

Terms of Reference
FOR INDIVIDUAL CONTRACT

Job Opening number:

Position Title: Local Strategic Advisor South Africa

Unit: UNHABITAT GSD UPB PFES Urban Lab

Agency: United Nations Human Settlements Programme

Duration: 6 March 2021 until 5 March 2022 (12 months)

Report To: Programme manager of GFCP

Background/Objective of the Assignment

1. About UN-Habitat

UN-Habitat, the United Nations Human Settlements Programme, is mandated by the UN General Assembly to promote socially and environmentally sustainable and resilient towns and cities. It is the focal point agency for all urbanization and human settlement matters within the UN system. UN-Habitat envisions well-planned, well-governed and efficient cities and towns, with adequate housing, infrastructure and universal access to employment and basic services such as water, energy, and sanitation.

Being the custodian agency in particular for SDG11 - the cities' goal - of the Agenda 2030 for Sustainable Development and the focal point to oversee the implementation of the New Urban Agenda, UN-Habitat has an existing mandate for global monitoring and supporting cities in preparing for a better urban future. Furthermore, UN-Habitat is supporting the urban implementation of the Sendai Framework and Paris Agreement on Climate Change.

The New Urban Agenda, aligned with the 2030 Agenda for Sustainable Development and the Paris Agreement on climate change, is an inclusive, action-oriented, and concise document intended to guide the next 20 years of sustainable and transformative urban development worldwide. It has a strong focus on the inclusion and participation of stakeholder groups, civil society, and grassroots organizations. Sub-national and local governments are supported as strategic and operational partners for implementation, along with national governments.

As our cities and towns grow at unprecedented rates, setting the social, political, cultural and environmental trends of the world, sustainable urbanization is one of the most pressing challenges for the global community in the 21st century. In 1950, one-third of the world's population lived in cities. Just 50 years later, this proportion has risen to one-half and will continue to grow to two-thirds, or six billion people, by 2050. Cities are now home to half of humankind. They are the hub for much national production and consumption- economic processes that generate prosperity and opportunity. But they also create disease, crime, pollution and poverty. In many cities, especially in developing countries, slum dwellers number more than 50% of the population and have little or no access to shelter, water and sanitation. This is where UN-Habitat is mandated to make a difference for the better.

2. Global Future Cities Programme

The Global Future Cities Programme (GFCP) under the UK Foreign, Commonwealth & Development Office's Prosperity Fund (UK FCDO) aims to deliver 30 targeted urban interventions in 19 cities across 10 countries to encourage sustainable development, increase prosperity whilst alleviating high levels of urban poverty. The programme will also create significant short and long-term business opportunities in growing markets forecast to be regional growth hubs. In addition, the programme will make a significant contribution to achieving the Sustainable Development Goals (SDG) and implementation of the New Urban Agenda (NUA).

The Global Future Cities Programme includes cities in Brazil, South Africa, Nigeria, Turkey, Myanmar, Indonesia, the Philippines, Malaysia, Thailand and Vietnam.

The programme builds upon three integrated pillars, that collectively will address key barriers to prosperity, in selected cities:

- Urban planning – technical assistance for spatial restructuring (city strategies, urban renewal, regeneration, master planning and planning frameworks)
- Transportation – technical assistance to support cities to develop integrated multi-modal public transport systems
- Resilience – technical assistance to develop strategies to address the impact of climate change (e.g. flooding) and ensure development is sustainable

The programme is delivered in two phases: a Strategic Development Phase, followed by an Implementation Phase.

Strategic Development Phase

The Strategic Development Phase of the GFCP was implemented by UN-Habitat's as a lead executive agency from April to December 2018. This phase aimed at supporting the UK FCDO in the identification, further definition and validation of 30 urban interventions in the 19 cities part of the Programme. UN-Habitat's contribution focused on supporting an improved definition of strategic and transformative projects that are implementable and which contribute to the city's objectives, while at the same time ensuring an adequate level of city ownership and citizen engagement.

This resulted in the development of Terms of References (ToRs) for each of the 30 urban interventions, supported by 19 city context reports, eight thematic cluster papers, five policy papers and two normative reports, as input and basis for the Implementation Phase. The Strategic Development Phase contributed to demonstrating how each intervention could contribute to multiple SDGs and gave recommendations based on international practices, while aligning with city visions for development.

