

## VACANCY ANNOUNCEMENT

Issued on 15 November 2018

ORGANIZATIONAL LOCATION:	UN-Habitat Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	Kabul, AFGHANISTAN; travel to other provinces may be required for programme familiarisation
FUNCTIONAL TITLE:	<b>Technical Advisor (Land Information Systems), City for All Programme (CFA)</b>
DURATION:	6 work months over 12 months. Total 4 work months in Afghanistan (one-month mission * 4 times; and 2 work months home-based.
START/END DATE	1 January – 31 December 2019
GRADE:	UNOPS IICA-2
SUPERVISOR	Country Programme Manager, UN-Habitat Afghanistan and the Senior Human Settlements Officer based in ROAP
CLOSING DATE:	<b>30 November 2018</b>

### **BACKGROUND**

Land management is at the core of many of Afghanistan's urban challenges, especially in Kabul. These include land grabbing, inefficient use of land (27% of the built-up area in cities are vacant plots), tenure insecurity in informal settlements (approximately 70% of dwelling stock), limited access to serviced land for housing, insufficient land for economic activities, and undeveloped land-based financing for local service delivery. When land ownership is unclear, households are reluctant to invest in dwelling improvements, the private sector is reluctant to invest in industries that create jobs, and local authorities are slow to provide services to informal areas.

A presidential directive was issued to both the Independent Directorate of Local Governance (IDLG) and the Afghanistan Independent Land Authority (ARAZI) in September 2015 to extend property registration to urban informal areas through an incremental, phased approach i.e. distribution of safayi fee notebooks, distribution of occupancy certificates and eventually issuance of land titles. This will clarify land ownership and thereby increase tenure security in urban areas.

UN-Habitat is supporting the Government of the Islamic Republic of Afghanistan (GoIRA) to implement the City for All Programme (CFA). CFA is a flagship action under the Urban National Priority Programme 2016-2025 (UNPP), the government's reform agenda for the urban sector. The programme started in 2015 and will be implemented until 2020. The programme is underpinned by the fact that harnessing Afghanistan's cities for state 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 and citizen engagement and representation. Together, these three components create the fundamental conditions for improved state-society

relations, stimulating the urban economy, promoting investment, increasing the legitimacy of the state in the eyes of the citizens and strengthening municipal institutions.

The CFA programme is supporting 12 municipal authorities to survey and register more than 1 million properties within the municipal boundaries (426,273 in the capital Kabul and 585,876 in the other municipalities). Based on the property survey and registration, the programme will support the Afghanistan Land Authority (ARAZI) to issue occupancy certificates to improve tenure security for households and other land occupants in informal areas. Safayi certificates (municipal note-book) will also be issued by municipalities once the property occupant pays the annual safayi (municipal services) fees. This will improve land management as well as significantly expand municipal revenues.

To facilitate efficient and sustainable use of local revenues, the programme is supporting municipalities to undertake strategic urban planning at municipal level to promote local economic development (LED), stimulate investment and expand inclusive service delivery. As Afghanistan is rapidly urbanizing, strategic planning is an essential tool for managing urban growth and expanding access to services in already crowded and largely-informal cities. The land and property survey provides the ideal “baseline” from which to plan.

The programme is also improving the enabling environment for municipal governance by providing technical support to national level agencies, including the Independent Directorate of Local Governance (IDLG), the Afghanistan independent Land Authority (ARAZI), and Ministry of Urban Development and Housing (MUDH). This is essential to enable up-scaling, replication and sustainability.

The issuance of occupancy certificates is a new initiative in Afghanistan. Given the political sensitivity of tenure security in urban informal areas and the increasing proportion of urban residents who live in informal areas, the Land Management Law was revised in 2017 to provide for the regularization of land tenure in urban informal areas. ARAZI has developed a regulation for the issuance of occupancy certificates following a consultative process with national stakeholders including the High Council on Land and Water, and the regulation has been approved by cabinet and gazetted. The regulatory framework having been put in place, the government agencies are now ready to collaborate to implement the programme. The main challenge is the development of ARAZI’s capacity to collect and maintain high volumes of property data from Kabul and other municipalities, to adjudicate claims, and to produce and distribute occupancy certificates to beneficiaries in all the targeted municipalities. Municipalities will be expected to cooperate and assist ARAZI with adjudication, and verification of compliance with safayi and other criteria for certification.

The aim of this consultancy is to establish an urban property information infrastructure to support land management and municipal governance. The key deliverables will be a cadastral database and digital land bank to support registration of urban informal properties and state land bank at ARAZI, and a Safayi Management Information System at Kabul municipality. The LIS advisor will provide hands on technical expertise for the design, development and deployment of these databases. The LIS advisor will also prepare technical procedures (manual) for the operation and maintenance of the databases including data processing and sharing, and provide training for GIS and database officers on database management and system security.

