

VACANCY ANNOUNCEMENT

Issued on 13 March 2017

ORGANIZATIONAL LOCATION:	Regional Office for Africa, Somalia Programme UN-HABITAT
DUTY STATION:	MOGADISHU
FUNCTIONAL TITLE:	Programme Coordinator
CONTRACT TYPE:	Consultancy
POST DURATION	11 months (with possibility of extension depending on performance and availability of funding
CLOSING DATE:	30 March 2017

Background:

The United Nations Human Settlements Programme, UN-Habitat, 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 helps the urban poor by transforming cities into safer, healthier, greener places with better opportunities where everyone can live with dignity. It works with organizations at every level, including all spheres of government, civil society and the private sector to help build, manage, plan and finance sustainable urban development. Currently, UN-Habitat is supporting the Federal Government of Somalia to develop durable solutions for Internally Displaced Persons (IDPs) and Refugee Returnees (RRs).

Over 1.1 million people, or nearly ten percent, of the Somali population live in protracted internal displacement. Another one million Somalis are in displacement in neighboring countries, bringing the total displaced population to approximately 20% of the current estimated population of Somalia. Most IDPs live in unplanned and informal settlements in urban areas. For example, Mogadishu is home to nearly 400,000 IDPs¹, which is over one third of the overall internally displaced population in Somalia. About 55% of the IDPs are concentrated in two of Mogadishu's peripheral districts. Overall, this constitutes one of the highest IDP concentrations across the African continent. Protracted internal displacement is therefore an inherently urban phenomenon in Somalia and must be addressed against a backdrop of increasing urbanization and growing rural-urban migration trends, with one of the highest urban growth rates in the world. Additionally, 55% of the almost 3,000 RR families from Yemen settled in IDP settlements in Mogadishu, and in 2016 alone 6,332 refugees from Kenya returned to Mogadishu under UNHCR's voluntary repatriation programme.

In this context, UN-Habitat, UNDP, UNHCR, CESVI, SWDC and SIDO have formed a consortium and developed a joint programme proposal for the EU-Reinteg call for proposals under the 11th European Development Fund, which the European Union approved in December 2016. Start date for the programme called "EU-Reinteg: Innovative durable solutions for IDPs and returnees in Mogadishu through enhanced governance, employment and access to basic and protective services" is 1 April 2017. Over a three year period, the programme facilitates the gradual resolution of the protracted displacement of IDPs in Mogadishu, notably by enhancing local integration capacity. The programme focuses on: (a) strengthening relevant governance structures through capacity building and accountability mechanisms to create the relevant sustainability potential for solutions, on (b) implementing innovative, replicable and scalable solutions for basic and protective service delivery and employment, and, (c) producing, by the

¹ UNHCR/SPC, 'Internal Displacement Profiling in Mogadishu', April 2016.

end of the programme, a comprehensive and implementable urban durable solution strategy which includes financing schemes for the scale and complexity of Mogadishu's IDP situation. This programme originates from and directly supports the Somalia IDP Solutions Initiative led by the Federal Government of Somalia represented through the Deputy Prime Minister and the UN Resident and Humanitarian Coordinator and which builds on the primary role and responsibility of authorities to support durable solutions.

Responsibilities

The Programme Coordinator will report to the Chief Technical Advisor based in Nairobi, Kenya, and works closely with Programme Officers from UN-Habitat, UNDP, UNHCR, CESVI, SWDC and SIDO involved in the implementation of the EU-Reinteg programme. The programme coordinator will provide general technical and operational support, management and coordination of the EU-Reinteg programme and will play a critical role in the implementation of the programme, ensuring proper coordination among the programme partners and a full and transparent process of communication between government, implementing UN agencies, NGOs, the EU and other stakeholders. She/he will work impartially with all partners, and will represent and support the programme as a whole.

1. Efficient co-ordination of EU-Reinteg activities

- In collaboration with the lead agency, coordinates the implementation of the EU-Reinteg programme and ensures that the programme remains relevant, and is in line with various elements of the programme document and other strategic priorities (contained in the National Development Plan (NDP), IDP Solutions Initiative, UN Strategic Framework, etc.)
- Provides advice to both the Government and consortium members on the vision and overall strategic direction of the programme, especially with regard to the documentation of tangible results and strategic operational opportunities to achieve Durable Solutions
- Develops support mechanisms for strengthening Government ownership, technical leadership and coordination of the programme, with a view to ensuring the long term sustainability of programme activities and ensuring Durable Solutions
- With support from the Lead Agency, Participating UN Organizations and NGO partners, coordinates the development and timely preparation of detailed annual work plans and budgets for all programme activities
- Ensure that budget projections, spending, and reporting are in accordance with donors and the Lead Agency's requirements and coordinate programmatic and budget revisions
- Oversees the disbursement of funds to the consortium members
- Devises appropriate strategies and approaches to ensure optimum use of available resources thereby enhancing the impact of project activities