Implementation Phase

The Implementation Phase of the GFCP is operational from September 2019 to March 2022. During the Implementation Phase, the 30 urban interventions will be delivered also contributing to the positioning the GFCP in an international context and demonstrating the added value of bridging global and local development agendas through achieving the Sustainable Development Goals and implementing the New Urban Agenda.

While the UK FCDO, including the Country Programme Managers, are ultimately responsible for the delivery of the Global Future Cities Programme, the 30 urban interventions will be carried out in the form of Technical Assistance by private sector Delivery Partners with international and national presence, as well as expertise in cross-cutting issues, SDGs and the NUA.

The UK FCDO has requested UN-Habitat's to support the Implementation Phase by providing strategic advice, knowledge management and quality recommendations on both Programme and local levels. A programme level capacity building component will be delivered with the support of an implementing partner, the United Kingdom Built Environment Advisory Group (UK BEAG). UN-Habitat's main contribution will be to work as a neutral actor, facilitating a process to make sure that interventions adequately incorporate principles for sustainable urbanization, that cities are capacitated to sustain the interventions in the long-run and that knowledge will be shared on local and global level.

Urban projects in South Africa

The Global Future Cities Programme in South Africa comprises five urban interventions in the cities of Cape Town, Johannesburg and Durban, as per described below:

Cape Town is the legislative capital of South Africa, hosting the Parliament, and is the provincial capital of the Western Cape with an approximate of 4,4 million inhabitants. In the past two decades, City of Cape Town Metropolitan Municipality (CCT) has made remarkable progress in certain aspects of human development, including access to water, electricity, basic education and healthcare. However, a large number of Capetonians still live chronic stresses such as high unemployment, poverty, crime and lack of availability of affordable housing. The main objective

of the intervention proposed by the Global Future Cities Programme in Cape Town is to support and supplement the City of Cape Town's Data Strategy, part of the Evidence-Led Decision-Making Programme (Integrated Development Plan 2017-2022), transforming City data into meaningful and relevant business information which can effectively support decision-making.

Johannesburg is the capital of the Gauteng Province. By size Gauteng is the smallest of the nine South African provinces but by population it is the biggest, representing some 24 per cent of the overall population, with an estimated population of 14.4 million at 2016. The city is a global financial centre and economic powerhouse and contributes around 17 per cent to national GDP, whereas at the same time, Johannesburg has high levels of unemployment, poverty and one of the highest levels of inequality in the world. The Global Future Cities Programme has identified two areas of intervention that could match priority programmes and processes currently underway within the city of Johannesburg. These are:

- A review of the Fourth Industrial Revolution (4IR) trends and effects on urban mobility, which aims to assess current and future trends in technology that are impacting on or likely to impact on urban mobility in the city. The intervention will determine the likelihood of these trends happening in the city, their impact and determination of 'winners and losers'.
- A Strategic Area Framework for Soweto (SAF), that incorporates planning, transport and resilience considerations and develops specific tools to tackle development challenges.

Durban is the largest city in the Province of KwaZulu-Natal and the third-largest city in the country, located on the east coast of South Africa along the Indian Ocean. Durban covers an area of approximately 2,556km² with 3.87 million inhabitants in 2017. The eThekweni Metropolitan Municipality (eMM), comprised of the city of Durban and its surrounding towns, is South Africa's second-largest economic centre after Johannesburg and the second most significant industrial region. However, Durban maintains high rates of income inequality, with the second highest level after Johannesburg. The two interventions in Durban are focused on data and informal settlements, and improved governance coordination for transit-oriented development, respectively:

- Informal Settlements Information Management Solution (ISIMS): While data on its own will not directly improve the condition of informal settlements, it could provide a starting point for informed, evidence-based collaborative action. The overall objective of the first intervention proposed by the Global Future Cities Programme is to develop a data management solution that will facilitate collection, analysis and integration of data related to informal settlement planning, upgrading and support.
- Enhanced Institutional Governance for Transit-Oriented Development (ETOD): Additionally, eThekweni is currently focusing on achieving a more spatially efficient, inclusive, integrated and compact urban form where employment, social services and opportunities are easily accessible and connected to all parts of the city. In this regard, an intervention on enhanced institutional and governance coordination for supporting alignment of stakeholder plans working on Transit-oriented Development was identified as a key response to advance socio-spatial transformation.

