

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 26 January 2018

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	NAIROBI
FUNCTIONAL TITLE:	Consultant for the Evaluation of the Ninth Session of the World Urban Forum
DURATION:	3 months over 11 months (February 2018-December 2018)
CLOSING DATE:	2 February 2018

BACKGROUND

The Evaluation of the World Urban Forum is in accordance with the Regulations and Rules Governing Programme Planning, the Programme Aspects of the Budget, the Monitoring of Implementation and the Methods of Evaluation (PPBME) – ST/SGB/2000/8. All previous World Urban Forum (WUF) sessions have been assessed since the 1st session that took place in 2002.

The UN-Habitat Governing Council (GC), during its 22nd Session of April 2009, through resolution 22/10, noting the growing interest in WUF, requested the lessons-learned review of previous sessions, 2002-2008, with a view to improving the planning, organization and effectiveness of future sessions. The review was carried out by an external consultant and resulted in 19 recommendations. Recommendation 9, on planning future WUF sessions using a results-based management approach, specifically requested expected results and success criteria to be clearly articulated in WUF documents. GC Resolution 23/5 further mandates UN-Habitat to assess the impact and outcome of each WUF session using a results-based approach and to incorporate that more distinctly into the programme of work of the UN-Habitat. Also, through resolution 26/6 operational paragraph 5, the GC reiterated the assessment of impact and outcomes of each session of the Forum using a results-based approach, including various evaluation tools and mechanisms.

This TOR has been developed to evaluate WUF programme in the course of 2018, focusing on outcomes (results) and impact. The evaluation will be carried out as a corporate evaluation, conducted by the external consultant and managed by the UN-Habitat Evaluation Unit, on behalf of the Executive Director of UN-Habitat. This is in line with the UN-Habitat Evaluation Policy.

The Ninth Session of the World Urban Forum (WUF9) to be held in Kuala Lumpur, Malaysia takes place from 7 to 13 February 2018. The Theme of WUF9 “Cities 2030, Cities for All: Implementing the New Urban Agenda” – places the Forum’s focus on the New Urban Agenda as a tool and accelerator for achieving Agenda 2030 and its Sustainable Development Goals.

The main purpose of this evaluation is to assess the outcomes and impact of WUF9. The evaluation will fulfill requirements of UN-Habitat GC resolution 26/6, strengthening knowledge sharing and learning, and planning and delivery of the WUF programme. The key users of the evaluation are UN-Habitat management and staff; the governing bodies (CPR and GC), donors, partners, experts in the field of urban development, policy makers and other key stakeholders. The assessment will be based on evaluation criteria of relevance, effectiveness, efficiency, sustainability and impact. The evaluation will also identify achievements, lessons, challenges and opportunities for the World Urban Forum.

The evaluation shall be independent and carried out in line with the evaluation norms and standards of the United Nations system. A variety of methodologies will be applied to pre-forum, on-site and post forum assessment. Methods to be used include review of documents, face-to-face interviews, onsite observations and participants' survey, post-WUF9 surveys, interviews with key individuals as well as analysis of secondary data and outcome mapping of the WUF9 programme.

RESPONSIBILITIES

The evaluation will be conducted by one consultant. It will be managed by the Evaluation Unit and supported by the WUF Secretariat. An Evaluation Reference Group will oversee the evaluation process. The evaluator is responsible for meeting professional and ethical standards in planning and conducting the evaluation, and producing the expected evaluation deliverables.

The consultant has overall responsibility for producing the deliverables according to the quality standards of UN-Habitat for evaluation reports.

Main deliverables expected from the consultant are:

- a)** Inception Report with detailed evaluation methodology, evaluation questions and scheduled evaluation Work plan;
- b)** A progress report will be presented the Evaluation Reference Group in June 2018;
- c)** Evaluation Reports Drafts;
- d)** Final Evaluation Report not exceeding 50 pages (excluding executive summary and annexes)

Compliance with United Nations Evaluation Group standards and UN-Habitat evaluation report format is expected.

COMPETENCIES

Professionalism: Academic qualified and experienced evaluator, who shows pride in work and 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. Good research, analytical and problem-solving skills. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

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.

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 timelines for delivery of products or services to client.

QUALIFICATIONS

Education

Advanced academic degree in economics, sociology statistics, urban planning, project management, or other related study areas.

Work Experience

Minimum of 10 years of proven evaluation experience. Knowledge and understanding of UN and UN-Habitat's role in promoting sustainable urbanization and human settlements issues in general. Experience in delivery of advocacy and global outreach through programmes and experience in results-based management.

Language

Fluency as well as excellent writing skills in English is required; working knowledge of other United Nations official languages is an advantage.

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) 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:

Ms. Lucy Waikwa-Omondi
UN-HABITAT Evaluation Unit
P.O. Box 30030, 00100 Nairobi, Kenya
Email: lucy.omondi@un.org

Deadline for applications: 2 February 2018

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