

TERMS OF REFERENCE

Role:	Urban Living Lab Consultant, UN-Habitat
Duration of Assignment:	132 days (6 months)
Starting date:	1 May 2025
Duty Station:	Home Based

Background

The United Nations Human Settlements Programme, UN-Habitat, is mandated by the UN-General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat works with varied partners including cities, central governments, local authorities, non-governmental organizations, and the private sector in the implementation of the Habitat Agenda and Sustainable Development Goals (SDGs) in particular, Goal 11 of *“Making cities and human settlements inclusive, safe, resilient and sustainable”*.

As cities around the world are rapidly urbanizing, they are increasingly facing challenges related to access to urban basic services, incl. water and sanitation, energy, solid waste management or transport, as the infrastructure provision does not keep pace with the rapid population increase. This results in people being deprived of access to basic needs, while facing diminished opportunities to realize their potential as human beings. At the same time, city extensions, urban planning and design paradigms have created sprawling cities and regions, often with negative social, economic and environmental impacts. Cities need to be assisted to govern and manage rapid expansion and to retrofit existing settlements adequately.

UN-Habitat collaborates with governments at city, regional and national levels on the development and implementation of policy, guides and tools for sustainable urban basic services in the context of better urban planning and design; provides technical support for the implementation of projects, as well as supports knowledge, advocacy and capacity building.

The consultancy position is co-hosted by the Planning, Finance and Economy Section and the Urban Basic Services Section of UN-Habitat. The consultant will provide technical advice and policy support to cities on low carbon, sustainable and innovative spatial planning and basic services; undertake research and data analytics on emerging issues on the interlinkages between spatial planning, basic services and support the development of project proposals to expand the portfolio.

UN-Habitat and several international partners incl. Massachusetts Institute of Technology (MIT), Technical University Berlin (TUB) and the Wuppertal Institute have co-founded the Urban Living Lab Center in Germany, UN-Habitat’s first collaborative centre to support the co-development of capacity building formats for local authorities, planners, practitioners and entrepreneurs. The Centre fosters local policy and planning capacities, improves the ability of local authorities to access funding and financing mechanisms and supports the take-up of innovative business models by companies and start-ups in the partner regions.

The centre, initiated with funding by various projects including the IKI Urban Pathways and ACCESS projects, as well as the EU SOLUTIONSplus and TRANS SAFE projects, is working on creating synergies among implementation projects and promotes effectiveness in an effort to boost local climate change mitigation action and foster sustainable development.

UN-Habitat is further working on the thematic areas of spatial planning and sustainable infrastructure following the mandate of Member States through three priority areas: i) the development of a digital platform to bring together knowledge and tools called [Our City Plans](#), bringing together the thematic areas of spatial

planning and infrastructure provision, ii) the decentralization of the Urban Labs through the Network of Urban Labs as vehicles to develop capacity through learning-by-doing methodologies and iii) the linkages with frameworks and instruments for funding and financing sustainable infrastructure derived from spatial planning processes.

Objectives of Assignment

The objective of the assignment is to support efforts of UN-Habitat under the above-mentioned projects to promote sustainable urban basic services in the context of better urban planning, resulting in improved policies and investment decisions by partner cities.

Supervision and Reporting

The Consultant will work under the overall supervision of the Chief of Planning, Finance and Economy Section (PFES), and in close collaboration with the thematic teams in the PFES and Urban Basic Services Section (UBSS) - reporting to the Programme Management Officer, UBSS.