Programme components: SDG Project Assessment Tool, Knowledge Management and Capacity Building

SDG Project Assessment Tool:

The 'SDG Project Assessment Tool; Guidance for cities to develop interventions towards inclusive and sustainable urbanization' (the Tool) will be applied to capacitate city authorities to conduct quality recommendations during the interventions' development, and to enhance their ability for executing and sustaining the interventions beyond the Programme's timeframe.

Throughout the Programme period, the SDG Project Assessment Tool will be applied at periodic 'SDG Project Assessment Sessions' in each city. The sessions will provide a qualitative assessment of deliverables submitted by the Delivery Partners against each Terms of Reference (ToR). The sessions will be participatory events between city authorities, delivery partners and the UK FCO. During the course of the Programme, it is expected that 4 to 6 assessment sessions will be conducted for each project.

Knowledge Management:

A web-based platform has been created to facilitate the management of the knowledge captured and produced from the different activities of the Programme. The platform is envisioned as a tool for disseminating knowledge between

the multiple partners and stakeholders of the Global Future Cities Programme, enabling knowledge exchange amongst them and particularly city-to-city learning. A public component of the platform aims to disseminate knowledge to the global audience.

Capacity Building Programme:

As part of the programme implementation, city authorities will be supported with strategic advice and capacity building through an integrated approach. Technical assistance of the Delivery Partners will be complemented with learning-by-doing capacity building activities, (i.e. embedded in SDG project assessment process) and with a programme level capacity building and training component. The methodology and the thematic of these activities will be developed by UN-Habitat together with the implementing partner (UK BEAG), while the organization and delivery of the specific events will be led by UK BEAG.

3. Objectives

The overall result of this consultancy is the provision of strategic and technical support to city authorities, UK FCDO local posts, and Delivery Partners of the Global Future Cities Programme's component in South Africa, towards sustainable urbanization and the achievement of SDGs.

4. Scope of Work

The consultant will represent UN-Habitat and interacts with all the stakeholders of the Programme, therefore he/she will be appointed on the basis of securing the highest standards of efficiency, competence, and integrity. As a UN representative, he/she is expected to exhibit and adhere to the highest standards of ethical conduct.

A network of Local Strategic Advisers, where possible integrated in UN-Habitat's existing Regional and Country Offices, will be based in each country. The role of the Local Strategic Advisers will be aligned to context-specific needs, in coordination and alignment with UK FCDO Country Programme Manager. Some of the key responsibilities of the Local Strategic Advisors are as follows:

- Support the UK FCDO Country Programme Managers with stakeholder engagement and communication;
- Provide strategic and expert advice as part of programme delivery;
- Ensure alignment of UN-Habitat's and UKBEAG's activities with those of the Delivery Partners;
- Support city authorities with technical recommendations;
- Facilitate the application of the SDG Project Assessment Tool (SDG Tool);
- Organise, deliver and report on SDG Assessment Sessions; and
- Promote city-to-city learning and knowledge exchange.

In South Africa, UN-Habitat requires two consultants: one consultant to manage the activities to be carried out in Cape Town and Durban, alongside local UK Government representative(s), and another one to manage activities in Johannesburg. The present Terms of Reference only refers to the activities in Cape Town and Durban.

The workload will adapt to the needs of the activities implemented in the different phases of the Programme, therefore it is expected that periods of intense engagement will be alternated and compensated by periods of less demanding engagement.

5.Expected Outputs and Deliverables

There are twelve main outputs related to this consultancy:

Overall Programme

1. Workplan document of activities for UN-Habitat Local Strategic Advisors for the implementation of SDG Sessions and Capacity Building activities in South Africa.

Durban: ISIMS Project

2. Report on high-level technical reviews and SDG Project Assessment Sessions carried out for the ISIMS project outputs, within the second and third quarter of 2021. The report should be accompanied with a project milestones calendar for the period between April and September 2021.

