

VACANCY ANNOUNCEMENT

Issued on 16th November 2016

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| Project: | Making Cities Sustainable and Resilient |
| Duty station of assignment | Dakar (Senegal) |
| Functional Title: | Urban Resilience Officer |
| Contract type: | Individual Contract (Consultancy Assignment) |
| Duration: | Six months (with possibility of extension) |
| Closing date for applications: | 9th December 2016 |

BACKGROUND

Fast growing cities and urban areas of the world are engines of growth and wealth accumulation. This growth can have positive social, cultural and educational impacts. On the other hand, evidence demonstrates that fast economic growth, combined with fast population expansion in urban areas, also increases disaster vulnerability and exposure. The level of urbanization is far higher in the developed world; however, the annual ‘urbanization rate’ is much faster in the developing world. The primary urban agglomerations with the highest concentrations of people and economic activity mostly overlap with the areas of extreme or high risk related to disasters such as coastal areas, along rivers and in flood plains. This joint initiative with UNISDR, UN-Habitat and the European Commission aims at improving understanding of, and capacity to, address disaster risk at the local level in crisis-prone cities. UN-Habitat will focus on supporting local capacities from crisis-prone cities, and humanitarian partners, in measuring their resilience status and have an action plan in order to build resilience.

The action builds on the achievements of the Hyogo Framework for Action – Building the Resilience of Nations 2005-2015, and paves the way toward the implementation of the Sendai Framework for DRR 2015-2030 at the local level. The Action will also contribute to the European Commission’s Action Plan for Resilience in Crisis Prone Countries 2013-2020 and The EU Approach to Resilience: Learning from Food Security Crises.

The project will work with local government institutions, to plan, coordinate, implement and support the various outlined activities. The primary and most direct beneficiaries will be local stakeholders, city authorities and civil society. Women, children and other at risk groups, as local level stakeholders, often disproportionately affected by crises situations, will be engaged and receive additional attention.

MAIN OBJECTIVE

The overall objective of this project is to build more sustainable and resilient cities, by strengthening the capacity of key public, private and civil society stakeholders to measure, plan and act in building resilience to ensure that public and private investments are risk-informed and that early interventions in crisis-prone cities are linked to longer-term development goals. This joint initiative aims at improving local government and stakeholder understanding of, and capacity for, developing and implementing resilience action plans.

The expected results are:

1. Increased commitments to build local-level resilience,
2. Local Resilience and investments measured,
3. Key issues and challenges identified in linking early interventions in crisis-prone cities to long-term sustainable development inputs,
4. Capacity is built in cities and local governments to develop and implement integrated local climate and disaster resilience action plans and
5. Crisis-prone cities have enhanced capacity to develop and implement plans to increase their

resiliency.

UN-Habitat will work in coordination with the Commission and EU Delegations in each city to ensure consistency with the EC programming documents and complementarity between thematic and geographic actions; this will also ensure complementarities of activities funded by other programmes and initiatives undertaken by other partners operating at the local level and globally.

MAIN TASKS OF THE ASSIGNMENT

Under the direct supervision of the Chief Technical Advisor of the Programme, the candidate will provide substantive professional support to the Programme and will undertake the following tasks:

- Acts as Programme focal point for the local partners at the assigned partner city .
- Support the implementation of the City Resilience Profiling Tool (CRPT) and the preparation of the Resilience Action Plan based on the CRPT findings.
- Participate in relevant meetings with the local municipality, relevant and pertinent service stakeholders, public and private service providers, Humanitarian Country Team (UN, NGOs, CBOs and other relevant partners), in order to gather relevant information on operations and data for implementing and needs.
- Identify and Involve National and Regional universities and research centers that could play a key role on the development and implementation of the Programme.
- Identify potential pertinent initiatives and activities and – in close cooperation with the stakeholder(s) – contributes to the development of the Programme.
- Monitor and influence Programme work-plan and progress; evaluate and assess results.
- Prioritized areas that need support and Identify gaps, risks and challenges to be addressed
- Actively participate in relevant similar initiatives and sector meetings and contribute to the preparation of meetings and events in the service sectors of intervention in the city
- Report on project progress, problems and proposed solutions; contributes to the production of global reports, information and communication tools in the areas of intervention.
- Contribute to the improvement of working method and tools with own experience as well as cooperating with other colleagues in other cities under same implementation, sharing experiences and promoting best practices.

