

**CONSULTANT VACANCY ANNOUNCEMENT  
(Re-advertisement)**

**Issued on 31<sup>th</sup> July 2017 Extension on 17 August 2017**

<b>ORGANIZATIONAL LOCATION:</b>	UN-Habitat Regional Office for Asia and the Pacific (ROAP)
<b>DUTY STATION:</b>	Kabul, AFGHANISTAN; travel to other provinces may be required
<b>FUNCTIONAL TITLE:</b>	Technical Advisor (Municipal Governance & Finance) - City For All (CFA)
<b>GRADE:</b>	I-ICA 2 (P- 3 Equivalent)
<b>DURATION</b>	12 months upon initial appointment. Contract will be issued in each year -2017 and 2018 contracts will be issued separately. (to be extended based on performance evaluation). Starts as soon as possible
<b>CLOSING DATE:</b>	<b>31 August 2017</b>

**BACKGROUND**

UN-Habitat is supporting the Government of Afghanistan to implement the four years City for All Programme which started on 31 March 2016. The Programme is underpinned by the fact that harnessing Afghanistan's cities for state building and peace-building requires three fundamental components: (i) effective land management and clear land rights and responsibilities; (ii) strategic urban planning to guide investments and establish a common vision for an inclusive and prosperous urban future; and (iii) improved municipal governance, citizen engagement and representation. Together, these create the fundamental conditions for improved state-society relations, stimulating the economy, promoting investment, increasing the legitimacy of the state in the eyes of the citizens and strengthening municipal institutions.

UN-Habitat is looking for a highly qualified Municipal Governance and Finance expert to be considered as Technical Advisor for the City for All Programme. Under the overall supervision of the Senior Human Settlements Officer, UN-Habitat Regional Office for Asia and the Pacific (ROAP) and the Country Programme Manager and direct supervision of the Chief of Party of the CFA Programme and in close cooperation with UN-Habitat HQ Urban Economy branch, the Technical Advisor will undertake the following tasks and activities:

Background (full version) in Annex

**RESPONSIBILITES**

Under the overall supervision of Senior Human Settlements Officer, UN-Habitat Regional Office for Asia and the Pacific (ROAP) and direct supervision of the Country Programme Manager, Chief of Party and the National Project Officer CFA, the Technical Advisor (Municipal Governance & Finance) will undertake the following tasks and activities:

### **1) Programme implementation support**

- Assist the Chief of Party in the effective and efficient execution of programme activities by working in close collaboration with the relevant institutions and project teams, at the national and local levels;
- Ensure coordination of different programme components during the implementation of the sub-projects and related activities;
- Support the National Project Officer in the development of annual implementation programme work plans and coordinate the timely completion of contracted targets.

### **2) Contribute to UN-Habitat's support to GoIRA and partners**

- Support the co-ordination and consultation with concerned Ministries, Departments, and Local Authorities on national and provincial level to ensure programme alignment with government needs and priorities;
- Coordinate provincial capacity development activities on programme components and technical guidelines;
- Contribute to the consolidation and development of new ideas, concepts, innovations and new programmes and approaches.

### **3) Lead in CFA governance and municipal finance activities in Kabul and other Municipalities**

- Support the baseline assessments with focus on revenues of municipalities and municipal districts (nahias), ensuring consistency and accuracy;
- Support in developing better governance processes and systems to improve citizen engagement and transparency;
- Lead in sharing experiences across cities and facilitating exchange of best practices in municipal governance and finance;
- Provide technical assistance to IDLG/GDMA;
- Support in strengthening municipal finance and revenue collection systems and capacities especially of nahia offices;
- Support the sustainable increase in safayi collection;
- Lead in developing and implementing municipal finance assessments and action plans developed and implemented;
- Lead in improving municipal finance accountability and transparency;
- Integrate gender equality and youth empowerment strategies in municipal governance activities.