Durban: ETOD Project

3. Report on high-level technical reviews and SDG Project Assessment Sessions carried out for the ETOD project outputs, within the second and third quarter of 2021. The report should be accompanied with a project milestones calendar for the period between April and September 2021.

Cape Town: Data Strategy & Economics Capacity Building Project

4. Report on high-level technical reviews and SDG Project Assessment Sessions carried out for the Data Strategy & Economics Capacity Building project outputs, within the second and third quarter of 2021. The report should be accompanied with a project milestones calendar for the period between April and September 2021.

Knowledge Management and Capacity Building

5. Report on support provided to the implementation of UK BEAG Capacity Building activities in South Africa.
6. Report on support provided to the implementation of the Knowledge Management Platform in South Africa, including the developing of short stories, press notes, and community forum posts as requested.

6. Duration of Work

The duration of assignment will be 6 months.

7. Duty Station

Duty station Cape Town, South Africa.

8. Required Qualifications

Education:	A bachelor's degree in urban planning/development, or related field that is relevant to urban planning is required.
Experience:	<ul style="list-style-type: none">• Minimum of 15 years of relevant work experience in the fields of urban planning, urban development, spatial planning, or similar;• Experience working with local governments in South Africa, and particularly with the cities of Durban and Cape Town, is required;• Experience working with the Agenda 2030, and particularly the "SDG Project Assessment Tool" is an asset;• Working experience with international development agencies and in particular UN-Habitat is an asset.• Experience working on community-based planning, and/or innovative collaboration is an asset;• Experience working on smart city transitions and transformative urban development projects is an asset;

Language:

- Fluency in English, written and verbal is required.

Functional Competencies:

1. Teamwork
2. Professionalism
3. Communication
4. Client Orientation

5. Technological awareness

Skills

- Working knowledge and understanding of the Sustainable Development Goals and of the New Urban Agenda;
- Strong network within local government and private sector in South Africa;
- Extensive, proven experience in producing feasibility, evaluation or policy recommendation reports;
- Strong communications skills, including writing, presenting and facilitating workshops; and
- Able to work independently and as part of team and deliver on time under pressure.

Core Competencies:

- Demonstrating/safeguarding ethics and integrity
- Demonstrate corporate knowledge and sound judgment
- Self-development, initiative-taking
- Acting as a team player and facilitating team work
- Learning and sharing knowledge and encourage the learning of others. Promoting learning and knowledge management/sharing is the responsibility of each staff member.
- Informed and transparent decision making

9. Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on **Lump Sum Amount**. The term “all-inclusive” implies that all costs (professional fees, communications, consumables, medical insurance etc.) that could be incurred by the IC in completing the assignment are already factored into the daily fee submitted in the proposal., Travel and daily allowance cost will be covered by the Programme and should not be included in the Lump Sum Amount.

Payments shall be done upon verification of completion of deliverables/outputs and approval by the IC’s supervisor of a report indicating deliverables in the period.

	Payment [in relation to above deliverables]	Time Required
1	Workplan document of activities for UN-Habitat Local Strategic Advisors for the implementation of SDG Sessions and Capacity Building activities in South Africa.	1 month
2	Report on high-level technical reviews and SDG Project Assessment Sessions carried out for the ISIMS project outputs, within the second and third quarter of 2021. The report should be accompanied with a project milestones calendar for the period between April and September 2021.	1 month
3	Report on high-level technical reviews and SDG Project Assessment Sessions carried out for the ETOD project outputs, within the second and third quarter of 2021. The report should be accompanied with a project milestones calendar for the period between April and September 2021.	1 month

4	Report on high-level technical reviews and SDG Project Assessment Sessions carried out for the Data Strategy & Economics Capacity Building project outputs, within the second and third quarter of 2021. The report should be accompanied with a project milestones calendar for the period between April and September 2021.	1 month
5	Report on support provided to the implementation of UK BEAG Capacity Building activities in South Africa.	1 month
6	Report on support provided to the implementation of the Knowledge Management Platform in South Africa, including the developing of short stories, press notes, and community forum posts as requested.	1 month
	Total	6 months