COMPETENCIES

Professional: Knowledge and understanding of theories, concepts and approaches relevant to donor relations, public-private partnerships and private sector fundraising. 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 the use of a variety of research sources. Ability to organize seminars, consultations, training workshops and special events. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. 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. *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 the audience. Demonstrates openness in sharing information and keeping people informed. *Planning and 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. *Client Orientation:* Considers all those to whom services are provided to be “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 ongoing 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 or services to client.

EDUCATION

Advanced university degree (Master's degree) in Urban or Regional Planning, Architecture, Engineering, Economics or another field deemed relevant to the subject areas covered by the Programme. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

A minimum of 5 years of experience in

- Working with Government, local authorities, Participation and Good Governance experience
- Environment, climate change
- Gender mainstreaming
- Ability to work with minimal supervision and with good sense of initiative to keep the supervisor regularly informed of progress.

LANGUAGE SKILLS

- English and French are the working languages of the United Nations Secretariat. For all these consultancies, fluency in oral and written English is required.
- Depending on the official languages spoken in the country of assignment, fluency (reading, writing and speaking) in French and/or Spanish is also required.

SPECIAL CONSIDERATIONS:

The candidate should be:

- Familiar with, and committed to the goals of UN-Habitat
- Willing to take responsibility, act professionally at all times, and make sure tasks are fully completed
- Able to work under pressure in diverse environments with minimum supervision
- Sensitive to gender issues and issues of concern to vulnerable groups
- Able to meet deadlines for reporting and all project work
- Express enthusiasm and willingness to continue learning new skills and share experiences with other members of the team

EVALUATION CRITERIA

Applicants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications, work experience and financial proposal. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as: responsive/compliant/acceptable having received the highest score out of a pre-determined set of weighted technical (70%) and financial criteria (30%) specific to the solicitation.

CV Review:

- Educational qualifications as defined in the ToR (10 points);
- Work experience as defined in the ToR (15 points).
- Adequacy of competencies for the assignment (15 points)
- Language and other technical skills (10 points)

Interview max points (20 points)

Maximum available technical score points: 70.

Monthly lump-sum is payable upon submission of the time-sheet and monthly report certified by UN-Habitat on delivering on the contract obligations in a satisfactory manner. All consultants are required to comply with the UN security directives set forth under dss.un.org. General Conditions of contract for the services of Individual contractor can be downloaded from:

http://procurement-notices.undp.org/view_file.cfm?doc_id=7879

HOW TO APPLY

Interested candidates must submit an email quoting the post title and the duty station to the following email address: **office@cityresilience.org**

with the following documents/information to demonstrate their qualifications:

- **Cover letter** explaining why they are the most suitable for the work

- **Completion of a CV in P11 Form** which can be downloaded at <http://mirror.unhabitat.org/content.asp?typeid=24&catid=435&id=3867>
- **Financial Proposal.** The offeror's letter including form for the financial proposal can be downloaded at http://unhabitat-kosovo.org/repository/docs/Financial_proposal_URO_Dakar_168694.docx

The CV shall include information on the past experience in similar projects and at least 3 references.

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:

United Nations Human Settlements Programme (UN-Habitat)

City Resilience Profiling Programme

Email: office@cityresilience.org

Deadline for applications: 9 December 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

Evaluation:

Individual consultants will be evaluated based on the following methodology:

Cumulative Analysis: When using this weighted scoring method, the award of the contract should be made available to the individual consultant whose offer has been evaluated and determined as responsive/compliant/acceptable and having received the highest score out of a set of weighted technical and financial criteria specific to the solicitation. Technical criteria weight: (70%); Financial criteria weight: (30%)