

**CONSULTANT VACANCY ANNOUNCEMENT**

**Issued on: 2 March 2017**

ORGANIZATIONAL LOCATION:	UN-Habitat, Urban Planning and Design Branch in Nairobi, Kenya
DUTY STATION:	UN-Habitat in Nairobi, Kenya
FUNCTIONAL TITLE:	Secretary to the UN-Habitat FSCP Steering Committee
DURATION:	3 months (with possibility of extension)
CLOSING DATE:	9 March 2017

**BACKGROUND**

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements. It 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 is playing a key role implementing the Goal 11 of the Sustainable Development Goals adopted in September 2015 as well as the New Urban Agenda adopted in Quito, Ecuador in October 2016.

The five-year **Future Saudi Cities Programme** (FSCP) is a partnership between UN-Habitat and the Ministry of Municipal and Rural Affairs, which will serve as a catalyst for sustainable urban and territorial development while contributing to the delivery of the 10<sup>th</sup> National Development Plan. The FSCP is covering 17 cities diverse in size and functions that include the capitals of the 13 Saudi regions (see figure 1). The beneficiaries of the Programme amount to 19 million people, which represent two-thirds of the current Saudi population. The Ministry of Municipal and Rural Affairs (MoMRA) represented by its Secretariat (and Deputy Minister) for Town Planning, is the implementing agency of the FSCP while UN-Habitat acts as the executing agency of the Programme.

The Future Saudi Cities Programme will support the achievement of balanced and sustainable urban and territorial development in the context of justice and competitiveness in all regions and cities of the Kingdom by enhancing the planning system with the necessary knowledge, capacities, instruments and implementation mechanisms that follow **international standards** and align with **national priorities**. Mitigation of urban sprawl through compact, connected and more integrated cities and settlements is identified as a key outcome of this programme in order to support the national vision for efficient urban environments that respond to the aspirations and needs of present and future generations. In parallel to supporting national policy

directions, the programme strategy is also inspired by the principles and recommendations contained in the *International Guidelines on Urban and Territorial Planning*, with the intention to better prepare Saudi Arabia to implement the *New Urban Agenda* for the attainment of the *Sustainable Development Goals*.

The Programme is expected to enhance national capacities for effective evidence-based policy-making for socially inclusive and sustainable development results. This overall objective is supported by 4 expected outcomes, extracted from the logical framework of the Programme Document signed between UN-Habitat and MoMRA in 2013 followed by an update to the implementation plan in December 2016. The expected outcomes of this Programme are the following:

- Improved evidenced-based policy analysis and government responses achieved by 17 Saudi cities, as measured by the City Prosperity Index.
- Mitigation of urban sprawl and addressing urban expansion in a well-informed manner.
- Sustainable institutional solutions and coordination between Ministries and partners engaged in the urban sector, institutional and technical capacity enhancement to plan and manage urbanization in a sustained manner.
- Engagement and integration of the needs of all residents, in particular those of women and youth in the formulation and implementation of urban plans; and enhanced public awareness about prosperous cities and sustainable urbanization.

Based on the evidence produced and the respective diagnostics, the Programme will develop a total of 17 profiles for the 17 cities. Those profiles will be prepared using a mix of mechanisms and approaches under the direct responsibility of the Output 2 leads and in collaboration with all other Outputs activities.. A detailed “multi-scale action plan” in pre-selected 5 cities, comparative analysis and validation of the results in the other 12 cities through a participatory workshop methodology, and consolidated policy recommendations relevant to all 17 cities. This output will also produce 3 demonstration projects. Both the profiles and the demonstration projects will be developed using “the three-pronged approach” that articulates urban planning and design, urban rules and regulations and municipal finance.

As part of the FSCP, UN-Habitat has established a team of experts and a dedicated LAB which work from its HQ and from the Riyadh office to deliver the FSCP outputs and to extract, through a process of testing and exploring, key recommendations for reform and development of the urban planning and management sector in the country.

Given the need to strengthen the implementation team of the FSCP with planning and coordination capacity, a consultant is required.

## **OBJECTIVES**

The objective of this consultancy is to support coordination of programme management and facilitate substantive integration of the Future Saudi Cities Programme (FSCP).

## **RESPONSABILITIES**

This role involves implementation of the Future Saudi Cities Programme (FSCP) with a focus on overall coordination, programme management and critical outputs as part of the coordinating team. The incumbent will work under the direct supervision of the HQ Steering Committee Coordinator and in coordination with the Project Leader. The overall supervision will be by the Coordinator, Urban Planning and Design Branch.. S/he will contribute to the implementation of the FSCP activities by performing the following tasks:

### Key tasks:

1. Support to Nairobi Coordinator in project management as Secretary of the Steering Committee and as a special assistant
2. Supporting substantive integration across outputs, and quality control, in collaboration with all output leaders and the Programme Leader
3. Supporting the overall programme management by following up on management requests (Riyadh) with Output Leaders, and with Nairobi Coordinator
4. Further specific support to city profiles preparation.

### Detailed tasks include;

#### **Support to Nairobi Coordinator in Project management**

- Preparation of steering committee meetings (preparation/agenda, participate/attend and follow-up/minutes)
- Support to the progress reporting (drafting templates for project management and reporting, follow up and discuss with Activity Coordinators to collect monthly report and issues/challenges);
- Prepare 1 page summary / edited monthly report for Nairobi coordinator from Output coordinators inputs, to submit to UN-Habitat Management Office
- Support to follow-up on Management decisions with HQ offices and coordinator including vertical internal communication following up with pending issues, review work plan inputs/smart sheet, communication facilitation if required.