Evaluation Criteria

Education:	Bachelor's degree in urban planning/development, or related field that is relevant to urban planning (10 points)
Experience:	<p>Minimum of 15 years of relevant work experience in the fields of urban planning, urban development, spatial planning, or similar (10 points)</p> <p>Experience working with local governments in South Africa, and particularly with the cities of Durban and Cape Town (10 points)</p> <p>Experience working with the Agenda 2030, and particularly the "SDG Project Assessment Tool" (5 points)</p> <p>Working experience with international development agencies and in particular UN-Habitat (5 points)</p> <p>Experience working on community-based planning, and/or innovative collaboration (5 points)</p> <p>Experience working on smart city transitions and transformative urban development projects (5 points)</p>

Annex I – Evaluation and Selection Criteria

The proposal submitted will be disregarded in case of a breach of the provisions of this Notice:

File 1, containing the CV and

File 2, containing the Proposed Price in USD (US Dollars).

The final criteria for this selection process will be **TECHNICAL CAPACITY and PRICE**.

In the financial proposal, the candidate must separate the amount that will be charged for the development of the products from the amount that will be charged for each mission.

The maximum score in Technical Qualification is 100 points.

Qualification criteria are divided into 02 (two) steps:

- a) **Step 1 (qualification / no scoring)**: analysis of the CV regarding compliance with the mandatory requirements specified in the Terms of Reference.

Candidates who do not meet the minimum mandatory criteria described in Item 5 of the Terms of Reference will be disqualified at this stage.

- b) **Step 2 (classification / scoring)**: CV analysis

CV scoring (100 points)

The criteria for CV analysis are listed in the table below. Only the résumés of candidates accepted under Step 1 of Qualification (desk review of the CVs on mandatory requirements) will be analysed.

1. CLASSIFICATION OF THE TECHNICAL PROPOSALS (CV)

Evaluation of CVs (100%). The maximum score in the Technical Qualification is 100 points.

CV - Step 2 of Technical Qualification			
Criteria	Score	Weight	Maximum Score
Bachelor's degree in urban planning/development, or related field that is relevant to urban planning (10 points)	0 to 10	2	20 points
Minimum of 15 years of relevant work experience in the fields of urban planning, urban development, spatial planning, or similar (10 points)	0 to 10	2	20 points
Experience working with local governments in South Africa, and particularly with the cities of Durban and Cape Town (10 points)	0 to 10	2	20 points
Experience working with the Agenda 2030, and particularly the “SDG Project Assessment Tool” (5 points)	0 to 5	2	10 points
Working experience with international development agencies and in particular UN-Habitat (5 points)	0 to 5	2	10 points
Experience working on community-based planning, and/or innovative collaboration (5 points)	0 to 5	2	10 points
Experience working on smart city transitions and transformative urban development projects (5 points)	0 to 5	2	10 points
Maximum score of the Technical Qualification			100 points

The Evaluation Committee will be comprised of at least three members who will assign individual evaluation scores. The final score of the consultant under evaluation will be the weighted average of individual scores of the evaluators.

Individual scores will be awarded in accordance with the information submitted in the candidate's Curriculum Vitae. Therefore, it is important that candidates **clearly indicate in their CV the professional experience required in both the qualification and classification phases**, so that the evaluation committee may conduct a proper analysis.

2. CLASSIFICATION OF BUSINESS PROPOSALS (PRICE)

Only the business proposals (price) of candidates who attain a **Final Technical Score of 70 points or higher in Step 2** (Phase 1: CV Review) will be taken into consideration.

The Final Score—FS—of the process will be reached by the sum of the **Final Technical Score—TS** multiplied by a factor of **0.70**, and the **Price Proposal score—PS—multiplied by a factor 0.30**, i.e.:

$$FS = TS \times 0.70 + PS \times 0.30$$

The **PS** score will be calculated according to the following formula:

$$PS = 100 \times LPP / Pep$$

Where:

PS = score of the price proposal

LPP = lowest price proposal

Pep = price proposal under evaluation

The lowest price proposal will score one hundred (100).

The proposal achieving the highest final Score will be selected.

3. SPECIAL CONSIDERATIONS

This process will be conducted by the UNDP, following the rules and guidelines of the agency (simplified selection and procurement through the IC—Individual Contract modality).

"According to the United Nations rules, hiring active servers of the Federal, State, Federal District or Municipal, direct or indirect, as well as employees of its subsidiaries, is allowed only in special circumstances."