

CONSULTANCY JOB OPENING

Issued on: 30th May 2017

ORGANIZATIONAL LOCATION:	Urban Economy and Finance Branch, UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Local Consultant on Municipal Finance
DURATION:	3 months
CLOSING DATE:	8th June 2017

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 and Finance 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 and Finance 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.

Urbanization is strongly correlated with economic growth and development. Urbanization underpins one of the key drivers of national economic transformations. This however does not happen spontaneously. Cities and urban centers should be well planned and managed so that they become economic power houses that drive national economic development and offer growing opportunities to all citizens, especially young people and women. Economic growth should be steered in a manner that is inclusive and sustainable. Further, innovative revenue sources and financing mechanisms should be developed and applied to support investment in infrastructure and improvement in service delivery.

In many cases, local governments in the rapidly urbanizing world lack the technical capacity to respond to the economic development and financing challenges they face. They lack access to tools, information and knowledge network that would allow them to better understand complex urban systems, innovate and exploit opportunities that urbanization offers them. As the result, in many situation, opportunities of agglomeration economies are missed, local assets are underutilized, enclave economies are created, pushing the e majority to informality, potential revenue sources, such as land value sharing remain untapped.

UN-Habitat through its Urban Economy and Finance Branch seeks to support the effort of local and national governments and their partners in tackling the complex challenges and opportunities of urban economy and municipal finance through a range of ways including advisory services, research and tools development, training and capacity building. These activities constitute Subprogram 3 of UN-habitat's six-year strategic plan 2014-2019, and the Urban Economy and Finance Branch is responsible to deliver them. The aim is to strengthen the capacities of cities to realize their full potential as drivers of economic development and wealth and employment creation, with an emphasis on promoting increased participation of both women and men, and enhancing municipal finance and capacity to support sustainable urban development. The branch is seeking the services of an expert (Kenyan national) on urban economy and finance to support its initial phase of tools and project development work.

RESPONSIBILITIES

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

1. Supporting data collection, analysis and documenting the progress of the revenue enhancement project by UN-Habitat in Counties within Kenya.
2. Support the field technical team in the process and activities during rapid assessments and implementation tasks as will be directed by UN-Habitat team leaders.
3. Attend meetings and update the team on captured progress, timelines and unfulfilled task by responsible actors as agreed in previous meetings.
4. Participate in data collection during rapid assessments field works for counties as the UN-Habitat field focal person as and when necessary arrangements are completed.
5. Support organizing of workshops and trainings related to projects by the branch as will be advised or assigned roles by the concerned branch team leader.
6. Support in documentation of projects undertaken in partnership with other branches, units and regional offices as will be advised by team leaders.
7. Contribute technical inputs during meetings and other forums based on facts, acquired skills and experiences when required to.

The consultant will be responsible for the following **outputs**:

1. Notes of meetings by the project technical teams held within the complex with respect to municipal finance and local economic development project at the office and during filed works.
2. Projects highlight reports that update teams and counterparts of progress and unaccomplished tasks.
3. Increased improve communication and information access at the projects level.

COMPETENCIES

- **Professionalism:** Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group

decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

- **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; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

EDUCATION

A first University Degree in, Economics, accounting, taxation, commerce or related field that is relevant for sustainable economic development.

WORK EXPERIENCE

The consultant should have experience in the following areas:

1. At least 1 year of experience in local economic development projects, or intense commercial environment that significantly correlates to revenue generation and management tasks.
2. Proven experience in managing projects, large scale information follows and documentation in a computerized environment.
3. Experience in organizing meetings, workshops and carrying out surveys.
4. Experience in activities organized by United Nations or other renowned NGO, both for field projects and with stakeholders or within its offices. This is desirable and will be an added advantage.
5. Substantial understanding of the Kenya governance structures and economic trends.
6. Sound knowledge of urban development issues and the economic, social and political context of Kenya.
7. Experienced in research and bulk data analysis, combined with the ability to independently conduct field work, prepare graphic material, documentation and production of detailed economic reports.
8. Experience in working independently and as part of a team to deliver on time and under pressure

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

Deadline for applications: **8th June 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