### **Support to Outputs Integration and Quality Control**

- Support the follow-up of decisions with Activity leaders (for instance discuss review of ToRs/WP)
- Review of Outputs with different Units (CPI, 3 pronged discussions, IG-UTP , gender and youth, tailored training).
- Support to three-pronged approach / substantive discussions between ULLG, UEB, UPDB related to output 2
- Reviewing selected before submission to Editorial committee
- Contribute to the preparation of Draft report with final recommendations

### **Support Overall Programme management**

- Draft templates/ToCs for project deliverables, in consultation with Outcome Coordinators
- Support to Project Board meetings ( preparation of documents , contribution to Agenda and Action points)
- Review of donor reporting and coordination of HQ inputs in the donors reports
- Support in following up on communication and decisions for Project Coordination effectiveness
- Reviews progress with Project Manager to identify critical points, possible solutions

### **Additional specific support to deliverables**

- Oversees redaction and advises to city profile outputs (integration of results and findings from other Outputs across the project, Identify critical issues at redaction level for the integration of CPI results, gender/youth findings, and scales
- Advice on 3-pronged dimensions at profile level
- Application of 3 pronged approach at activity design phase
- Advice on integration of scales based on IG-UTP s
- Advises on integration within Output 2 activities of different Outputs' findings and reports (i.e. evidence (CPI) and stakeholders participation (youth and gender) into field activities for instance)

### **EXPECTED OUTPUT**

The consultancy will focus on 1) helping cities develop practical, feasible approaches to implementing urban planning interventions through direct planning support; 2) assisting national governments to scale up successful local-level approaches through

tools development, and 3) build the capacities of planning and facilitating institutions (development control, construction plan scrutiny, etc.)

Activities will be documented regularly through interim reports covering the tasks above and one final report, summarizing the work done and presenting all inputs provided in electronic and hard copy format. Daily presence in UN-Habitat offices is expected.

### **REMUNERATION AND PAYMENT SCHEDULE**

Payment will be based on satisfactory delivery of agreed tasks and related time and cost implications. There are set remuneration rates for consultancies. The rate is determined by functions performed and fees will be paid as per agreement.

Responsibility	Outputs	Workload	Amount
Steering committee	<ul style="list-style-type: none"> <li>Progress Reports to the ED</li> <li>Action points of the UN-Habitat steering committee meetings</li> </ul>	20%	
Quality control	<ul style="list-style-type: none"> <li>Meeting agenda for three-pronged discussions</li> <li>Policy conclusions of the programme</li> <li>Review of Terms of References</li> </ul>	30%	
Project management	<ul style="list-style-type: none"> <li>Review of Programme work plan</li> <li>Review of donor reports</li> </ul>	20%	
Outputs related activities (Profiles)	<ul style="list-style-type: none"> <li>Advises at redaction level for integration of CPI results, gender/youth findings, and scales</li> <li>Review of consolidated City Profiles</li> </ul>	30%	

Required skills:

- Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to urban planning and design. Strong analysis of urban development issues in a variety of contexts and underlying social, legal and financial mechanisms and the political context. Ability to develop clear as well as substantive reports. Ability to observe deadlines and achieve set goals. Ability to work and deliver under pressure.

- **Communication:** Excellent written and oral presentation skills in English. Excellent capacity to produce and manipulate conceptual document. Good presentation skills. Ability to communicate complex interventions in a clear language and convincing narratives. Capabilities to effectively communicate in workshop settings and teams.
- **Teamwork:** Ability to work collaboratively with colleagues to achieve agreed goals.
- **Planning and Organizing:** Ability to prioritize activities and assignments and to easily switch between different tasks.
- **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. Can easily work with limited information and datasets. Finds ways to extract and combine data and information. Is both able to reduce complexity as well as sensitive to specific urban realities.

## **QUALIFICATIONS**

### Education:

Minimum advanced university degree (Master’s degree or equivalent) in sustainable urban planning, urban governance and law, or related field of urban affairs that is relevant for sustainable urban development and advising on urban planning frameworks and institutions. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

### Work Experience:

Between 3 to 5 years of experience in urban planning and governance with direct proven experience in project management and strong knowledge of issues in sustainable urbanisation. Strong writing and text editing skills in English required.

Work experience in urban context in Arab countries will be an advantage.

### Technical Knowledge:

- Urban planning contemporary approaches.
- Excellent writing skills, in English and possibly another UN language are required.
- Research and analytical skills combined with good manipulation of data and ability to synthesize complex concepts and information is required.

- Able to work independently and as part of team and deliver on time under pressure.

### Language Skills

For this consultancy, fluency in oral and written English is required. Although not a requirement, knowledge of Arabic or other languages will be an advantage.

### **REMUNERATION**

Payments will be on outputs basis, subject to submission of monthly progress reports within the consultancy work plans. The rate is determined by functions performed and experience of the consultant. The fees will be paid as per agreement.

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website ([inspira.un.org](http://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.
- A concise portfolio in PDF format with one or a selection of projects/plans/designs, no more than 4 MB, should be attached to the e-mail. Websites and download links will not be accepted.

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 by e-mail to:

Nancy Oloo

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya

[Nancy.Oloo@unhabitat.org](mailto:Nancy.Oloo@unhabitat.org)

Deadline for applications: 9 March 2017

*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](mailto:recruitment@unon.org)*