

TERMS OF REFERENCE

Post Title	: International Programme Coordinator
Duty Station	: Erbil, Kurdistan Region of Iraq
Type of Contract	: Individual Contractor
Starting Date	: 1 July 2016
Ending Date	: 28 February 2017
Contract Duration	: 120 working days during 8 months

1. Background

The United Nations Human Settlements Programme (UN-Habitat) is mandated by the United Nations General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all. UN-Habitat has been active in Iraq since 1996 under the Oil for Food Programme. After 2003, UN-Habitat was largely engaged in early recovery efforts, particularly those supporting internally displaced persons (IDPs) through the provision of shelter and reconstruction solutions.

With the continuing terror and violence inflicted by the so-called State of Iraq and the Levant (ISIL), the figures of IDPs in Iraq had reached 3.4 million as of April 2016. While emergency camps and temporary housings meet the immediate needs of those fleeing the crisis, global trends show that informal shelter sites tend to turn into urban slums. In Iraq, UN-Habitat has been providing durable IDP shelter sites in governorates receiving large numbers of IDPs. Between 2013 and 2016, UN-Habitat has constructed ten IDP shelter sites in the seven governorates of Baghdad, Basrah, Kerbala, Missan, Erbil, Dohuk and Suleimaniyah, accommodating approximately 18,000 vulnerable IDPs. These sites are equipped with prefabricated shelter units accompanied by basic infrastructure as well as public facilities such as primary schools, health clinics and women's centers, all of which are constructed and operated in collaboration with other UN agencies. In March 2016, the Government of Japan made further contributions to establish two new IDP shelter sites in Iraq, which are expected to take in more than 5,000 IDPs once completed.

2. Duties and Responsibilities

Within the delegated authority and under the supervision of the Head of UN-Habitat Iraq Programme and/or the Head of UN-Habitat Kurdistan Region of Iraq Office, and/or their designate, the incumbent will be assigned to UN-Habitat Erbil Office and be responsible for the following duties under the project titled "Gender-sensitive Durable Shelter Support for Internally Displaced Persons in Iraq":

- Coordinate with engineers assigned for each project site to ensure timely and effective implementation of the project activities;
- Draft and finalize quarterly reports to be submitted to the donor;
- Establish and operationalize Project Steering Committees for each targeted governorate in coordination with the governorates and implementing partners;

- Organize and attend Project Steering Committee meetings on a regular basis;
- Assess and gather good practices, challenges faced and lessons learned in the management of existing IDP shelter sites in Iraq in consultation with relevant government counterparts, UN agencies, NGOs, IDPs and host communities;
- Organize stakeholder meetings to develop and finalize beneficiary selection guidelines and criteria, taking into consideration vulnerability, socio-cultural background and gender of beneficiaries;
- Identify roles and responsibilities for gender-sensitive management and maintenance of the IDP shelter sites and agree with the targeted governorates;
- Plan and organize awareness-raising and capacity building workshop(s) targeting relevant governorate counterparts, beneficiaries and members of host communities to manage and maintain shelter sites with gender sensitivity;
- Support resource mobilization for future projects to be implemented by UN-Habitat Iraq Programme; and
- Perform other duties as assigned by Head of UN-Habitat Iraq Programme and/or Head of UN-Habitat Kurdistan Region of Iraq Office.

3. Expected Deliverables

The incumbent is expected to submit the following deliverables in the course of his/her assignment:

- Quarterly Progress Reports to be submitted to the donor
- Terms of Reference for Project Steering Committees in each targeted governorate
- Minutes of Project Steering Committee meetings
- Assessment report on good practices, challenges faced and lessons learned in the management of existing IDP shelter sites in Iraq
- Minutes of stakeholder meetings for development and finalization of beneficiary selection guidelines and criteria
- Completion report of awareness-raising and capacity building workshop(s)

4. 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.

5. Required Skills and Experience

Education:

An advanced university degree (Master’s degree or equivalent) in international relations, development studies, public administration, or other relevant field of studies is required.

Experience and Skills:

A minimum of seven years experience in development assistance, project management or other relevant field is required. Experience in the United Nations common system, in Iraq, and in the Government of Japan will be strong assets.

Language Requirements:

Proficiency in both spoken and written English is required.

6. Travel Requirements

The incumbent will be based in Erbil, with travel to the field if and when required. The work schedule during the entire duration of the assignment should be agreed with the Head of Iraq Programme at the beginning of the assignment.

Cost/Time Implication Table (for internal use only – to be removed when advertised)

Working Week	No. of Weeks	Monthly Rate	Amount Paid in USD
1 st – 4 th week	4	TBD	TBD
5 th – 8 th week	4	TBD	TBD
9 th – 12 th week	4	TBD	TBD
13 th – 16 th week	4	TBD	TBD

17 th – 20 th week	4	TBD	TBD
21 st – 24 th week	4	TBD	TBD
Total Amount to be Paid to IC			TBD