

**CONSULTANCY VACANCY ANNOUNCEMENT**

**Issued on: 23 September 2016**

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| <b>ORGANIZATIONAL LOCATION:</b> | <b>UN-HABITAT</b>   |
| <b>DUTY STATION:</b>            | <b>Nairobi</b>  |
| <b>FUNCTIONAL TITLE:</b>        | <b>Consultant – To support the preparation of UN-Habitat’s Annual Report 2016</b> |
| <b>DURATION:</b>                | <b>4 months</b>   |
| <b>CLOSING DATE:</b>            | <b>10 October 2016</b>  |

**BACKGROUND**

The United Nations Human Settlements Programme (UN-Habitat) is the focal point for human settlements in the UN system. It is mandated by the UN General Assembly to promote socially and environmentally sustainable cities and towns with the goal of providing adequate shelter for all. UN-Habitat supports the urban poor to transform cities into safer, healthier, greener places with better opportunities where everyone can live with dignity. It works with a wide range of partners at global, national, city and municipality and even community levels.

UN-Habitat’s programmes are articulated in the six-year medium term Strategic Plan and the biennial work programmes and budgets. In 2014, UN-Habitat commenced implementation of its second generation of the six-year medium term Strategic Plan (2014-2019) which was approved by the Governing Council in April 2013. The Strategic Plan has a results framework and a performance measurement plan which are the basis for planning, monitoring and reporting. The Strategic Plan is being implemented through three successive two-year work programmes and budgets for 2014-2015, 2016-2017 and 2018-2019.

Results-based management is a key management approach adopted for the delivery of UN-Habitat’s strategic plan and, results based monitoring and reporting is an important element. UN-Habitat monitors and reports progress made on the implementation of the strategic plan and biennial work programme to the governing bodies, including the Committee of Permanent Representatives (CPR), Governing Council and donors on a regular basis. UN-Habitat will prepare the annual report on the implementation of the Strategic Plan, 2014-2019 and the biennial work programme and budgets for the period 2016-2017. UN-Habitat aims to recruit a consultant to prepare the annual progress report for 2016.

**RESPONSIBILITIES**

The support required under this consultancy includes preparation of the annual report on the strategic plan for 2016.

The assignment will be guided by UN-Habitat’s results-based management policy, the results framework for the Strategic Plan, the biennial strategic framework and work programme for 2016-2017. It will use information available in the Integrated Monitoring and Documentation Information System (IMDIS) and the Project Accrual and Accounting Systems (PAAS), progress reports from projects and programmes, evaluation reports and other relevant internal documents.

The consultancy will focus on collation, analysis and interpretation of performance data and drafting of the Annual Progress Report for 2016, as well as ensure that the report is in conformity with UN-Habitat’s results reporting guidelines.

The specific responsibilities of the consultant will include to:

- i) Refining the reporting templates;
- ii) Review performance monitoring and evaluation reports, data bases and websites, etc, for additional information that validates and strengthens reported performance for the period under review;
- iii) Collate, analyse and validate collected performance data and information from branches, regional and other offices of UN-Habitat;
- iv) Prepare the draft reports for each subprogramme and other organizational units and use information from evaluation reports and other sources;
- v) Following review and clearance by the Quality Assurance Unit, integrate the draft reports into a consolidated Annual Report;
- vi) Prepare documents and powerpoint for the senior management programme performance review meeting; and
- vii) Incorporate comments/feedback from all relevant sources and stakeholders, including editor's comments and finalize the Annual Report 2016.

### **DURATION OF ASSIGNMENT**

This assignment is expected to be completed within a period of three months spread over four months 01 November, 2016 to 28 February 2017. Payment will be based on satisfactory completion of deliverables as per the TORs.

### **COMPETENCIES**

**Professionalism:** The candidate should have proven experience in preparing comprehensive programme performance reports. Strong research and analytical skills are essential. A good understanding of human settlements issues and results-based management essential.

**Communication:** Ability to articulate ideas in an effective, clear and concise style both orally and in writing is required. Consultant should be able to prepare comprehensive well written and accurate documents and reports.

**Planning and organizing:** Must have strong ability to plan, coordinate and monitor own work in an efficient, effective and timely manner; Ability to meet agreed timelines required.

**Teamwork:** Proven ability to work well and effectively in a multi-cultural, multi-ethnic team and environment with sensitivity and respect for diversity.

### **QUALIFICATIONS**

**Education:** An advanced degree (Master's degree) or higher in the social sciences, with strong social research skills. Knowledge of results-based management is a must.

**Work Experience:** At least 7 years of progressively responsible work experience in results-based monitoring and reporting, evaluation, data analysis and research; proven experience in preparing results-based performance reports, and application of data processing/analysis software; experience of working in a large international organization, preferably the UN is an advantage.

**Language:** For this position, strong command of the English language, both oral and written is required.

**Other Desirable Skills:** Proven ability to work with multi-disciplinary and multi-national teams comprised of staff at medium and senior levels in the organization. Ability to make effective presentations is essential.

## 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)
- CV in the PHP format, accessible through the INSPIRA website ([inspira.un.org](http://inspira.un.org)) Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.
- The PHP should be attached to the application as a PDF file.
- 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
- Cover memo (maximum 1 page)

Please also 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:

**Mr. Stephen Macharia**

**UN-HABITAT**

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

**Email: [stephen.macharia@unhabitat.org](mailto:stephen.macharia@unhabitat.org)**

**Deadline for applications: 10 October 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)*