

## CONSULTANCY JOB OPENING

*Issued on: 30<sup>th</sup> June 2016*

<b>ORGANIZATIONAL LOCATION:</b>	<b>Urban Economy Branch, UN-HABITAT</b>
<b>DUTY STATION:</b>	<b>Nairobi</b>
<b>FUNCTIONAL TITLE:</b>	<b>Consultant – Productive Analysis for Saudi Cities</b>
<b>DURATION:</b>	<b>5 months</b>
<b>CLOSING DATE:</b>	<b>13 July 2016</b>

### **BACKGROUND**

The United Nations Human Settlements Programme, UN-Habitat, is the UN 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. The Urban Economy Branch of UN-HABITAT has the mandate to promote local capabilities of local governments to develop financial instruments to keep pace with the demands of rapid urbanization. The Urban Economy Branch has the mandate to promote plans and provide support for more efficient, socially inclusive, better integrated and connected cities that foster sustainable urban development.

The Kingdom of Saudi Arabia (KSA) is at the centre of the Arab region, one of the world's fastest urbanizing places, where countries grew by more than four times in the last 40 years and will more than double again by 2050. The current urban sprawl in most of KSA's major metropolitan areas has led to tremendous challenges they accommodate these huge increases.

UN-HABITAT has the mandate of designing and implementing Planned City Extensions (PCE) to enhance the quality of life, prosperity, sustainability, and equity in the key cities of KSA. In support of the effort, Urban Economy Branch will conduct financial analysis and feasibility studies on the proposed PCE in Riyadh, Dammam, and Buraydah to help the municipal governments in financing urban development projects.

### **RESPONSIBILITIES**

Under the supervision of the Branch Coordinator, Urban Economy and Finance Branch, the consultant will be responsible for the following **tasks** and **outputs**:

1. Provide coordination for FSCP Financial Analysis for PCE from the HQ on a day-to-day project operations
2. Monitor project implementation and communicate with project stakeholders
3. Keeping track of project timeline and ensuring timely delivery of outputs
4. Facilitate and provide support to the training workshop in Kingdom of Saudi Arabia for Future Saudi Cities Program: logistical and programmatic support to the senior consultants during the training workshop in Riyadh
5. Contribute in developing a new Local Economic Development Toolkit integrating supply chain-based economic analysis with spatial analysis
6. Support the branch in writing discussion papers and other publications in topics related to municipal finance and urban economic development
7. Conduct background research and write up for technical/financial proposals
8. Explore research partnership opportunities external institutions

9. Perform other duties as requested

## **COMPETENCIES**

1. Communication: Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately.
2. Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise.
3. Planning & Organizing: Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work.
4. Accountability: Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards.

## **EDUCATION**

Minimum a combination of bachelor degree and master degree in statistics, economics, social sciences, urban development or related field, with expertise in quantitative data collection, qualitative analysis and preparation of reports and studies for dissemination.

## **WORK EXPERIENCE**

The consultant should have the following work experiences:

1. Minimum of two years working in finance, economic development, or related field
2. Previous experience of work with think tank, development bank, and/or major economic agency is a plus
3. Demonstrated experience in project management
4. Demonstrated experience in working with governments and in developing countries

## **LANGUAGE SKILLS**

English and French are the working languages of the United Nations Secretariat. For this consultancy, fluency in oral and written English is required.

## **REMUNERATION**

Payments will be based on deliverables over the consultancy period. There are set remuneration rates for consultancies. 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 or motivation letter (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
- UN Personal History Form (please use the United Nations standard personal history form available upon request or via: <http://www.unhabitat.org/content.asp?typeid=24&catid=435&id=3867>)
- Proof of relevant work (at least two)

Please 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 to:

**Ms. Joyce David**

**UN-HABITAT**

**P.O. Box 30030, 00100 Nairobi, Kenya**

**Email: [Joyce.David@unhabitat.org](mailto:Joyce.David@unhabitat.org)**

Deadline for applications: **13<sup>th</sup> July 2016**

*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)*