Terms of Reference for the consultancy to improve the planning process and implementation of the World Urban Forum

Title: World Urban Forum: Implementation of Res 23/5
Duration: 3 months – 8 March to 8 June, 2012
Location: Nairobi, Kenya

1. Introduction
In its Res 23/5, the Governing Council called for implementation of all the recommendations of the Management Response to the consultant’s review report of past sessions of the World Urban Forum (WUF) (2002-2008), to improve the planning implementation and reporting of WUF, thus ensuring a more participatory, and transparent internal and external process, and to improve better reporting of the outcomes of WUF and ultimately its impact as far as possible. The Governing Council also asked for a ‘timely planning process based on results-based framework’ and to ‘assess the impact and outcome of each Forum session using a results-based approach’.

The resolution specifies that the above tasks are to be carried out by UN-Habitat in consultation with the Committee of Permanent Representatives. Due to the dynamic and complex, though non-legislative nature of WUF, these tasks will be executed by a consultant who will be closely supervised by UN-Habitat and the process reported to the Committee of Permanent representatives (CPR).

2. Background and context
The WUF, UN-Habitat’s premier advocacy platform, meets every two years to examine one of the most pressing problems facing the world today: rapid urbanization and its impact on cities, economies, communities, climate change and policies. It is attended by UN-Habitat’s partners: non-governmental organizations, community-based organizations, professional associations, academics, government leaders, mayors, diplomats, regional and international finance institutions, and members of associations of local governments. Participation rose to over 13,000 from 150 countries at the Fifth session of the Forum which was held in Rio de Janeiro, March 2010.

The Forum is effectively achieving its objective of strengthening international collaboration among all partners for the implementation of the Habitat Agenda as envisioned by the United Nations General Assembly. It is thus important that it is prepared under the assurance of a more transparent, effective and timely planning process to engage partners from around the world and support them in their preparation for participation. The WUF process need to be improved, especially in gathering the outcome and follow-up of lessons learned for UN-Habitat and all partners. The success of the Forum as an all partners event should however not only be measurable by numbers, but most importantly through its transparent, effective and timely planning process and the involvement of partners through their representation in the Advisory Group for each session.

In view of the above, the Governing Council in its Res 22/10, requested for a review of the past 4 sessions of WUF (2002-2008), with a view to streamlining its preparatory, planning, implementation, reporting, monitoring and evaluation procedures. The review was done by a consultant in close collaboration with member states who made inputs and provided responses to targeted questions. The consultant’s report which made nineteen recommendations was extensively discussed at a Working Group and specific responses were produced by the Management of UN-Habitat to each of the recommendations, partially or fully accepting most of them while deleting a few which had been overtaken.

Every session of the World Urban Forum is evaluated by the Monitoring and Evaluating Unit, and several recommendations are made towards improving subsequent sessions. Some of such reports formed part of the documents reviewed by the consultant in the review of the previous sessions. The evaluation of the Fifth session of the Forum additionally made far-reaching recommendations for the improvement of subsequent sessions, and this will be incorporated in this exercise as well.
3. Objectives of WUF
The World Urban Forum was established by operative paragraph 10 of resolution 18/5 of the Commission on Human Settlements in which the Commission requested the Executive Director “to promote a merger of the Urban Environment Forum and the International Forum on Urban Poverty into a new urban forum, with a view to strengthening the coordination of international support to the implementation of the Habitat Agenda.” Subsequently, the United Nations General Assembly decided, in its resolution 56/206, that the Forum would be a “non-legislative technical forum in which experts can exchange views in the years when the Governing Council of the United Nations Human Settlements Programme does not meet.” At the same session, the General Assembly, in paragraph 7 of its resolution 56/205, encouraged local authorities and other Habitat Agenda partners to participate, as appropriate, in the World Urban Forum in its role as an advisory body to the Executive Director of UN-HABITAT.

The objectives of the WUF which has international cooperation in shelter and urban development as its substantive focus are:

i) To facilitate the exchange of experiences and the advancement of collective knowledge among cities and their development partners.

ii) To place strong emphasis on the participation of Habitat Agenda partners and relevant international programmes, funds and agencies;

iii) To further cooperation and coordination among development agencies in the implementation of the Habitat Agenda, the Declaration on Cities and other Human Settlements in the New Millennium and the United Nations Millennium Declaration.

Participation in the World Urban Forum is open to representatives of national governments, local authorities and other Habitat Agenda partners. The latter include, inter alia, global parliamentarians on Habitat, non-governmental organizations, community-based organizations, human settlement professionals, research institutions and academies of science, the private, business and non-profit sectors, foundations, relevant United Nations organizations and other international agencies.