- Maintains transparent and co-operative relations between key project implementation partners, government counterparts, donor and other national and international partners with an active stake in migration issues through regular consultations, meetings and effective coordination
 - Strategically guides and manages the establishment of a Programme Coordination Unit (PCU) and supervise designated staff members and personnel, as appropriate
2. Effective programme steering, reporting, monitoring and evaluation support
- Assumes the role of Secretariat of the Programme Steering Committee (SC), works closely with the SC chair and members, preparing the agenda and inputs for SC meetings, assumes responsibility for follow up; supports the SC actively in its strategic role
 - Facilitates the work of the Programme Management Committee (PMC) which is conducting internal planning, monitoring and evaluation, assumes responsibility for follow up and submission of requests to Steering Committee
 - Consolidate and produce the final version of annual financial and narrative reports to the EU based on narrative/financial reports from the consortium members in scheduled timeframes
 - Reports on risks, risk mitigation and risk management
 - Develops and periodically reviews the Programme's M & E plan and facilitates the achievement of programme results by timely monitoring of the progress of programme implementation and ensures on-going monitoring and annual reviews of work and M & E plans
 - Oversees the implementation of the programme Monitoring and Evaluation Framework and coordinates (independent) mid-term review and end term evaluation
3. Effective communication, partnership building and representation of the EU-Reinteg programme
- Takes the lead in implementing the Programme's communication and visibility plan, assumes responsibility for input from and follow up with consortium members and timely dissemination of the plan's products
 - Consults with external partners including CSOs engaged in similar/complementary activities to enhance coordination and partnership among stakeholders working in the area
 - Takes the lead in communicating with the EU on behalf of the programme, under the authority of the Lead Agency
 - Facilitates donor missions and media relations, as appropriate
 - Represents the EU-Reinteg programme in fora with Government partners, the UN Country Team, the UN Mission, IDP Solutions Initiative, the Operational Solutions Platform, NDP Working Groups and the EU as required

- Liaises regularly with the DSRSR/RC/HC and RCO focal points for migration to brief on EU-Reinteg implementation and discuss migration issues and linkages to other initiatives and programmes
- Identify key advocacy issues and develop comprehensive consortium advocacy implementation plan

4. Facilitation of knowledge building and sharing

- Synthesizes good practices and lessons learnt of durable solution initiatives for IDPs for sharing between programme participants as well as external partners
- Develops policy briefs and other relevant programme information
- Takes the lead in producing a handbook for addressing protracted displacement in urban areas
- Sound contributions to knowledge networks and communities of practice

Competencies:

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field; Ability to identify issues, analyze and participate in the resolution of issues/problems; Ability to conduct data collection using various methods; Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases; Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.

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 effectively.

Client Orientation: Considers all those to whom services are provided as “clients” and seeks to see things from clients’ point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients’ needs and matches them to appropriate solutions; monitors on-going developments inside and outside the clients’ environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products for services to client.

Education

Advanced university degree (Master’s Degree) in international relations, international development, urban studies, public administration, or other related social sciences. A first level university degree in combination with additional two years of relevant experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

At least 7 years' experience in project management, including co-ordination of complex multi-partner and multi-sector projects, preferably in the field of migration and sustainable urban development. At least 5 years' experience working in developing countries, preferably in Africa or the Arab States. Experience in post-conflict and/or fragile states. Experience in communications, monitoring and evaluation. Proven ability to deliver results in complex and challenging environments, and to translate strategies and good practices into operational and achievable durable solutions.

Languages

English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written French and English is required. Knowledge of other official UN language is desirable.

Assessment

Evaluation of qualified candidates for this position may include substantive assessment which may be followed by a competency-based interview.

Applications should include:

1. Expression of interest explaining how to deliver on the TOR (2-3 pages)
2. Summary CV (maximum 5 pages), indicating the following information:
 - i. Educational Background (incl. dates)
 - ii. Professional Experience (assignments, tasks, achievements, duration by years/ months)
 - iii. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
 - iv. Expertise, relevant publication list and referees
 - v. Expectations regarding monthly remuneration
3. UN Personal History Form (please use the United Nations standard personal history form available upon request or via: <http://www.unhabitat.org/>)
4. Proof of relevant work

All applications should be submitted to:

UN-Habitat Somalia Programme
P.O. Box 30030, 00100 Nairobi, Kenya
Email: un-habitat.som@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: **30 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

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