### **4) Perform any other duties and responsibilities which are within the expertise and experience as may be required by Senior Human Settlements Officer, ROAP or Country Programme Manger in support of the activities of the agency and programme.**

#### **I. Qualification and Experience Requirements:**

- Project and programme management, including project formulation and implementation in conflict and post-conflict environments
- Good knowledge of programme monitoring and evaluation
- The capacity to provide quick and practical feedback and guidance to field staff is essential, as is the ability to adapt existing methodologies to the Afghan context
- Maintaining appropriate balance between operational needs of the project and contributing to developing a longer-term vision of the programme
- Good knowledge of UN operational rules and procedures
- Good coordination skills, with ability to handle multiple activities concurrently, work under pressure and to tight deadlines
- Positive approach to work with consistent energy and a positive, constructive attitude

- Ability to participate effectively in teams of various expertise as well as organizations
- Good diplomatic qualities and negotiating skills

### **COMPETENCIES**

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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**

At least a Master's degree in Economics, Urban planning/design/studies, financial management, Land studies, Public policy or related discipline.

### **QUALIFICATION**

At least five years of experience with:

- (i) involvement in complex urban land management projects, land and property tax systems, local revenue enhancement, advising local government on municipal finance and revenue systems, including in fragile states
- (ii) providing policy and technical assistance to city governments
- (iii) urban infrastructure financing
- (iv) community-based development

### **LANGUAGE SKILLS**

English and French are the working languages of the UN secretariat. For the post advertised, fluency in English (both oral and written) is required. Knowledge of another UN official language is an advantage. Fluency in Dari or Pashto is an added advantage.

### **OTHER SKILLS**

Proficient in database management, Word, Excel, email, internet and preferably project management applications.

#### **Personal Qualities**

- A strong commitment to gender sensitive, social inclusive and pro-poor development work
- Ability to work with multi-disciplinary team
- Consultative and empowering working style and willingness to learn from others
- Willingness to travel as 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.

**International Travel (Home – Kabul):**

The cost of a return air-ticket from the place of recruitment on least-cost economy and visa fee will be reimbursed upon submission of travel claim together with the supporting documents including copy of e-ticket, receipts and used boarding passes. Three quotations from the reputable travel agents shall be submitted for UN-Habitat's clearance prior to purchase of tickets.

**Local Transportation:**

Such as vehicle arrangements to provinces will be covered by UN-Habitat.

**Travel Advice/Requirements:**

The Technical Advisor (Municipal Governance & Finance) must abide by all UN security instructions. Upon arrival he/she must attend a security briefing provided by UNDSS. He/she should undertake Basic and Advanced Security Training as prescribed by UNDSS. Regular missions will be undertaken for which UNDSS authorisation must be sought.

**Reporting Arrangements:**

The Technical Advisor (Municipal Governance & Finance) – City for All (CFA) –shall report to the Chief of Party and the National Project Officer CFA, and work in close consultation with Country Programme Manager in Afghanistan and the Senior Human Settlements Officer based in ROAP.

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:

UN-Habitat Regional Office for Asia and the Pacific

ACROS Fukuoka, 8th Floor

1-1-1 Tenjin Chuo-ku, Fukuoka, 810-0001 Japan

[habitat.fukuoka@unhabitat.org](mailto:habitat.fukuoka@unhabitat.org)

:

Please indicate the Post Title: “**27. AFG-TA Municipal Governance & Finance CFA**” in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

**Deadline for applications: 31 August 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](mailto:recruitment@unon.org)*

## Annex:

### **I. Background (full version)**

UN-Habitat is supporting the Government of Afghanistan to implement the four year City For All Programme which started on 31 March 2016. The Programme is underpinned by the fact that harnessing Afghanistan's cities for state building and peace-building requires three fundamental components: (i) effective land management and clear land rights and responsibilities; (ii) strategic urban planning to guide investments and establish a common vision for an inclusive and prosperous urban future; and (iii) improved municipal governance, citizen engagement and representation. Together, these create the fundamental conditions for improved state-society relations, stimulating the economy, promoting investment, increasing the legitimacy of the state in the eyes of the citizens and strengthening municipal institutions.

