

RE ADVERTISED

TERMS OF REFERENCE

ORGANIZATIONAL LOCATION:	UN-HABITAT, Regional and Metropolitan Planning Unit, Urban Planning and Design Branch, UN-HABITAT
DUTY STATION:	NAIROBI - Kenya
FUNCTIONAL TITLE:	International Individual Consultant - Urban Policy Officer
DURATION:	8 months

Organizational Setting and Reporting

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.

Urban Planning and Design Branch

The Urban Planning and Design Branch (UPDB) was created in December 2011 following the translation of the new UN-HABITAT priorities in seven new thematic branches. Urban planning and design is increasingly projected as one of the top priorities of the agency.

Urban Planning & Design Branch (UPDB) of UN-Habitat supports countries in developing urban planning methods and systems that address current urbanization challenges. It promotes urban planning and environmental management approaches to address climate change mitigation and adaptation in urban areas, as well as urban biodiversity, urban mobility and energy in the context of sustainable urban development.

UPDB builds on the heritage of the Urban Environment and Planning Branch, which was created in September 2008 when the Urban Environment Section was upgraded to the level of a Branch, with the mandate to serve as the agency's focal point branch for urban environment and urban planning. The Branch has three Units which are closely related:

(1) Regional and Metropolitan Planning, (2) City Planning, Extension and Design, and (3) Climate Change Planning. To implement the UN-Habitat's 2014-2019 work programme, all the three Units will continue to work in synergy, across other UN-Habitat branches and Units as well as a range of partners through the following six entry points:

- (1) Promoting, within the context of decentralization and multi-level governance and through multi-stakeholders processes, a number of critical principles, such as optimizing the population and economic density of urban settlements, where appropriate, mixed land-use, diversity, better social capital, innovation and better connectivity in order to take advantage of agglomeration of economies and to minimize mobility demand. In particular, the Branch will support approaches that emphasize the need to plan in advance of urban population growth, at the scale of the challenges, in phases and for job creation and social capital development. The approach will recognise local cultural values and promote endogenous development, within the context of regional, national and global development.

- (2) Improving urban planning and design at the national, regional and local levels will be operationalized within the framework of decentralization as broadly provided for by the Guidelines on Decentralization and the Strengthening of Local Authorities and other key UN-Habitat documents;
- (3) Providing city, subnational and national governments with a set of tested approaches, guidelines, and tools to support the management of growth and improve sustainability, efficiency and equity of metropolitan areas through planning at different scales, i.e. metropolitan, regional, national and supra-national scales.
- (4) Developing capacity at global, regional, national and local levels, supported by dedicated strategies and programmes, including human/financial resources, tool development, resource development, organizational development and institutional strengthening components
- (5) Assuming a catalytic role by reinforcing existing partnerships and networks, and establishing new strategic ones within the United Nations system agencies, non-governmental organizations, research and training establishments, scientific institutions and financial bodies; that have the collective financial resources, infrastructure and expertise to work with the Branch (e.g. alliance on national urban policy, metropolitan planning coordination platform and global urban-rural platforms);
- (6) Working within the United Nations agencies and the Country Team framework and other national processes to mainstream urban planning and design within the overall approach to urban sector support.

Regional and Metropolitan Planning Unit

The Regional and Metropolitan Planning Unit will play a key role in supporting the delivery of the six above strategic entry points through the following 4 (four) intervention areas:

- National Urban Policies from pre-feasibility, diagnostic, development, implementation to monitoring and tracking progress;
- Regional, Metropolitan and City-region planning including in development of corridors, clusters and systems of cities and promotion of a green economy and urban-rural linkages;
- The International Guidelines on Urban and Territorial Planning as well as it is rolling out, implementation and monitoring;
- Spatial Planning Frameworks at metropolitan, regional, national and supra-national levels

The case for National Urban Policies

The development of a National Urban Policy is the key step for reasserting urban space and territoriality and for providing the needed direction and course of action to support urban development. The National Urban Policy provides an overarching coordinating framework to address the most pressing issues related to rapid urban development, including slum prevention and regularization, access to land, basic services and infrastructure, urban legislation, delegation of authority to subnational and local governments, financial flows, urban planning regulations, urban mobility and urban energy requirements, as well as job creation.

Approved at the highest level, a National Urban Policy could be the general framework to guide public and private interventions in urban areas and be a reference for sectoral ministries and service providers. When developed through a consultative process, the NUP can serve as one of the key references for legislative institutional reform. Countries that have development and are implementing National Urban Policy often use it as a good instrument for public and political awareness because such policy highlights the gains to be obtained from sustainable urban development, as well as an opportunity to promote consultation with urban stakeholders.

Through the development of a National Urban Policy the following results are expected: (a) the identification of urban development priorities towards socially and economically equitable and

environmentally friendly urban and national development; (b) guidance on the future development of the national urban system and its spatial configuration concretized through National and Regional Spatial Plans for Territorial Development; (c) better coordination and guidance of actions by national actors, as well as lower levels of government in all sectors; (d) increased and more coordinated private and public and private investments in urban development and consequent improvement of cities productivity, inclusiveness and environmental conditions.

