

CONSULTANT VACANCY ANNOUNCEMENT

Issued on 23 August 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:	Chief Technical Advisor/International Programme Manager
GRADE:	I-ICA 3 (Equivalent to P-5)
DURATION:	12 months, extendable subject to performance appraisal and funding availability. Contract will be issued in each year. 2017 and 2018 contracts will be issued, separately. Start by 1 November 2017.
STARTING DATE:	
CLOSING DATE:	30 September 2017

BACKGROUND

The overarching intention of the Sustainable Human Settlements in Urban Areas to Support Reintegration in Afghanistan (SHURA) programme is to provide a platform for returnees and protracted IDPs to reintegrate and become productive citizens of Afghanistan as quickly as possible. Integrating the lessons of the past decade of responses to displacement in Afghanistan, the program is based on the rapid identification and allocation of appropriate land to returnees and IDPs in proximity to livelihood opportunities as the foundation for self-reliance. Following the identification of sites, the settlement will be directed based on a comprehensive assessment of sites' carrying capacity, economically, environmentally and socially. A rapid land allocation process based on collective, 'permission to stay' tenure arrangements will allow beneficiaries to occupy land with minimal delays and will form the basis for the subsequent allocation of land titles. Humanitarian assistance will be distributed in locations where returnees and IDPs have access to adequate opportunities to become self-reliant and long term tenure security. Permanent development interventions to improve access to basic services and shelter will be delivered in parallel with humanitarian assistance, augmenting self-reliance, avoiding the creation of dependent 'camps' and bridging the humanitarian/development 'gap'. The SHURA programme thus seeks to provide a platform from which returnees and IDPs can be the driving force behind their own integration and development by becoming productive members of hosting areas.

UN-Habitat is seeking a highly qualified Programme Manager to be considered as Chief Technical Advisor/Programme Manager for the SHURA 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 the Programme Manager will undertake the following tasks and activities:

RESPONSIBILITIES

- 1) **Strategic programme management of the SHURA programme;**

- Lead in the technical and strategic management of project design, work planning, budgeting, procurement, and impact monitoring of project activities in the field;
- Oversee effective and efficient execution of project activities by working in close collaboration with the relevant institutions and project teams, at the national and local levels;
- Support the recruitment and capacity development of national staff, targeting 50% female programme staff;
- Lead in identifying and securing international technical expertise (consultants) as and when required to support specific tasks and outputs;
- Coordinate results-based monitoring, evaluations and outcome-based reporting, including ensuring proper baselines, mid-term monitoring, and final evaluations;
- Develop and implement on-the-job capacity development and knowledge transfer mechanisms for relevant government partners and national programme staff;
- Provide advisory services to national and local institutions, including support to policy processes, technical advice and support to seminars, training and on-the-job capacity development in urban land, planning, housing and basic services;
- Take a leading role in evidence based advocacy for local integration of protracted IDPs and returnees;
- Production of reports and knowledge products for both a national and international readership;
- Undertake in-country missions to field sites to monitor programme implementation and strengthen partnerships with local authorities and partners;
- Coordinate and monitor project progress by defining performance criteria, ensuring periodic reporting from the field through assessment of results achieved and external reviews; ensure proper documentation of positive and negative programme experiences and provide them as an input to policy dialogues;
- Ensure the systematic mainstreaming of cross cutting issues of gender, youth, climate change and human rights in programme activities;
- Act as a focal point with program donors and other stakeholders regarding issues of displacement and local integration in Afghanistan;
- Contribute to the design of future programmatic interventions; develop concept notes, program documents and other materials.

2) Ensure coordination and cooperation between programme activities/outputs/outcomes and related local, regional and international development efforts

- Lead in building and maintaining strong relationships and coordination with partners (UN, government, I/NGO) at city, national, regional and global levels;
- Support improved coordination of UN activities in Afghanistan, including contributing to the UNDAF and joint integrated work plans with programme-related inputs and monitoring;
- Support the dissemination of programme outcomes and impacts to improve future programming and policies;
- Support the promotion of sustainable urbanisation and adequate housing for all in Afghanistan;
- Intervention where required in emerging issues of forced displacement and urban poverty alleviation in Afghanistan;
- Technical assistance to various national committees, working groups and other urban development task forces about programme activities/outputs/outcomes.
- Ensure timely and relevant informal and formal donor reporting, briefing notes, meetings and field visits.

3) Contribute to UN-Habitat's support to the GoIRA

- Promote cross-fertilisation across all UN-Habitat programming, including supporting thematic linkages, enhancing delivery cost-efficiencies, and streamlining technical assistance and capacity development to government partners to maximise its effectiveness/impact and reduce duplication;
- Support the implementation of the New Urban Agenda and the Habitat Country Programme Document (HCPD) 2015-2019, in particular through (i) strengthening UN-Habitat as a knowledge partner for the GoIRA; (ii) fostering a shift away from direct implementation to technical assistance and capacity development of government;
- Support the GoIRA with resource mobilization by identifying new programmatic opportunities, developing concept notes and project documents, and building partnerships with donors and partners;
- Supporting the strategic planning and management of UN-Habitat Afghanistan through the Senior Staff Team to promote alignment and maximize support for the GoIRA;
- Facilitate institutional learning and integration of lessons learned through supporting the development of operational policies and procedures of UN-Habitat Afghanistan;
- Capacity development of national staff.

