

**RE ADVERTISED**

**PROCUREMENT NOTICE**

**INTERNATIONAL INDIVIDUAL CONSULTANT - URBAN POLICY OFFICER WITH UN HABITAT**

**Country:** Kenya

**Background**

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. This post is located in the Urban Planning and Design Branch (UPDB), Regional and Metropolitan Planning Unit (RMPU) at Nairobi duty station. The post is under the direct supervision of the Unit Leader, and general supervision by the Branch Coordinator and in close collaboration with the Project Administrator and the Unit Substantive Officers. The expected consultancy level is A.

**Objective and scope of the assignment**

Support to the national and sub-national governments to develop, implement and/or track progress of their national and sub-national urban policies.

**Evaluation Criteria for the National Consultant**

The following criteria will be used to select the International Individual Consultant suitable for the assignment:

**EVALUATION CRITERIA – Only individuals scoring 70% and above in the technical proposal evaluation will have their financial proposals opened and evaluated.**

| Criteria  | Weight | Max. Point |
|---|--------|------------|
|   | 100%   | 100 points |
| Post-graduate degree in public or urban policy or political science | 25%    |            |
| Minimum 3 years' experience in urban policy in developing countries | 25%    |            |

|   |             |  |
|---|-------------|--|
| Substantive knowledge of development issues, especially related to urban and public policy, including capacity development and workshop/conference organization at global scale | 25%         |  |
| Excellent presentation, report and normative tool drafting skills   | 25%         |  |
| <b>Total (Maximum obtainable points)</b>  | <b>100%</b> |  |

#### Duration

Eight (8) months

#### Expected Results/Outputs:

| <b>Illustrative outputs</b>  | <b>Payment</b>              |
|--|-----------------------------|
| Development of one tool for the monitoring of the implementation of Indicator 11.a.1 qualifiers for SDG Indicator 11.a.1   | <b>1<sup>st</sup> month</b> |
| NUPP project document, NUPPNews, governance framework towards the development of the Global Programme on National Urban Policy   | <b>2<sup>nd</sup> month</b> |
| Provision of technical support in Jordan, Lebanon, Tunisia, and Sudan, production of necessary reporting on the progress of the project, including reports on project expenditure, development of communication brochures on the NUP process in Jordan, Lebanon, Tunisia, and Sudan all in support of the implementation of the Regional Programme on National Urban Policies in the Arab States | <b>3<sup>rd</sup> month</b> |
| Organization or reporting on events on National Urban Policies at World Urban Forum 9 (WUF9)   | <b>4<sup>th</sup> month</b> |
| Development of technical resources on National Urban Policy country interventions including review of NUP documents, development of NUP  | <b>5<sup>th</sup> month</b> |

|  |                             |
|--|-----------------------------|
| prodoc and concept notes, etc (ie. In Zanzibar, Sweden, Zambia, Malawi, Viet Nam, Argentina, etc)  |                             |
| Development of toolkits and normative instruments on National Urban Policies, including a monitoring and review framework for NUP and how to draft a NUP, toolkits for the formulation, implementation, and monitoring and evaluation of National Urban Policy; including support for organizing and reporting on any associated validation workshops  | <b>6<sup>th</sup> month</b> |
| Production of organization of meetings, preparation of agenda and meeting materials, production of meeting reports, etc to support the UN Habitat National Urban Policy Task Team, including the organization and reporting for meetings. Collection of data and mapping of thematic entry points for National Urban Policy and mapping of internal collaboration within UN Habitat on National Urban Policy | <b>7<sup>th</sup> month</b> |
| Development of thematic guides on NUP sub-themes (for example, Youth, Gender, Human rights, Housing, land etc)   | <b>8<sup>th</sup> month</b> |

### **Application process**

Interested and qualified candidates should submit their applications which should include the following:

1. UN Personal History Form (P11);
2. Detailed Curriculum Vitae;
3. Technical proposal for implementing the assignment;
4. Financial proposal for implementing the assignment;

Qualified candidates are requested to email their applications to email address: [consultants.ken@undp.org](mailto:consultants.ken@undp.org) to reach us **on or before 5.00 P.M on Monday, 05 March 2018.**

**Please quote the Procurement Reference No.: "KEN/IC/2018/004 " on the subject line of the Technical and Financial proposals.**

Firms are not eligible for this consultancy assignment (open only for international individual consultants).

**Annexes**

Annex 1 – Procurement Notice

Annex 2. Terms of reference

Annex 3– IC proposal form

Annex 4– Offerors Letter to UNDP/UN Habitat (To be used for submitting the financial proposal)

Annex 5 - P11 form

Annex 6 – IC General Terms and Conditions