

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 20 September 2022

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	REMOTE Home Based (Nairobi)
FUNCTIONAL TITLE:	Programme Development and Capacity-building Consultant
DURATION:	4 Months (10 October 2022 - 09 February 2023) with possible extension to 6 months (09 April 2022), subject to funding
FEE:	USD 3,960 per month

BACKGROUND

The UN Human Settlements Programme (UN-Habitat) is the United Nations agency responsible for urbanization and human settlements, mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities. UN-Habitat helps the urban poor by transforming cities into safer and healthier places with better opportunities. It works with organizations at every level, including all spheres of government, civil society, private sector and the Habitat Agenda Partners.

The Global Solutions Division (GSD) at UN-Habitat headquarters is responsible for providing programmatic direction for UN-Habitat and is responsible and accountable for the programmatic delivery of the strategic plan. The division leads the tools and methodology production and the integration of the various substantive competencies towards effective delivery of the mandate of UN-Habitat. It provides substantive training to staff members and supports capacity development of Member States and partners.

This post is located in UN-Habitat headquarters, Global Solutions Divisions, Programme Development Branch in support of the Capacity Development and Training Unit (CDTU) and the Inter-regional Advisor to Eastern Europe and Central Asia. The CDTU works across the organization and with external partners to develop capacity-building programmes, tools and methodologies. The Unit coordinates the implementation of UN-Habitat capacity-building strategy approved in 2020 as well as the development of the agency’s e-learning offering.

Background to Consultancy

This consultancy will support the implementation of two UN Development Account Projects, funded by the United Nations Department of Economic and Social Affairs (UN DESA) through the respective Development Account (DA): (1) UNDA T12A Inter-regional cooperation for the implementation of the New Urban Agenda, and (2) UNDA T12A Smart Sustainable Cities for the New Urban Agenda in the UNECE Region (subject to the availability of funds);

UNDA T12A Inter-regional cooperation for the implementation of the New Urban Agenda

As part of efforts to support monitoring and reporting on the 2030 Sustainable Development Agenda and the Sustainable Development Goals (SDGs), UN-Habitat through its Capacity Development and Training Unit, Data and Analytics Unit (DAU), GSD and Regional Offices, and in collaboration with regional economic commissions, is implementing the project “Inter-regional cooperation for the implementation of the New Urban Agenda” (the “UNDA NUA Project”) during the period 2020 – 2023. The main objective of the project is to strengthen the capacities of selected member states to implement the propositions contained in the NUA, and produce and utilize timely, reliable, accurate and sex-disaggregated SDG and NUA data to inform evidence-based policy decisions that leave no one behind while reporting at national, regional and global levels.

UNDA T12A Smart Sustainable Cities for the New Urban Agenda in the UNECE Region

The project Smart Sustainable Cities for the 2030 Agenda on Sustainable Development and the New Urban Agenda in selected countries in the UNECE Region is implemented from January 2020 – June 2023, lead by

UNECE and substantively supported by UN-Habitat (as implementing partner). The project supports the transitions of selected countries in the UNECE region towards smart and sustainable cities with a view to support the implementation of the urban dimensions of the 2030 Agenda for Sustainable Development. Improved capacities among local and national government officials in five countries in the UNECE region to develop and implement sustainable urban policies will result from (i) evaluation of cities' performance and (ii) capacity building activities to promote evidence-based policies and the vertical and horizontal coordination between different government agencies and with participation of cities' inhabitants.

The project will target five cities in countries with economies in transition: Nur-Sultan, Kazakhstan; Tbilisi, Georgia; Bishkek, Kyrgyzstan; Grodno, Belarus; and Podgorica, Montenegro. The expected result would be evidenced by each of the participating cities having developed concrete measures, endorsed by the local as well as national governments, to implement recommendations stemming from the smart sustainable city profiles.

UN-Habitat Capacity Development and Training Unit is seeking a programme development and capacity-building consultant to support coordination efforts and implementation of different capacity-building components and activities of the two UNDA T12A projects, namely (1) UNDA T12A Inter-regional cooperation for the implementation of the New Urban Agenda (60% of consultant time) and (2) UNDA T12A Smart Sustainable Cities for the New Urban Agenda in the UNECE Region (40% of consultant time, subject to confirmation).

Reporting Line

The consultant will report to the Head of the Capacity Development and Training Unit, and work in close collaboration with the Inter-regional Advisor responsible for Eastern Europe and Central Asia (40%), relevant Programme Management Officer(s) at CDTU, the Data and Analytics Unit and any other offices and partners relevant to the project and activities of the Capacity Development and Training Unit.

PURPOSE AND OBJECTIVES

Quality of deliverables and effective contribution to the implementation and production of capacity-building events and products related to the two UNDA projects in reference.