The WUF is an advisory body to the Executive Director of UN-Habitat, who in turn presents the recommendations made from the sessions to the biennial sessions of the Governing Council of the United Nations Human Settlements Programme.

4. Purpose and objectives of the Consultancy
The consultant will execute the following tasks:

a) Review Annex IV to the report of the First session of the World Urban Forum, entitled “Objectives of and arrangements for the World Urban Forum”, with a view to developing clearly defined roles and responsibilities of the Advisory Group as described in paragraph 9 of that annex;

b) Revisit and fine-tune the general objectives of, and arrangements for the Forum sessions; align these with the Agency’s new priorities;

c) Revisit and fine tune the guidelines for identification of future hosts that were given in the review report, and based on experience gathered from the past five Forum sessions;

d) Define the role of the CPR in the Forum to promote a more transparent, effective and timely planning process, and supporting the Executive Director of UN-Habitat in the organization of the Forum sessions. This should be done in
line with the progress made in the current review of the governance structure of the United Nations Human Settlements Programme,

e) **Clarify and better define** the roles and responsibilities of the Host Country and the Committee in advising and supporting the Executive Director in the organization of the Forum sessions;

f) **Develop a results-based management framework** – a log frame which sets out indicators, baselines, monitoring systems for documentation during and after implementation. This is designed to make it easier to respond to the demands for partnerships in all stages of preparation of WUF, and for tracking and assessing its outcomes and impacts as well.

6. **Methodology and flow of work**
The consultant will be expected use the following method and work in the specified sequence of work:

   a) Cite all recommended documents and produce a draft proposal in response to these TORs making adjustments where necessary for enhanced delivery and output. Upon the Unit’s acceptance of this revised proposal,

   b) Do a desk review of the recommended reference material (listed below);

   c) Design the overall methodology for the work including drafting interview questions, identifying key respondents, designing timetable for focused discussion with groups or individuals, especially CPR members and related staff members of UN-Habitat.

   d) Conduct email and telephone interviews with stakeholders further away from Nairobi including the chair and Co-chair of the Advisory Group for WUF5 and other members of the Group.

   e) Compile findings and present first draft of report to UN-Habitat Management

   f) Presentation to Chair and Co-Chair of WUF5 Advisory Group provides its feedback

   g) Adoption by the Chair and Co-Chair of the WUF5 Advisory Group and subsequently

   h) Revised draft to be presented to the CPR working group on WUF

   i) Final draft to be presented to the CPR to be noted and later to be endorsed either by the current WUF5 Chair and Co-chair, or the newly established Chair and Co-chair for the WUF6 Advisory Group

   j) The new Objectives of and arrangements for the World Urban Forum should take effect immediately (in June) and be incorporated into the on-going preparations of the next Forum.

5. **Deliverable(s)**
There will be two main deliverables:

   i) A report to be presented to the CPR for adoption at its meeting of April 2012. The paper shall spell out revised objectives of and arrangements for the World Urban Forum and roles and responsibilities of the CPR and the Advisory Group clearly identified, to promote a more transparent, effective and timely planning process and in addition for advising and supporting the ED in the organization for the Forum sessions.

   ii) A simple and lucid log frame for management of subsequent WUF sessions including WUF 6.
6. **Calendar and Management of work**

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<th>S. No</th>
<th>Activity</th>
<th>Date to be completed</th>
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<tbody>
<tr>
<td>1</td>
<td>Approval of TORs by Working Group</td>
<td>8 March</td>
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<tr>
<td>2</td>
<td>Recruitment of Consultant</td>
<td>15 March</td>
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<td>3</td>
<td>Draft Response to the TORs</td>
<td>23 March</td>
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<td>4</td>
<td>Conduct interviews and analyze data</td>
<td>16 April</td>
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<td>5</td>
<td>First draft for Senior Management</td>
<td>30 April</td>
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<td>6</td>
<td>Draft for Working Group ready</td>
<td>14 April</td>
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*Upon approval by the Working Group, the Secretariat will seek to proceed to implement the urgent parts of the recommendations.*

7. **The Consultant**

The consultant will execute the tasks as outlined in paragraph 6 and deliver according to the above calendar. The consultant will report directly to the WUF Coordinator who will manage the process and oversee the work of the consultant. The Events Management Officer (PM), supported by the Meeting Services Assistant (GN), will liaise with stakeholders, including the CPR, to set up appointments, organize interviews and make available the relevant documents.

Upon approval of the Senior Management and the Working Group, the WUF Coordinator will present the listed deliverables to the Executive Director for onward presentation to the CPR for their adoption.

8. **Recommended reading material:**


ix. UN-Habitat Governing Council Resolutions 20/10, 22/10 and 23/5.