translation of projects in view of alignment with the current strategic plan and the recording of detailed information. This must allow consistency of data throughout the database.</p> <p>Migration of projects from old strategic plan to new strategic plan.</p> <p>On a regular basis the consultant will be required to deliver ad-hoc inputs during the review of the progress made, of the enhancement of PRC Database Platform.</p>	<p>November USD 3,000</p>
<p>Migration of projects from the PRC Central Database hosted on MS SharePoint/Teams to the newly built PRC Database Platform</p> <p>On a regular basis the consultant will be required to deliver ad-hoc inputs during the review of the progress made, of the enhancement of PRC Database Platform.</p>	<p>December USD 3,000</p>

COMPETENCIES

- Professionalism: Ability to identify key strategic issues, opportunities, and risks. Ability to generate and communicate broad and compelling organizational direction. Knowledge of system development workflow and document flow processes, conducting research, and gathering information from various standard and non-standard sources. Demonstrated ability to provide innovative technical leadership by performing and/or overseeing the planning, development, and management of operation. Demonstrated ability to negotiate

and apply good judgment. 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.

- Client Orientation: Attention to organizational needs and user requirements to ensure that finished systems are user, not technology, driven.

- Teamwork: Works collaboratively with colleagues to achieve organizational goals; Solicits input by genuinely valuing others' ideas and expertise; 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.

EDUCATION

Degree in Environmental Science, Sustainable Development, Data Analytics, Computer Science, Administration, or related field.

WORK EXPERIENCE

- Knowledge of the UN System or UN-Habitat's project review and monitoring systems is required;
- Experience in database management and validation is desirable;
- Experience in performance analysis and reporting is desirable;
- General administration skills are desirable.

LANGUAGE SKILLS

Fluency in Oral and written English is required.

Travel: No travel. Remote consultancy.

OTHER SKILLS

Working experience or knowledge of Enterprise Resource Planning (ERP) systems is desirable.

REMUNERATION

Payments will be based on deliverables over the consultancy period. The fees will be paid as per agreement.

Applications should include:

- Cover memo (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. 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:

Mrs. Cristina Monteiro Pastore
 UN-Habitat
 P.O. Box 30030, 00100 Nairobi, Kenya
 Email: tina.pastore@un.org

Deadline for Applications: 25 August 2022

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