Responsibilities and Tasks

The consultant will assist the work of the PFES and UBSS teams by providing the following:

- **Activity 1: Develop publications, knowledge products and toolkits on the topic of sustainable basic services in the context of better spatial planning;**
 - Output 1.1: Publication on “Promoting Electric Mobility through Urban Planning and Design”
 - Output 1.2: Paper on “The benefits of Integrated Urban Basic Services”
 - Output 1.3: Template for “Climate Resilient Transport Infrastructure Strategies”
- **Activity 2: Coordinate and develop at least 3 project concepts/ proposals on corridor development, and low carbon transition of cities focusing on access to basic services**
 - Output 2.1: Project Proposal on Ecozones
 - Output 2.2: Project Proposal on Walkability and Urban Health
 - Output 2.3: Project Proposal on Low Carbon/ Climate Resilient Infrastructure
- **Activity 3: Develop and implement brief strategy to link the Urban Living Labs Center with the Network of Urban Labs in partnership with UN-Habitat linking spatial planning, basic services and sustainable infrastructure.**
 - Output 3.1: Strategy for UN-Habitat’s Living Lab Approach

Time and Cost Implications

Time and cost implications of this assignment are presented below:

	Main Task Categories¹	Time (days)	Cost Implications (in USD)	Reports
0.	Develop Inception Report & Work Plan;	4	1,500	Output 0: Inception Report & Work Plan
1.	Activity 1: Develop publications, knowledge products, policy roadmaps and toolkits on the topic of sustainable basic services in the context of better spatial planning;	44	16,660	Output 1.1: Publication on “Promoting Electric Mobility through Urban Planning and Design” Output 1.2: Paper on “The benefits of Integrated Urban Basic Services”

				Output 1.3: Template for “Climate Resilient Transport Infrastructure Strategies”
2.	Activity 2: Coordinate and develop at least 3 project concepts/ proposals on corridor development and low carbon transition of cities focusing on access to basic services.	64	24,260	Output 2.1: Project Proposal on Ecozones Output 2.2: Project Proposal on Walkability and Urban Health Output 2.3: Project Proposal on Low Carbon/ Climate Resilient Infrastructure
3.	Activity 3: Develop and implement brief strategy to link the Urban Living Labs Center with the Network of Urban Labs in partnership with UN-Habitat linking spatial planning, basic services and sustainable infrastructure.	20	7,580	Output 3.1: Strategy for UN-Habitat’s Living Lab Approach
	TOTAL	132	50,000	

In addition to the reports indicated above, the consultant is required to submit brief monthly reports on progress and updates as requested (time requirements are included in the table above)

Total input: 132 Days

Total Cost: 50,000 USD

Payments

The Consultant will prepare an inception report within seven days of contract signing. This will outline a broad plan of activities over the period of the assignment. Payments will be made based on reports and milestones below:

Payment Stage	Payment Condition	Payment Amount
1 st Payment	On submission and acceptance, of inception report (Output 0) and a payment request	1,955
2 nd Payment	On submission and acceptance of Outputs 1.1; 1.2; 1.3	21,508
3 rd Payment	On submission and acceptance of Outputs 2.1; 2.2; 2.3	21,508
4 th Payment	On submission and acceptance of Outputs 3	3,422
		50,000

Qualifications

- ✓ Advanced University degree (Master’s degree or equivalent) in Business Administration, management, Urban and Regional Planning, Environmental Studies, Urban Ecology, Political Science, economics, Urban Management and Development, Transport Planning, Engineering, Geography, or a related field;

- ✓ At least 10 years working experience in project or programme management, coordination and administration on urban basic services;
- ✓ An excellent understanding of urban basic services, low carbon urban development, transport planning, urban planning, decarbonisation, urban policy and legislation is an asset;
- ✓ Excellent analytical and communication skills.
- ✓ Good interpersonal skills, previous exposure to cross cultural environments is advantageous.
- ✓ Knowledge of International Organisations, including working experience in urban projects is an asset;
- ✓ Fluency in English, written and verbal, is required. Knowledge of another UN official language is an advantage.

Duration of the Assignment

6 months: The consultant will be contracted for a period of 6 months starting 1 May 2025 to 31 October 2025.

Applications should be sent to Rose Mureithi on email address: rose.mureithi@un.org on or before 15 April 2025.