

## **TERMS OF REFERENCE**

**Post Code** : IC-014/15  
**Post Title** : International Programme Coordinator /Head of UN-HABITAT KRI Office  
**Duty Station** : Erbil, Kurdistan Region of Iraq  
**Duration** : 6 months  
**Type of Contract** : Individual Contractor (IC/P4 Level)  
**Starting Date** : 28 March 2015

### **1. BACKGROUND**

The United Nations Human Settlements Programme (UN-HABITAT) is the 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. Under UN-HABITAT Iraq Programme, UN-HABITAT Office in the Kurdistan Region of Iraq has been providing technical support to the Kurdistan Regional Government and its three Governorates: Erbil, Dohuk and Sulaymaniya.

In the Republic of Iraq including the Kurdistan Region of Iraq (KRI), large numbers of refugees have flooded in from neighboring countries due to political unrest and the subsequent crisis in Syria since 2011, including approximately 200,000 hosted in the KRI. The recent rise of the group called the Islamic State (IS) and its expansion into northern Iraq is causing additional displacements in the region. In August 2014, the IS attacks on local communities including the Yazidis, the Christians and other minorities in northern Iraq triggered internal displacement of some 800 thousand persons into three governorates of the KRI, namely Dohuk, Erbil and Sulaymaniyah. Within a month between August and September 2014, the number of internally displaced persons (IDPs) more than quintupled from 96,000 to 520,000 in Dohuk, and increased 1.5 times more from 117,000 to 170,000 in Erbil.

In response to the support to Syrian refugees and the IDPs, UN-HABITAT KRI Office has been implementing numbers of projects including rehabilitation of privately rented houses and/or unfinished houses to accommodate Syrian refugees and development of prefabricated shelter sites for IDPs.

In addition, UN-HABITAT KRI Office has been implementing a number of spatial planning projects including capacity development of urban planning department in the Ministry of Municipalities and Tourism, development of Regional Spatial Plans in the KRI, Safer Cities Programme, and the Building Code of Kurdistan region.

### **2. DUTIES AND RESPONSIBILITIES:**

Within the delegated authority and under the supervision of the Head of UN-HABITAT Iraq Programme and/or his/her designate, the incumbent will be assigned to UN-HABITAT KRI Office in Erbil and be responsible for the following duties:

- Represent UN-HABITAT KRI Office and plan and attend high level meetings with senior government officials and UN partners in Erbil;
- Supervise and evaluate international/national staff assigned to the KRI Office;
- Develop, coordinate and manage UN-HABITAT projects in KRI;

- Coordinate with key counterparts, including the governments, other UN and international organizations, donors and NGOs in the Kurdistan Region of Iraq to ensure effective operation of UN-HABITAT projects in KRI;
- Manage recruitment process of international and national staff for the KRI Office in coordination with HR section;
- Organize team meetings, ensure submission of reports from supervised staff and submit/update entire programme work plan;
- Supervise progress of the project and fund transfers to the subcontractors;
- Organize and conduct missions to duty Governorates and submit mission reports upon obtaining security clearance;
- Provide inputs and contribute to development and consolidation of key UN policy documents on integrated response in Iraq as required; and
- Perform other duties as assigned by the Head of UN-HABITAT Iraq Programme.

### 3. Deliverables and outputs:

The Consultant will be responsible for producing the below deliverables. These deliverables are changeable subject to UN-HABITATs approval, in case unexpected incidents take place in the UN-HABITAT KRI Office due to reasons uncontrollable by the Consultant.

Deliverables	Output	Location	Target Date
1. Inception report	<ul style="list-style-type: none"> <li>• Key counterparts and stakeholders are identified and plans to engage and coordinate with them are developed.</li> </ul>	Erbil, Iraq	15 April 2015
2. Monthly report	<ul style="list-style-type: none"> <li>• UN-HABITAT is represented in key meetings held in Erbil.</li> <li>• UN-HABITAT KRI Office are managed and operated to ensure effective implementation of projects.</li> </ul>		28 May 2015
3. Monthly report	<ul style="list-style-type: none"> <li>• UN-HABITAT is represented in key meetings held in Erbil.</li> <li>• UN-HABITAT KRI Office are managed and operated to ensure effective implementation of projects.</li> </ul>		28 June 2015
4. Monthly report	<ul style="list-style-type: none"> <li>• UN-HABITAT is represented in key meetings held in Erbil.</li> <li>• UN-HABITAT KRI Office are managed and operated to ensure effective implementation of projects.</li> </ul>		28 July 2015
5. Monthly report	<ul style="list-style-type: none"> <li>• UN-HABITAT is represented in key meetings held in Erbil.</li> <li>• UN-HABITAT KRI Office are managed and operated to ensure effective implementation of projects.</li> </ul>		28 August 2015
6. Monthly report	<ul style="list-style-type: none"> <li>• UN-HABITAT is represented in key meetings held in Erbil.</li> <li>• UN-HABITAT KRI Office are managed and operated to ensure effective implementation of projects.</li> </ul>		28 September 2015