## **RESPONSIBILITIES**

### **Responsibilities**

1. Provide technical advice for property data collection through property surveys
  - a) Review the land and property survey manual to update procedures and steps for data collection, data verification and data recording, including review of electronic survey forms to ensure alignment with legal and administrative requirements of government partners
  - b) Support the review of property data collection and data entry procedures to ensure data is complete and verifiable, and data collection methods are consistent across the CFA programme
2. Provide technical support for survey data maintenance and handling
  - a) Ensure data validation through site visits and technical verification by project staff, public scrutiny of survey results and by performing random checks on survey data to ensure that quality control procedures are effective
  - b) Supervise the correction of property data and recording of claims at data collection centers
  - c) Support the development of solutions for transfer or synchronization of property data between data collection centers (municipal districts) to data processing centers (ARAZI provincial/main offices and Kabul municipality)
3. Provide technical assistance for establishment of property databases for ARAZI and Kabul municipality
  - a) Design, test and deploy a spatial database including suitable applications for the registration of properties and inventorying of state land (land bank) at ARAZI
  - b) Design, test and deploy a spatial database including a suitable application for the management of safayi at Kabul municipality
  - c) Supervise the production of occupancy certificates (ARAZI) and safayi invoices (Kabul municipality)
4. Provide tailor made training in GIS and database management
  - a) Provide training to GIS and database officers at ARAZI and Kabul municipality on (i) management of spatial databases, and (ii) database system security
5. Prepare technical procedures (manuals) for the operation and maintenance of spatial databases
  - a) Produce manuals for (i) PRUIS system at ARAZI, (ii) SMIS system at Kabul municipality
  - b) Support the development of formats, templates and protocols for reporting, sharing and distribution of property data, information and reports with partners and stakeholders

### **Deliverables**

1. **Inception report** on the scope of the assignment, previous work that has been done, resource requirements (inputs) needed to accomplish tasks and analysis of timelines and targets to be submitted not more than one month after the actual start date of the assignment
2. ARAZI (PRUIS) and Kabul municipality (SMIS) **databases** are fully functional, customized and secure by 31 May 2019
3. **Procedure manuals** for the operation and maintenance of databases completed by 30 June 2019; formats, templates and protocols for reporting, sharing and distribution of property data completed by 31 August 2019
4. **Trainings** for GIS and database officers have been conducted at ARAZI and Kabul municipalities by 30 November 2019

5. **Mission reports** (including records and briefs of meetings attended, persons consulted and the progress of deliverables) to be submitted not more than one week following the completion of each mission.

Evidence, descriptions and/or reports of all deliverables to be submitted to the CFA Chief of Party ([antony.lamba@unhabitat-afg.org](mailto:antony.lamba@unhabitat-afg.org)) with copies to the UN-Habitat County Programme Manager ([tim@unhabitat-afg.org](mailto:tim@unhabitat-afg.org)) in electronic format on or before the dates indicated above.

## **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.
- **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.
- **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.

*Other desired competencies/skills include:*

- Promotes UN's core values and ethical standards (professionalism, integrity, respect for diversity)
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Capability to engage in team-based management, experience of leading policy workshops and being a resource person
- Ability to formulate and manage work plans
- Sensitivity to and responsiveness to all partners

## **EDUCATION**

Advanced university degree (Master or equivalent) in Geo-information Science, GIS/Remote Sensing Studies, Land Management/Administration, Urban/Municipal Governance, Urban Development Studies or related discipline is required.

## **WORKING EXPERIENCE**

- A minimum 7 years' experience in technical advisory role on geospatial technology, urban governance, land legislation or land/property rights
- Working experience in spatial/cadastral database design and management
- Working experience in Afghanistan or the region/conflict/post-conflict context
- Previous working experience within the UN system is an advantage

## **LANGUAGES**

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

## **KNOWLEDGE AND SKILLS**

- Geo-spatial technologies
- ICT and database management systems
- Land administration

## **REMUNERATION**

Output based payment. 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.

## **OUTPUTS AND PAYMENT SCHEDULE**

	<b>Outputs (Delivery date)</b>	<b>Payment</b>
1.	a. Mission report (1 <sup>st</sup> mission) b. Inception report (31 Jan 2019)	30%
2.	a. Mission report (2 <sup>nd</sup> mission) b. Functional PRUIS (ARAZI) and SMIS (Kabul municipality) databases (31 May 2019)	30%
3.	a. Mission report (3 <sup>rd</sup> mission) b. Procedure manuals completed and approved (31 August 2019)	30%
4.	a. Mission report (4 <sup>th</sup> mission) b. GIS & Database Trainings completed and approved (30 November 2019)	10%

### **International travel (Home-Kabul)**

For travel to the duty station, a return air ticket on least-cost economy to Afghanistan, and visa fee will be paid on arrival at the duty station and upon submission of Travel Claim form, copy of E-ticket, used boarding passes, visa receipt and other relevant travel documents. Three quotations from the reputable travel agents shall be submitted for UN-Habitat's clearance prior to purchase of tickets.

### **Local Transportation**

All local travels including flight arrangements and airport pickups and drops will be covered by UN-Habitat.

### **Security and Travel Requirements**

The Technical Advisor (Land Information Systems) must abide by all UN security instructions. Upon arrival in Afghanistan, s/he must attend a security briefing provided by UN-Habitat Security Unit and/or UNDSS. S/he must undertake Basic and Advanced Security in the Field training as

prescribed by UNDSS. Travel authorisation by UNDSS must be sought and granted before any missions are undertaken within Afghanistan.

### **Reporting Arrangements**

The Technical Advisor (Land Information Systems) shall report to the 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.  
\* [PHP can be also download from UN-Habitat/ROAP-vacancy website: www.fukuoka.unhabitat.org](http://www.fukuoka.unhabitat.org)
- 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)

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@un.org](mailto:habitat.fukuoka@un.org)

Please indicate the Post Title: “**37. AFG-LIS-CFA RE-ADV**” 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: 30 November 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](mailto:recruitment@unon.org)*