Other:

- Represent the programme/UN-Habitat in national humanitarian forums (i.e. KIS Taskforce, IDP Taskforce, DIREC Technical Working Group, Policy Working Group), policy forums (i.e. IDP Policy Working Group, Reintegration Working Group) and build support for humanitarian-development programming in Afghanistan;
- Take proactive measures to reduce the gap between humanitarian and development interventions regarding displacement in Afghanistan, working closely with the Humanitarian Country Team to mainstream durable solutions
- Lead capacity development of national colleagues working in relevant provinces to engage and represent UN-Habitat in programme-relevant provincial forums (e.g. Provincial IDP Taskforces, Regional HLP TF, etc).

4) Perform other duties and responsibilities which are within the expertise and experience as may be required by ROAP or the 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.
- **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.

- **Leadership:** Serves as a role model that other people want to follow: empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.
- **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

At least a Masters degree in international development, urban planning/design, urban studies, architecture, engineering or related field

QUALIFICATION

At least 10 years of relevant experience with:

- Programme and Project Management, including programme and 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

Qualification and Experience Requirements:

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 Chief Technical Advisor/Programme Manager – SHURA 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 Chief Technical Advisor/Programme Manager – SHURA –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) 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)

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

:

Please indicate the Post Title: “**30. AFG-CTA SHURA**” 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 September 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

Annex:

I. Background (full version)

The final quarter of 2016 is witnessing a surge in the return of both registered refugees and undocumented Afghans from Pakistan. Sporadic conflict between neighbouring countries, shifting regional relations and other political factors have culminated in a rapid decrease in the protection space for Afghan refugees in Pakistan. So far in 2016, 225,000 people have returned, the majority of those undocumented, by the end of the year, a repatriation caseload of as many as 220,000 documented and 400,000 undocumented returnees are anticipated¹. Simultaneously in Afghanistan, deteriorating security, economic and environmental conditions continue to generate record levels of internal displacement, with the majority of new and protracted IDPs being drawn towards the relative safety and economic opportunities of urban areas; current estimates place the total number of IDPs in Afghanistan at approximately 1.3 million.

Historical approaches to reintegration of returnees and the internally displaced in Afghanistan have been characterised by resettlement to purpose built, detached ‘townships’ created under the Land Allocation Scheme (LAS) or a focus on return to place of origin as the most preferred durable solution. The majority of LAS sites however were located too far away from livelihood opportunities and were lacking in basic services, the allocation process was also marred by corruption and a lack of institutional capacity². Now, 11 years after the scheme’s inception, nationwide occupancy of LAS sites stands at approximately 14%³, with the majority of land recipients simply abandoning their plots. In the case of protracted IDPs, some who have been living in their locations of displacement for more than two decades, evidence suggests the overwhelming majority intend to stay and integrate locally⁴ and it has become clear that return to place of origin is not likely or feasible in the current context.

Integrating lessons learned from the past decade of approaches to displacement in Afghanistan, UN-Habitat is supporting the Government in a response to displacement based on the allocation of well-located land in proximity to suitable livelihood opportunities as the foundation for self-reliance and integration. Following the identification of vacant, state owned land in suitable locations, a rapid assessment and rapid allocation process will facilitate the parallel delivery of humanitarian assistance and permanent development interventions, to augment self-reliance and avoid the humanitarian/development ‘gap’.

Strategic Objectives

1. To provide a foundation for returnees and protracted IDPs to become self-reliant, resilient and productive citizens of Afghanistan
2. Facilitate the integration through the provision of well-located, serviceable land in proximity to appropriate livelihood opportunities in proximity to urban centres, secondary and tertiary cities and strategic district municipalities.
3. Fill the ‘Humanitarian-Development Gap’ by facilitating the distribution of emergency assistance in locations that have been identified for durable solutions; where returnees and IDPs have security of tenure, providing a platform for self-reliance and avoiding the creation of camps/open-ended humanitarian situations
4. Augment self-reliance through the delivery of permanent development interventions to ensure access to shelter and basic services in appropriate sites in parallel with emergency assistance
5. Mitigate the negative effects of an unplanned influx of returnees and prevent further ad hoc settlement in urban informal settlements

¹ Afghanistan Flash Appeal ‘One Million People on the Move’ Sep-Dec 2016

² SIGAR 2015 ‘Afghan Refugees & Returnees: Corruption and Lack of Afghan Ministerial Capacity have prevented implementation of a Long Term Refugee Strategy’

³ UNHCR, forthcoming study into the Land Allocation Scheme

⁴ UN-Habitat 2016 ‘Coming in from Margins; Ending Displacement and Increasing Inclusion in Afghan Cities’

Specific Objectives

- i. Identify vacant state land in proximity to major urban centres, secondary and tertiary cities, strategic district municipalities and other centres of return that has the potential to be a platform for durable solutions for returnees and IDPs
- ii. Ensure the appropriate planning and distribution of settlement based on a comprehensive assessment of the carrying capacity of identified sites, incorporating economic, environmental and social considerations to avoid the negative effects of urbanisation
- iii. Integrating lessons learned of the past decade, employ innovative approaches to tenure security to provide rapid access to appropriately located land through a collective 'permission to stay' approach, that can subsequently be converted into occupancy certificates and eventually formal land titles
- iv. Facilitate targeted efforts to augment the absorption capacity of identified hosting areas
- v. Employ innovative approaches to build relations and mitigate conflicts between returnees/IDPs and host communities
- vi. Ensure adequate, permanent access to shelter and basic services in target areas in line with the minimum standards outlined in the GoIRA's National Priority Program the Citizen's Charter