### 4. Time and Method of payment:

Payment shall be provided upon satisfactory completion of the deliverables outlined in the table above. Payment requests submitted by the Consultant must be certified by the supervisor(s) specified below.

## 5. Key Performance Indicators during implementation of Services:

Overall, the Consultant's performance will be evaluated based on the following key criteria:

- Planning and Organizing skill: Identifies priority activities and assignments; 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.
- Communication skill: 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 the audience; Demonstrates openness in sharing information and keeping people informed.
- Client Orientation skill: 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; Meets time line for delivery of product or services to client.
- Quality of deliveries: Professional skill required for delivering outputs will be assessed.

## 6. Reporting:

The Consultant shall report directly to the Head of UN-HABITAT Iraq Programme.

## 7. Duty Travel

Description	No. of Travels	Date	No. of days
Home -Erbil- Home *	1	28-31 March 2015	4 days
Travel to assume duty Home-based-Erbil- Home **	1	27 April 2015	
Erbil-Amman - Erbil	1	To be determined	4 days

\*The Consultant is requested to carry out 4 days Mission in end of March 2015 to carry out consultations and turn-over from the departing Coordinator.

## 8. Time Line:

- The consultancy will be based in Erbil
- The consultant may travel to other locations inside Iraq
- 5 days of rest and recuperation and 2 days for travel in every 56 days.

## 9. Facilities:

### a) Office Facility:

- UN-HABITAT will provide an appropriate office in Erbil.
- The UN-HABITAT will also provide a laptop.
- Consultant is expected to come well-equipped with his/her own technological solutions (i.e. roaming mobile).

### b) Office Supplies and Printing Facilities: UN-HABITAT will provide office supplies and printer facilities only inside the office premises only.

### c) Communication Facilities: UN-HABITAT will provide a telephone land line and access to internet in the office premises only for official use only.

- d) UN-HABITAT will only provide accommodation during the consultation time.
- e) The consultant will personally ensure the payment of meals according to the UN system in place.

## **10. Qualifications and Requirements:**

Minimum requirements: *(Please see Annex 4). This will be part of the technical proposal.*

1. Willingness to obtain the required security courses as applicable through the website;
2. Subject to security requirement, consultant must pass the Security Awareness Induction Training (SAIT); in case if any travel is required to Iraq.
3. The Basic Security in the Field II and Advanced Security training (Online Training) should be completed before any travel take place.
4. Failing the (SAIT) training, it will be a cause to terminate the contract.
5. Willingness to undergo a medical exam. This applies only for consultant of 62 years of age and above where a full medical exam will be required from a UN certified doctor if selected for award of contract.
6. Ability and desire to work inside Iraq.
7. Acceptance of IC General Terms and Conditions

### **A. Education:**

- Master's degree in development studies, international affairs, public administration, political science or a related field is required.

### **B. Work Experience:**

- A minimum of seven years experience in development assistance, crisis prevention and recovery, project coordination, project management or a related field is required.
- Experience in conflict-affected field environment is required. Experience within the United Nations common system is desirable. Experience with the Japanese Government organizations will be a strong asset.

### **C. Other qualification:**

- Competent in usage of MS Office programmes (MS Word, Excel, Power Point).

### **D. Language:**

- Fluency in English language is required.
- Fluency in other UN Language is an asset.

## **11. COMPETENCIES:**

### **Professionalism:**

Shows pride in work and in achievements; 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.

### **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 the audience; Demonstrates openness in sharing information and keeping people informed.

**Planning and Organizing:**

Identifies priority activities and assignments; 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.

**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; Meets time line for delivery of product or services to client.

**Teamwork:**

Works collaboratively with colleagues to achieve organisational goals; Builds consensus for task purpose and direction with team members; Supports and acts in accordance with final group decisions, even when such decisions may not entirely reflect own position.

**Technological awareness:**

Keeps abreast of available technology; Actively seeks to apply technology to appropriate tasks; Shows willingness to learn new technology.