Detailed background continues to Annex

The action will support Kabul and other municipalities to survey and register properties within its municipal boundaries [residential and non-residential properties (e.g. commercial, institutional, industrial) plus large tracts of vacant land]. This will improve land management (e.g. increase tenure security and reduce land grabbing) as well as significantly expand the potential tax base. Aligned with the land and property survey will be street addressing, house numbering/street lighting which are essential for improved urban management and increasing citizen's socio-economic inclusion.

Based on the land and property survey and registration, a safayi certificate ("municipal note-book") can be issued by the municipality, once the property occupant pays the annual safayi fee. This programme will also support the issuance of land "occupancy certificates" to improve tenure security for households and land occupants.

An urgent need in Afghan cities is strategic urban planning to develop a common vision at city level of how to promote Local Economic Development (LED), to stimulate investment and expand inclusive service delivery. The land/property survey provides the ideal "baseline" from which to plan. The process will be driven by local stakeholders and focus on linking urban planning with finance (public and private investments) to ensure plans are realistic and actually implemented. As Afghanistan is rapidly urbanizing, strategic planning (rather than traditional master planning) is an essential tool for managing urban growth and expanding access to services in already crowded and largely informal cities.

Planning needs to be followed up with finance for sub-projects so the plan can be implemented and citizens see results from their engagement. The programme will provide performance-based block grants for infrastructure at Gozar/Nahia level to: (i) act as a catalyst toward implementation of the strategic plans; (ii) build the capacity of municipal finance, engineering and service departments in sub-project planning, design, implementation and monitoring; (iii) as an incentive to motivate the collection of safayi fees (grants will be released once certain fee collection targets are achieved); and (iv) strengthen the legitimacy of the National Unity Government.

To achieve these results at local level, significant central-government capacity development and reforms are required. The programme will therefore improve the enabling environment by providing technical support to central government-level authorities, including the Afghan Land Authority (ARAZI), Ministry of Urban Development and Housing (MUDH), Deputy Ministry of Municipalities (DMM)/IDLG and Kabul Municipality (KM) to improve relevant national policies, legislation, regulations and guidelines. This is essential to enable up-scaling, replication and sustainability.

Overall, through targeting both duty bearers and duty holders, the programme will increase a sense of civic responsibility and collective action, and enhance the social contract between citizens and the state. Citizens will pay safayi fees and invest in their properties if they see tangible improvements and feel they have a “stake in the city”. In post-conflict countries and fragile states this enhanced social contract is essential to state building and security goals, especially in urban areas which offer a density advantage in which fees, taxes and endogenous revenue generation has greater potential.

The programme objectives and approach reflects the stated vision of H.E. President Ashraf Ghani and the National Unity Government, as outlined in the Realizing Self Reliance Framework (RSR)<sup>1</sup> : cities as drivers of economic development; making better use of existing resources; increasing local government revenues for service delivery; stimulating local economic development and investment in cities; and fostering a sense of civic responsibility to strengthen the legitimacy of government and state institutions.

The Overall Objective (OO) is to improve stability and stimulate local economic development in Kabul and other cities through enhancing municipal governance and strengthening the social contract between citizens and the state.

The Specific Objective (SO) is to increase tenure security and land management and administration for inclusive urban economic growth and service delivery in Kabul and other cities

The three expected Results (R) are:

R1: Strengthened municipal capacities and systems for urban planning, land management and municipal revenue/finance;

R2: Improved municipal service delivery and strengthened “social contract” between citizens and municipal authorities;

R3: Improved enabling environment for urban land management and administration, increased tenure security, municipal governance, local economic development and service delivery.

UN-Habitat is looking for a highly qualified Municipal Governance and Finance expert to be considered as Technical Advisor for the City for All Programme. Under the overall supervision of the Senior Human Settlements Officer, UN-Habitat Regional Office for Asia and the Pacific (ROAP) and the Country Programme Manager and direct supervision of the Chief of Party of the CFA Programme and in close cooperation with UN-Habitat HQ Urban Economy branch, the Technical Advisor will undertake the following tasks and activities: