



UNITED NATIONS HUMAN SETTLEMENTS PROGRAMME
Regional Office for Asia and the Pacific – Fukuoka
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FOR A BETTER URBAN FUTURE

TERMS OF REFERENCE

Issued: 18 November 2024

ORGANIZATIONAL LOCATION:	UN-Habitat, Regional Office for Asia and the Pacific (ROAP)
DUTY STATION:	UN-Habitat Islamabad Office, Pakistan
FUNCTIONAL TITLE:	Chief Technical Advisor (CTA)
CONTRACT TYPE:	UNOPS International Individual Contractor Agreement (IICA)
LEVEL/SUBLEVEL:	IICA-3
DURATION:	8 months (January 2025 – August 2025)
PAYMENT:	Monthly payment

BACKGROUND.

UN-Habitat, the United Nations Human Settlements Programme, is the coordinating agency within the United Nations System for human settlement activities and, in collaboration with governments and partners, is responsible to implement the SDGs including Goal 11 of "Making cities and human settlements inclusive, safe, resilient and sustainable".

In Pakistan, UN-Habitat's Country Programme is aligned with the United Nations Sustainable Development Framework (UNSDF 2023-2027) and the One UN Programme (OP-III). Over the past two decades, the focus of UN-Habitat's country programme has been on slum upgrading, adequate housing, universal access to safe and affordable drinking water and sanitation and other basic services, as well as on resilience and protection. The country programme has contributed to emergencies, recovery and reconstruction responses in the wake of earthquakes and floods. It has collaborated in programmes in the context of poverty alleviation, environmental and resilience building and crisis, displacement and migration.

This Vacancy Announcement is to assign a Chief Technical Advisor for the inception / assessment phase of a new project to promote inclusive prosperity and eradicate urban poverty in five cities (Haripur, Kohat, Peshawar, Karachi and Quetta), targeting communities and settlements of Afghan refugees living together with the host communities. With a strong "Leaving No One Behind" focus, the project will support both refugees and host communities, in collaboration with relevant stakeholders at all levels, local and beyond. The project will apply a holistic approach targeting improvements in housing and tenure insecurity, basic services, local infrastructure, local economic opportunities and social community cohesion.

OBJECTIVES.

Under the daily substantive oversight and guidance of the CTA, the inception / assessment phase will prepare the implementation through household and community data collection and slum mapping, institutional and stakeholder mobilisation at local level, selective piloting



through participatory initiatives. The result of these activities should lead to a solid baseline data framework, an appropriate understanding of vulnerabilities and priorities, reviewed pilot results, a framework of engagement at local, city, provincial and national level, and an implementation plan.

The CTA will lead the introduction and proper application of tools and methodologies and will operationalize the use of slum mapping and participatory stakeholder platforms in the cities. Additionally, the CTA supports in developing the team's capacity in participatory urban planning, slum upgrading, inclusive urban policies, and sustainable urban development.

The activities will be steered, as required, by UN-Habitat and other key collaborators. The CTA will be responsible for overseeing the preparation, review and final submission of all reports. The documentation to be produced under the oversight of the CTA also includes one or more UN-Habitat reports providing input to relevant policy makers. The scope hereof shall be prepared by the CTA and endorsed for finalization by UN-Habitat in consultation with key partners.

DUTIES AND RESPONSIBILITIES.

Under the direct supervision of the Country Manager and the overall supervision of the Human Settlement Officer (HSO) of the Regional Office for Asia and the Pacific (ROAP), the Chief Technical Advisor will be responsible for performing the tasks as spelled out below. The CTA will do so by optimally leveraging a dedicated project team and optimally ensuring coordination with the Deputy Programme Manager and dedicated Provincial Coordinators.

1. Stakeholder Engagement, Coordination, and Capacity Building

- Oversee the necessary facilitation of stakeholder consultations and technical discussions; coordinate meetings, and prepare necessary documents, presentations, and a comprehensive stakeholder engagement plan.
- Identify and assess potential implementing partners in collaboration with the country team, evaluating their capacity for project implementation.
- Coordinate with national and sub-national counterparts to implement the stakeholder engagement strategy effectively.
- Oversee the mobilization and initial facilitation of city-level participatory planning forums to promote exchange and relationship building amongst city governments and Afghan communities, and identification of key issues in each city.
- Develop the capacity of partners and Pakistan team in community-based mapping, urban planning and management, and slum upgradation strategies.
- Conduct site visits to target cities (Peshawar, Haripur, Kohat, Karachi, and Quetta) to enhance coordination and engage directly with local stakeholders.

2. Technical Advice for Assessment, Data Collection, and Targeted Intervention Planning provided



- Develop assessment tools, methodologies, and plans to implement a robust assessment of project sites and objectives.
- Oversee data collection and analysis for evidence-based assessment, producing an atlas of slums in five cities as a reference for project planning.
- Oversee the identification of target locations using a rigorous methodology to ensure the prioritization of economically and socially disadvantaged Afghan refugee populations and host communities within selected settlements, and through consultation with stakeholders.
- Develop an inception report, project implementation plan, and an annual work plan with a detailed activity budget.
- Support recruitment and procurement of services for project execution.
- Provide expert advice on housing, tenure security, WASH infrastructure, and social cohesion, with a focus on adapting solutions to Pakistan's specific context, particularly for slums with Afghan refugees.

3. Monitoring and Reporting and Knowledge management

- Oversee the design and execution of M&E frameworks to monitor project outcomes, assess impacts, and facilitate data-driven adjustments.
- Document best practices, lessons learned, and project impacts to support advocacy for scaling up slum upgrading policies, focusing on inclusive practices within national and provincial urban policies.
- Prepare and submit monthly/quarterly progress reports, including recommendations for operational budgets for activities.
- Perform other assignments as required by the Human Settlement Officer/HPM.

REQUIRED SKILLS.

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to urban planning and design, urban center of excellence models, urban national policy development. Strong analysis of urban form, urban systems, underlying social, legal and financial mechanisms and the political context. Ability to develop strong graphic materials (concept plans, diagrams, street sections) as well as substantive reports. Knowledge of urban development issues. Ability to observe deadlines and achieve set goals. Ability to work and deliver under pressure. Ability to work collaboratively with colleagues to achieve agreed goals. Ability to prioritize activities and assignments and to easily switch between different projects. Ability to manage smaller project teams, divide workload and sustain efficiency. Ability to produce both operational and knowledge results. Ability to work with both operational and knowledge counterparts organizationally.
- **Client Orientation:** Capacity to establish and maintain appropriate, productive working relationships with all "clients", both stakeholders and beneficiaries and their representatives. Capacity to engage clients, seeking to see things from clients' point



of view and able to articulate viewpoints and expectations. Capacity to establish and maintain productive partnerships with clients by gaining their trust and respect. Capacity to identify clients' needs and matches them to appropriate solutions, while monitoring ongoing developments inside and outside the clients' environment. Capacity to remain and to keep the team informed on clients' needs and anticipate problems. Capacity to keep clients informed of progress or setbacks in projects. Committed to meet timeline for delivery of products or services to all clients.

- **Creativity:** Strong conceptual thinking. Is not bound by current thinking or traditional approaches, takes calculated risks on new and unusual ideas; thinks “outside the box”, and offers new and different options to solve problems or meet client needs. Can easily develop clear plans in contexts with limited information and datasets. Finds ways to extract and combine data and information to create base maps. Is both able to reduce complexity as well as sensitive to specific urban form and the landscape.

QUALIFICATIONS.

Education

Advanced university degree (Master's degree or equivalent) in Urban Planning, Urban Development, Urban Economics or a closely related field is required.

Work Experience

- Minimum 7 year of relevant work experience in programme/project development and management is required, providing technical advisory services in the field of slum upgrading, urban poverty alleviation, urban planning and management, urban policy development in developing countries;
- Experience managing one or more projects of similar scale and context (i.e. slum upgrading and slum mapping, participatory governance with urban poor networks) is desirable;
- Experience in working, liaising and collaborating with government representatives, officials, local authorities, civil society organizations, and public international organizations, especially Asia and the Pacific is desirable;
- Proven capacity to produce or significantly contribute to relevant and high-quality communications and non-academic but evidence-based in English is desirable, demonstrating the ability to convey key urban issues, challenges and solutions to policy makers and senior-level stakeholders is desirable;
- Experience with the United Nations System at senior level (P4 or above) is desirable, especially in comparable assignments in urban poverty contexts and in the sub-region;

Language Skills



For this consultancy, fluency in oral and written English is required.

REMUNERATION

Payments will be made monthly and based on deliverables over the consultancy period. There are set remuneration rates for IICA consultancies. The rate is determined by functions performed and experience of the consultant. The fee will be paid as per agreement.

TRAVEL ARRANGEMENT

Travel arrangements (one round trip) for the consultant to/from Islamabad shall be arranged by UNOPS through UN-Habitat, based on UN rules and regulations. The travels in Pakistan will be managed by Pakistan office, as per UN rules and regulations.

DURATION

The contract will be from 1 January to 31 August 2025– the expected / required completion of the inception / assessment phase.

Submission of Applications:

Interested and qualified candidates are requested to please indicate their immediate availability to undertake the assignment as per terms of reference above.

The application must be accompanied with a completed UN Personal History Profile (PHP) or P11 (MANDATORY):

- P11 – Offline: Please download the form (MS-Word) from UN-Habitat ROAP website: https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11-1.doc
- A statement of interest and suitability (a cover letter, maximum 1 page) for the position including expectations regarding the remunerations.

Please indicate the Post Title: “CTA – Pakistan” in your email subject.

All applications should be submitted to: Habitat Fukuoka <habitat.fukuoka@un.org>.

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. Overall remuneration 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: 1 December 2024 23:59 Japan time