

## TERMS OF REFERENCE

Post Title	: Human Settlement Advisor
Duty Station	: Erbil, Iraq, with possibility to travel to other governorates as required
Type of Contract	: Individual Contractor
Starting Date for Contract	: 01 August 2016
End Date for Contract	: 20 December 2016
Contract Duration	: 80 working days within 5 months

### 1. 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.

In addition to the substantial involvement of UN-Habitat in the Humanitarian response process to support IDPs and refugees in Iraq, the Programme is working with central and local government partners to support them, in strengthening relevant aspects of governance and management in the following urban areas:

- Effective urbanization, urban planning, and local governance;
- Improved land management and administration;
- Increased emphasis on pro-poor housing; and
- Improved infrastructure and basic services.

With competing demands and competition for land, increasing urbanisation and increasing scarcity of natural resources, achieving the development plans of the Federal Government and the Regional Government of Kurdistan (KRG) requires strategic planning processes at city, district, governorate and regional levels.

Planning processes allow citizens to participate in prioritising needs across a range of dimensions, including economic, social and environmental. Planning also allows governments to make decisions on land-uses in order to meet current and projected needs, consider the phasing and density of urban growth in order to accommodate growing urban populations while minimising impacts on agricultural land, define areas for industrial expansion and natural conservation, explore economic opportunities through urban growth corridors along strategic routes, reduce traffic and generate local employment through mixed use urban areas, improve the effectiveness of agricultural economies through planning market towns with links to villages, cities and main roads, etc.

However, the governments' respective institutions have very limited capacity in urban, regional and land-use planning. Currently this work is given to foreign and local companies, and without a

cohesive framework of a regional spatial plan, district, governorate and city plans are incongruent and quite ineffective.

In 2014, UN-Habitat launched a capacity building project in the area of Urban and Regional Planning with the KRG titled “Strengthening Urban and Regional Planning in KRG (SURP).” Through tailored training programme and on-the-job learning, at regional and governorate levels, the project addresses the following critical issues:

- (1) Lack of trained professionals;
- (2) The need for clear vision and well managed urban planning teams;
- (3) Lack of a regional spatial plan aligned with KRG sectoral development directions, that provides context to district and urban plans;
- (4) The need to periodically review the existing urban master plans;
- (5) The need for an improved system for urban and regional planning; and
- (6) The need for political and public support to mobilise changes in the urban planning and land management system.

Within SURP, the essential components of the planning process including participatory planning approaches, and cross cutting issues of gender and environment are well addressed.

Another project implemented by UN-Habitat Iraq Programme, the EU-funded multi-agency Local Area Development Programme (LADP II), aims at strengthening good governance in Iraq by improving the delivery of public services, through effective planning and implementation at the governorate level that is fully reflected in budgetary allocation processes at the Federal level. This programme is expected to increase the capacity for monitoring, coordination between all levels of government i.e. central and regional governorates with a view to localizing urban development strategies, sectoral/spatial planning and implementation in the fields of urbanization and structural planning at governorate level including appropriate land allocation and site selection for development project, resulting in higher budget execution and service delivery, as well as improved sector wide planning. In this context UN-Habitat is supporting the respective government institutions in developing the National Urban Strategy (NUS) that would ensure balanced and resilient urban systems. The NUS will be developed based on spatial and strategic planning techniques but importantly will also be a model approach towards UN-Habitat New Global Urban Agenda.

Spatial and strategic planning under LADP II, is of utmost importance to Iraq’s social and economic development, due to the key roles it plays in addressing governance issues, balancing the relationship between environment and urbanisation but also seats conformably with Iraq’s spatial development vision and NDP 2012-2017 in terms of:

- Developing primary and secondary spatial poles to reduce the gap between urban and rural and amongst governorates;
- Strengthening coordination mechanisms between the centre and the governorates;
- Ensuring balanced rights to space (private, collective and public) of all citizens, and economic actors/drives;

- Ensuring resilient urban policy approach and capacities;
- Realistically allocate public resources so that they provide an adequate spatial framework to support economic, social and human development, and support investment of the private sector in development; and
- Correspond to country's administrative capacity and to be relevant to the system of governance, deriving from the cultural tradition.

## **2. Duties and Responsibilities**

Within the delegated authority and under the supervision of Head of UN-Habitat Kurdistan Region of Iraq Office, and/or his/her designate, the incumbent will be responsible for the following duties:

Under SURP:

- Provide policy leadership and technical direction of the project, including supervision of the managerial and administrative staff, and liaison with the Urban Planning Units of MoMT and Erbil Governorate;
- Liaise when required with MoMT and Erbil Governorate to ensure that the Project remains on-track and relevant to their Urban Planning needs and concerns;
- Finalize the development and delivery of selected hands-on Capacity-Building Modules (drafting of relevant Urban Planning Manual section, Urban Framework for Small Towns, and Review of Erbil Master Plan Reports);
- Support and provide technical guidance to Specialist and National Consultants in the design and delivery of further Capacity-Building Modules and supporting material, including their inputs to the Urban Planning Manual, ensuring that agreed standards of content and design are adhered to;
- Support and provide technical inputs to the development and production of Plans, Proposals and Analyses relating to the Planning Tasks prepared under the guidance of the International Consultant - Urban Planning Specialist; and
- Organize a final presentation of the project's achievements and outputs to counterparts.

Under LADPII/UN-Habitat:

- To lead and advise the consultants team to develop multi-dimensional and thematic spatial representation maps and strategies proposed under LADPII as follows:
  - The National and Governorates Urban Strategies
  - The Spatial Distribution of GDP
  - Budget Execution in 4 Governorates
  - The Conservation & Development Plan for the Historical Quarters of Basra (Governorate's Pilot plan)
  - Planned Urban Extension in Maysan
  - Industrial Spatial Development Vision (Governorate's Pilot plan)
  - Governorate's Transport Master Plans (Governorate's Pilot plans) 2017
  - State Land Inventories (Governorate's Pilot plans) 2017
- Performs other duties as required.

### **3. Expected Deliverables**

By the end of the assignment, the incumbent is expected to submit the following deliverables:

Three monthly progress reports for the following periods: (a) 1 August - 6 September 2016; (b) 7 October - 6 November 2016; and (c) 7 November - 20 December 2016.

### **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 engineering, urban planning, environmental management or other relevant field of studies is required.

### Experience and Skills:

A minimum of ten years field-based experience in programme/project planning and implementation, preferably with international organizations is required. Knowledge on urban planning, urban governance and/or urban basic services reform is desirable. Experience in the Middle East and/or Arab States, especially in Iraq, will be an asset.

### Language Requirements:

Proficiency in both spoken and written English is required.

## 6. Travel Requirements

The incumbent will be based in Erbil, Iraq, with possibility to travel to other governorates as required.

Task	Payment Schedule
Upon satisfactory submission of monthly progress report for 1 August – 6 September 2016	35% First payment
Upon satisfactory submission of monthly progress report for 7 October – 6 November 2016	35% Second payment
Upon satisfactory submission of monthly progress report for 7 November – 20 December 2016	30% Third Payment
<b>Total</b>	

### Travel Cost

Travel	Details	
2 Round ticket (home base – duty station - home base)	Round Ticket	2 round tickets

### NOTE:

UN-Habitat will cover the below expenses:

- DSA and terminals will be paid separately on ad-hock basis for missions outside the duty station (Erbil) only.
- Two return tickets will be arranged and paid (home – duty station – home).