

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

Issued on 28th July 2017 Extension on 17 Aug 2017

ORGANIZATIONAL LOCATION:	UN-Habitat Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	Kabul, AFGHANISTAN; travel to other provinces may be required
FUNCTIONAL TITLE:	Senior Urban Advisor
GRADE:	I-ICA 2 (P- 4 Equivalent)
DURATION	12 months upon initial appointment. Contract will be issued in each year.- 2017 and 2018 contract will be issued separately. (to be extended based on performance evaluation). 1 September 2017
CLOSING DATE:	31 August 2017

BACKGROUND

The United Nations Human Settlements Programme, UN-Habitat, has been working within Afghanistan since 1992 with funding support of USAID, Japanese and Australian Governments, EU, DFID, CIDA, Swiss Agency for Development and Cooperation (SDC), Kingdom of the Netherlands and several bilateral donors as well as the World Bank. During this period, its Programme expanded to include a wide range of human settlements initiatives, from small-scale neighbourhood level improvement schemes to community empowerment.

UN-Habitat has been assisting the Islamic Republic of Afghanistan through a variety of projects supported by different donors. UN-Habitat works in close coordination and cooperation with key urban sector ministries and local authorities, namely, Ministry of Urban Development and Housing (MUDH), Independent Directorate of Local Governance, General Directorate of Municipal Affairs (IDLG/GDMA), Deputy Ministry of Municipalities (DMM), Kabul Municipality, the Afghan Land Authority (ARAZI), and municipal authorities, in providing technical and professional advisory services, programme and project design and implementation, and capacity building. Over the last two years, UN-Habitat has expanded the portfolio of programmes and partnerships with the Government of Afghanistan at central, provincial and local levels.

UN-Habitat provides technical assistance, policy advisory, and programmatic implementation to the government partners. The following major flagship policy programmes have been instrumental in advancing – national urban policy, new urban agenda, inter-ministerial collaboration in urban sector, and public engagement and accountability towards urban residents. UN-Habitat continues to provide technical and strategic support to MUDH and IDLG in mainstreaming these objectives into ongoing and planned urban programmes.

- **The State of Afghan Cities Programme (SoAC)** funded by the Government of Australia. SoAC is the first-ever comprehensive and reliable assessment of Afghanistan's 34 Provincial Capital Cities. The programme developed an innovative, reliable and cost-effective methodology in order to examine the 'state' of Afghanistan's major cities by publishing land use maps using up-to-date, high resolution satellite images of urban areas.

- **The Future of Afghan Cities Programme (FoAC)** funded by the Governments of Australia and the United Kingdom. FoAC harnesses the opportunities and the momentum of the State of Afghan Cities 2014/15 Programme approach, using an innovative methodology using satellite image analysis, to examine the urban conditions in the five main city regions and 28 strategic District Municipalities.
- **Urban-National Priority Programme (U-NPP)** is a ten year policy framework to manage and overcome the challenges of rapid urbanization, and to align urban potential for economic growth with the government's peace-building and poverty reduction efforts. The overall objective of the Urban National Priority Programme is: "Afghanistan's cities become hubs of economic growth that reduce urban, peri-urban and rural poverty; increase employment opportunities, especially for youth and women through private sector investment; and contribute to improved local governance and stabilization."

The Senior Urban Advisor will be embedded in the key government agencies and partners of UN-Habitat Programme, and allocate her/his time in the following manner: Ministry of Urban Development and Housing (MUDH) – 70 percent; and Independent Directorate of Local Governance (IDLG) – 30 percent.

RESPONSIBILITIES

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, the Senior Urban Advisor will be responsible for:

1. **Technical assistance to the GoIRA in the development and implementation of urban policies, planning and development strategies for the urban sector in Afghanistan.**
 - Provide day-to-day technical assistance to MUDH, and IDLG with the development and implementation of the agency's programmatic focus areas;
 - Support the integration of U-NPP policies and priorities into the programmatic focus areas within the strategic action plans of MUDH, IDLG, and Kabul Municipality;
 - Advice and support MUDH in convening steering committee meetings and National Urban High Council to mainstream U-NPP in the work plan of all key urban sector government entities identified in the U-NPP;
 - Take the lead to build support and ownership and engagement of the U-NPP at the focus institutions;
 - Lead in mainstreaming cross-cutting issues in the U-NPP and related institutions, including gender, climate change, environment, youth and IDPs;
 - Review ministries and government agencies' technical reports, master plans, legislations, data and analysis on urban sector; help update urban sector knowledge collection analysis, and link to the evidence based policy advocacy and design;
 - Provide strategic leadership on development of National Urban Housing Programme and serve as liaison between MUDH and UN-Habitat headquarters;
 - Advice and support in initial conceptualization for a roadmap for integrating internally displaced persons, and refugees/returnees into the urban development strategies of the focus institutions.
2. **Capacity building through training, operational support, and programme management.**
 - Support the capacity development activities of focus institutions staff through holding training and workshop sessions;
 - Provide on-the-job capacity development support to the staff of the focus institutions;

- Support institutional capacity development of focus institutions through streamlining operating procedures and promoting improved transparency and accountability;
 - Lead in ensuring results-based monitoring and reporting of capacity development initiatives;
 - Support in planning and organizing coordination meetings between government agencies, national governments, and donors in national and regional forums including, Urban High Council, Joint Coordination and Monitoring Board (JCMB), technical working group meetings;
 - Conceptualize and prepare knowledge notes on fundamental urban and strategic planning frameworks and tools, urban design and development guidelines, by contextualizing international and regional best practices and lessons learnt for Afghanistan.
- 3. 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 UN-Habitat's programme alignment with government needs and priorities;
 - Contribute to the consolidation and development of new ideas, concepts, innovations and new programmes and approaches;
 - Lead in representing UN-Habitat in local (regional/provincial /municipal) forums to promote sustainable urbanisation and adequate shelter for all;
 - Represent UN-Habitat at the local level in UN meetings, events, and coordination meetings, including UNRTs, Regional SMTs, etc.;
 - Support local advocacy and communication activities to promote sustainable urbanisation;
- 4. Perform other duties and responsibilities, which are within the expertise and experience as may be required by Country Programme Manager in support of the activities of the Agency and programme.**

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.
- **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.
- **Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **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 (Masters or equivalent) in Urban Planning, Policy, and/or Urban design, Urban studies, Land studies, Human settlements or related discipline.

QUALIFICATION

At least seven years of progressively responsible experience with:

- (i) involvement in complex urban development programming, including in fragile states
- (ii) providing policy and technical assistance to governments
- (iii) urban infrastructure programming
- (iv) community-based development
- (v) familiarity with the UN in Afghanistan or related contexts

Qualifying years of experience are calculated following the receipt of the first level university degree recognized by the United Nations. Prior experience with UN funds and programmes on various operational modalities is an added asset.

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 Senior Urban Advisor must abide by all UN security instructions. Upon arrival he/she must attend a security briefing provided by UN-Habitat Security section. 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 Senior Urban Advisor will work 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 in Kabul Office.

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:

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

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Please indicate the Post Title: “**28. Senior Urban Advisor**” 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