UN-Habitat has received a range of requests to support national and sub-national governments to develop, implement and/or track progress of their national and sub-national urban policies.

RESPONSIBILITIES

Under the supervision of the Leader of the Regional and Metropolitan Planning Unit, carry out the following duties:

- Development of a tool for the monitoring of the implementation of Indicator 11.a.1 qualifiers for SDG Indicator 11.a.1
- Development of the Global Programme on National Urban Policy, including development of communication tools, like the NUPPnews, documents such as the NUPP governance structure, etc.
- Support for the implementation of the Regional Programme on National Urban Policies in the Arab States, including technical support in Jordan, Lebanon, Tunisia, and Sudan.
- Promotion of National Urban Policies at World Urban Forum 9 (WUF9) including the organization or reporting on (WUF9) events
- Development of technical resources on National Urban Policy country interventions including review of NUP documents, development of NUP 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
- Support for the UN Habitat National Urban Policy Task Team, including the organization and reporting for meetings
- Development of thematic guides on NUP sub-themes (for example, Youth, Gender, Human rights, Housing, land etc)
- Undertake research and documentation in the area of National Urban Policies in the Regional and Metropolitan Planning Unit to meet the Unit's program goals are met.
- Undertake other tasks as might be required

Task-related Opportunities

Familiarizing one-self with:

- The United Nations and UN-HABITAT
- Work of the Regional Metropolitan Planning Unit
- Monitoring and reporting on projects according to the principles of Results-Based Management

COMPETENCIES

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to land and indicators and monitoring and evaluation; Ability to identify issues, analyse and participate in the resolution of issues/problems; Ability to apply judgement, plan own work and manage conflicting priorities.

Planning and Organizing: Develop clear goals that are consistent with agreed strategies; Identify priority activities and assignments; adjust priorities as required; Allocate appropriate amount of time and resources for completing work; Foresee and allow for contingencies when planning; Monitor and adjust plans and actions as necessary; use time efficiently. Ability to work under pressure, establish priorities and plan, coordinate own work plan, use time efficiently and apply judgment in the context of competing deadlines. Ability to work with minimal supervision and with good sense of initiative.

Communication: Excellent written and verbal communication skills and ability to articulate complex ideas in a clear and accurate manner including the ability to present the content of the thematic area in a clear and concise manner. Keep the supervisor regularly informed of progress.

Creativity: Is not bound by current thinking or traditional approaches, takes calculated risks on new and unusual ideas; is flexible and able to think "outside the box", and offers new and different options to solve problems or meet client needs.

EDUCATION

- University degree in urban issues, urban planning, urban policy or another related development field
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- At least two years of professional experience in social/economic sustainable development, urban policy or policy analysis and assessment.
- Extensive demonstrable experience in research and documentation of urban issues is desirable

LANGUAGE SKILLS

Fluency in English is required

Knowledge of and ability to work in other official UN languages is an advantage.

OTHER SKILLS

- Demonstrable effective written communications skills including the ability to prepare reports, proposals, policies and procedures

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%	
Total (Maximum obtainable points)	100%	

REMUNERATION AND PAYMENT SCHEDULE

Payment will be based on outputs subject to satisfactory delivery of agreed tasks and time and cost implications.

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The consultancy activities will be carried out in a total of eight months.

Illustrative outputs	Payment
Development of one tool for the monitoring of the implementation of Indicator 11.a.1 qualifiers for SDG Indicator 11.a.1	1st month
NUPP project document, NUPPNews, governance framework towards the development of the Global Programme on National Urban Policy	2nd month
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	3rd month
Organization or reporting on events on National Urban Policies at World Urban Forum 9 (WUF9)	4th month
Development of technical resources on National Urban Policy country interventions including review of NUP documents, development of NUP prodoc and concept notes, etc (ie. In Zanzibar, Sweden, Zambia, Malawi, Viet Nam, Argentina, etc)	5th month
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	6th month
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	7th month

Urban Policy	
Development of thematic guides on NUP sub-themes (for example, Youth, Gender, Human rights, Housing, land etc)	8th month

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 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 to 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

Useful information

Please note that the **financial proposal is all-inclusive** and shall take into account various expenses incurred by the consultant/contractor during the contract period (e.g. health insurance, vaccination and any other relevant expenses related to the performance of services...). All envisaged **travel costs** must be included in the financial proposal.

The contract will be awarded to the candidate obtaining the highest combined technical and financial scores. **Payments** will be made only upon confirmation of UN Habitat on delivering on the contract obligations in a satisfactory manner. Milestones for payment have been suggested in the terms of reference but will be discussed and agreed with the selected candidate.

Individual Consultants are responsible for ensuring they have **vaccinations/inoculations** when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN **security directives** set forth under dss.un.org

Due to large number of applications we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.