ORGANIZATIONAL LOCATION: UN-HABITAT
DUTY STATION: Nairobi +
FUNCTIONAL TITLE: Consultant on the Governance Review Process
DURATION: 20 May to 20 October 2012 (Product-based)
CLOSING DATE: 13 May 2012

BACKGROUND
UN-Habitat is the coordinating agency for human settlements within the United Nations system and the focal point for harmonized implementation of the Habitat Agenda. UN-HABITAT is likewise mandated to deliver on the human settlements chapter of Agenda 21, and the Millennium Development Goal (MDG) 7, Target D, aiming to achieve by 2020 a significant improvement in the lives of at least 100 million slum dwellers.

In its Resolution 22/5, the Governing Council requested the Executive Director and the Committee of Permanent Representatives (CPR) to undertake jointly, within the work programme and budget, an examination of the governance of the United Nations Settlement Programme with a view to identifying and implementing ways to improve the transparency, accountability, efficiency and effectiveness of the functioning of the governance structure and to identify options for any other potential relevant changes for consideration by the Governing Council at its twenty-third session (GC23).

In response to that request, the CPR-Secretariat Joint Implementation Team was set up, comprising an equal number of representatives of the Committee of Permanent Representatives and the secretariat. A decision was made to prepare two sets of proposals to improve the functioning of the governance structure; one setting forth measures that could be implemented immediately and the other describing options for more fundamental reforms. The first set of measures was approved by the Committee of Permanent Representatives at its thirty-eighth and thirty-ninth meetings, and presented at the GC23.

In preparation for the GC23, the Joint Implementation Team also engaged a consultant, whose job was to assess the current UN-Habitat governance structure within the wider United Nations system and to propose options for improvement. The report containing the findings and options on the governance structure was also presented at the GC23 (HSP/GC/23/INF/7).

In its Resolution 23/13, the Governing Council requested the Executive Director, jointly with the Committee of Permanent Representatives, to examine those options further, without prejudice to any other emerging options, their modalities, financial and legal implications, to identify, if necessary, a preferred option, and in an inclusive, transparent and participatory manner: (a) To develop a procedure for the examination phase; (b) To seek consensus on the identified option by member States of the Governing Council; (c) To develop an action plan that defines clearly all steps that must be taken and takes into account rules and procedures of relevant United Nations bodies so that the financial, legal and procedural implications are specified. It also mandated the Committee of Permanent Representatives to approve, if applicable, the action plan on behalf of the Governing Council at a meeting of the Committee, and requested the Executive Director to present, through the appropriate channels, the action plan to the General Assembly at its sixty-seventh session, if possible.
The Joint Implementation Team, at its meeting after the GC23, recommended replacing itself with the Open-ended Consultative Group, to ensure wider participation from the members of the CPR and regional balance. This proposal was approved at the 41st Regular Session of the CPR on 22 June 2011. The Co-Chairs of the Open-ended Consultative Group on Governance Review Process requested Regional Groups in Nairobi to nominate two representatives from each group as standing members of the Open-ended Consultative Group, of which membership and attendance is open to all members of the CPR. The Open-ended Consultative Group prepared and presented the Draft Terms of Reference (TORs) for Phase III of the Governance Review Process to the CPR at its 43rd Regular Session on 15 December 2011. The TORs for Phase III detail objectives, methodology, organisational arrangements and timelines.

RESPONSIBILITIES

The main output from this consultancy will be an action plan that defines clearly all steps that must be taken and takes into account rules and procedures of relevant United Nations bodies so that the financial, legal and procedural implications are specified. The consultant will also be requested to assist in preparing progress reports of the Open-ended Consultative Group to the CPR at its 45th and 46th Regular Sessions.

The reporting will progress as follows:

- Report on the comparative analysis of different governance models based on the presentations made by representatives of various UN organisations whose governance structure UN-Habitat can learn lessons from to the Open-ended Consultative Group, and results of the fact-finding/briefing missions of the Open-ended Consultative Group to New York and Rio de Janeiro (by June 2012)
- Report on the examination of the governance options as identified by the Open-ended Consultative Group in reference to document HSP/GC/23/INF/7 as well as any other emerging options during the process, and analysis of their modalities, financial, legal procedural and political implications (by July 2012)
- Draft Action Plan that defines clearly all steps that must be taken and takes into account rules and procedures of relevant United Nations bodies so that the financial, legal and procedural implications are specified (by September 2012)

Each report should not exceed 30 pages and needs to have an executive summary of 3-5 pages including key findings.

COMPETENCIES (maximum of five)

- Professionalism
- Communication
- Client Orientation
- Team Work
- Planning and Organization
- Accountability

EDUCATION

- Advanced university degree in political science, economics, public administration, sociology or related area;
WORK EXPERIENCE

- 15 years of progressive work experiences in organizational development, change management, and conducting reviews and assessments of complex environments in the public sector;
- More than 10 years of work experiences with different UN agencies (at least three reference points with engagement);

LANGUAGE SKILLS

- Excellent in English writing, editing and drafting skills.

OTHER SKILLS

- Knowledge of the UN system and regulations, as well as the UN reform process is essential
- Excellent analytical skills; and

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 (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. Mariya Essajee
UN-HABITAT
P.O. Box 30030, 00100 Nairobi, Kenya
Email: mariya.essajee@unhabitat.org

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

Deadline for applications: 13 May 2012

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