RESPONSIBILITIES

The consultant will be responsible for the following tasks:

UNDA T12A Inter-regional cooperation for the implementation of the New Urban Agenda (60%)

- Implement the workplan with the Data and Analytics Unit (DAU) for joint capacity-building and data components as detailed in the UNDA NUA project
- Support collaboration between DAU and CDTU to transform the Global Urban Monitoring Framework into an introductory self-paced online course in support of the UNDA NUA project implementation and in articulation with existing capacity-building products such as the New Urban Agenda Illustrated Toolkit and tools related to SDG localization and Voluntary local reviews; Advance the production of the pilot component and overall plan for final UMF online tool
- Support the organization of capacity building projects and activities coordinated by the Capacity Development and Training Unit, particularly contributing to the implementation and localization of the NUA and the SDGs, the UN-Habitat UNI initiative, the SDG Cities flagship programme, the urban monitoring framework and others. Produce documentation relevant to projects, workshops and special events.
- Contribute to and support development process of the report "Building capacities to implement the New Urban agenda - case studies and guidelines from UN-Habitat's projects";
- Support the finalization of outputs for Almaty (Kazakhstan) in the UNDA NUA Implementation project; facilitate Almaty's representation in regional workshops under other UNDA projects; provide

link between Almaty city and DAU consultant to facilitate support on data training workshop;
develop workplan

- Support finalization, as well as communication and dissemination of the New Urban Agenda toolkit in French and Russian.
- Support call for applications and processing of Shelter Missions and Shelter Academy 2023.

Subject to confirmation of funding:

UNDA T12A Smart Sustainable Cities for the New Urban Agenda in the UNECE Region (40%)

1. Provide liaison with partners in Eastern Europe and Central Asia under the framework of this project and other outputs related to UNDA related projects and programmes;
2. Support the design and implementation of a Training Needs Assessment (TNA) in the 5 cities targeted by the UNDA SSC project; and additional locations as requested by member states; based on the TNA, establish a capacity building programme in liaison with the relevant stakeholders (both online and in person);
3. Provide support to colleagues on coordinating projects in the Eastern Europe Central Asia region; produce report
4. Provide support to UN-Habitat Eastern Europe Central Asia draft strategy; produce report

Deliverables

	Outputs	Payment in USD
1	Progress report on the Implementation of joint activities with the Data and Analytics Unit, including overall workplan for UMF online tool	4,000 USD
2	Report on capacity building projects and activities coordinated by the Capacity Development and Training Unit	2,000 USD
3	Progress report on publication "Building capacities to implement the New Urban agenda - case studies and guidelines from UN-Habitat's projects";	2000 USD
4	Workplan for the finalization of outputs for Almaty in the UNDA NUA Implementation project	3,500 USD
5	Report on the facilitation of Almaty's representation in regional workshops under other UNDA projects and organisation of data workshop	3,500 USD
6	Communication and dissemination of the New Urban Agenda toolkit in French and Russian; Support to translation of Waste Wise Cities course into Russian	840 USD
	Total	15, 840 USD

Subject to funding availability

	Outputs	Payment
1	Communication with partners in Eastern Europe and Central Asia under the framework of this project and other outputs related to UNDA related projects and programmes	2,000 USD
2	Workplan for the design and implementation of a Training Needs Assessment (TNA) and capacity building programme in the 5 cities targeted by the UNDA SSC project	2,000 USD
3	Contribution to documentation which supports colleagues on coordinating projects in the Eastern Europe Central Asia region	1,000 USD
4	Substantive inputs to UN-Habitat Eastern Europe Central Asia draft strategy	2,380 USD

	Total	7,380 USD
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COMPETENCIES

Professionalism: Knowledge and understanding of theories, knowledge of concepts and approaches relevant to capacity-building, learning and communications, and the ability to conduct an independent analysis, identify problems, formulate options, conclusions, and recommendations. Knowledge and understanding of sustainable urban development issues.

Planning and organizing: Ability to work under pressure, prioritize and plan, coordinate own work plan, use time efficiently. Ability to observe deadlines and achieve set goals.

Communication: Excellent skills in oral and written communication, ability to articulate ideas clearly and precisely.

Teamwork: Interpersonal skills, ability to establish and maintain effective working relationships in a multicultural, multi-ethnic environment with sensitivity and respect for diversity.

Creativity: Strong conceptual thinking. Is not bound by current thinking or traditional approaches, takes calculated risks on new and unusual ideas; thinks “outside the box”, and offers new and different options to solve problems or meet client needs.

EDUCATION

A first level degree in communication, learning, languages or international relations or any other closely related field with focus on Eastern European studies.

WORK EXPERIENCE

Experience in communication, learning and project management required. Experience working in an international context required. Experience in capacity-building is required. Knowledge and familiarity with the United Nations, the New Urban Agenda and the Sustainable Development Goals is desirable.

LANGUAGE SKILLS

Fluency in oral and written English is required. Knowledge of French and Russian highly desirable.

Travel: Home-based consultancy with potential travel involved, depending on project needs.

OTHER SKILLS

Good academic writing skills and strong communication skills are required.

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:

Ms. Denise D'Souza

UN-Habitat

P.O. Box 30030, 00100 Nairobi, Kenya

Email: denise.dsouza@un.org

Deadline for Applications: 27 September 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