

VACANCY ANNOUNCEMENT

Issued on 20th June 2017

Project:	Collective Humanitarian and Development Action to Build Resilience: Urban crisis and cities most at risk
Duty station of assignment	Barcelona (Spain)
Functional Title:	Advocacy, Outreach and Communication Consultant
Contract type:	Individual Contract (Consultancy Assignment)
Duration:	3 working months over a period of 4 months (with possibility of extension)
Closing date for applications:	28 June 2017

BACKGROUND

The World Humanitarian Summit (WHS) is a call to action by United Nations Secretary-General Ban Ki-moon and is part of a sequence of international events that are setting an ambitious change agenda for the future, starting with the Sustainable Development Goals, addressing climate change (COP) and natural disasters (Sendai), and developing a New Urban Agenda (Habitat III). There is a clear call emerging to align humanitarian and development action to build resilience, with a specific focus on urban crises and cities most at risk. One of the concrete commitments being launched is the creation of a ‘Global Alliance for Urban Crises’ of municipal authorities, urban professionals and humanitarian and development actors. This will tackle escalating risk and generate urban-specific response mechanisms that build on more resilient people, infrastructure, and systems, focusing particularly on the most at-risk towns and cities.

The consultancy is part of the project “Collective Humanitarian and Development Action to Build Resilience: urban crisis and cities most at risk”, under the Cities Resilience Profiling Programme. The project allows UN-Habitat, in collaboration with a wide range of partners to support the Global Alliance for Urban Crises and its activities.

OBJECTIVE

The specific objective of this consultancy is to provide short term advocacy, outreach and communication support to the implementation of the project. A junior consultant with relevant expertise in the area of work is required.

MAIN RESPONSIBILITIES

Under the overall supervision of the Chief Technical Advisor of the City Resilience Profiling Programme, and with substantive guidance from the appointed Global Alliance for Urban Crises Steering Group members, where relevant, as well as in close coordination with UN-Habitat’s Advocacy, Outreach and Communications Unit, the candidate will provide substantive professional support to the Programme and will undertake the following tasks:

- Support the organization of events in support of the operationalization of the Global Alliance for Urban Crises;
- Support the development and roll out of an advocacy, outreach and communication strategy in support of the Global Alliance for Urban Crises members and interested media partners
- Maintain a database of commitments and provide feedback on overlap and gaps against the overall Urban Crises Recommendations of the Global Alliance for Urban Crises;
- Provide inputs into the necessary documents to allow for the operationalization of the Global Alliance for Urban Crises;

- Provide inputs into funding proposals to mobilise resources for the functioning of the Global Alliance for Urban Crises.
- Support other activities of the Secretariat as needed.
- Undertake any other tasks for the Programme, which are in line with the experience of the consultant.

DUTY STATION

The work shall be performed from the CRPP Barcelona office.

REPORTING ARRANGEMENT

The Consultant to report on a day to day basis to the Coordinator of the Secretariat of the Global Alliance for Urban Crises.

PROGRESS CONTROLS AND PAYMENT INSTALLMENTS

Payment will be done in installments on a monthly basis upon completion and acceptance of monthly progress report. A time sheet must be submitted by the individual contractor, duly approved by the Chief Technical Advisor, which shall serve as the basis for the payment of fees. Final payment amount will be based on actual man-days worked for that month.

TRAVEL

If UN-Habitat determines that the individual contractor needs to travel outside the UN-Habitat CRPP Barcelona office in order to perform his/her assignment, that travel is provided by the organisation. When travel is authorized for the individual contractor, economy class shall be the standard of accommodation for air travel in all cases and irrespective of the duration of the journey. Individual contractors are responsible for all necessary visas and work permits required by local authorities before commencing their assignment with UN-Habitat

COMPETENCIES

Professional: Knowledge of concepts and approaches relevant to urban crises, urban resilience, urban fragility, humanitarian principles, and humanitarian response mechanisms, stakeholders' coordination, and capacity development. **Communication:** Excellent written and verbal communication skills and ability to communicate across different socio-cultural environments. **Teamwork:** Excellent interpersonal skills and ability to operate effectively within multi-cultural environments, the UN wide system and INGOs and with all levels. **Creativity:** Offers new and different options to solve problems or meet client needs

EDUCATION

- Master's Degree in urban planning and design, international development, international relations or similar fields deemed relevant to the subject areas covered by this Terms of Reference.
- A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

A minimum of 7 years work experience including:

- Demonstrated work experience in the field of international development
- Demonstrated work experience in the United Nations system and knowledge of its architecture and coordination mechanisms
- Demonstrated work experience in organizing events, communications and use of social media.
- Demonstrated skills in report writing and producing clear, concise and well written facts and arguments
- Ability to work with minimal supervision and with good sense of initiative to keep the supervisor regularly informed of progress.

- Good communications, reporting and representation skills
- Good team-work and drive for results.

LANGUAGE SKILLS

English and French are the working languages of the United Nations. For the post advertised, excellent proficiency in spoken and written English is required. Knowledge of French and Spanish are an asset.

SPECIAL CONSIDERATIONS:

The candidate should be:

- Familiar with, and committed to the goals of UN-Habitat
- Willing to take responsibility, act professionally at all times, and make sure tasks are fully completed
- Able to work under pressure in diverse environments with minimum supervision
- Proficient in use of Microsoft Word, Excel and Power Point and social media tools
- Ability to work to schedule, but where requested to be flexible with changes in timelines
- Able to meet deadlines for reporting and all project work
- Express enthusiasm and willingness to continue learning new skills and share experiences with other members of the team

EVALUATION CRITERIA

Applicants will be evaluated based on a cumulative analysis taking into consideration the combination of the applicants' qualifications, work experience and financial proposal. The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

responsive/compliant/acceptable having received the highest score out of a pre-determined set of weighted technical (70%) and financial criteria (30%) specific to the solicitation.

CV Review:

- Educational qualifications as defined in the ToR (10 points);
- Minimum 7 years of relevant work experience as defined in the ToR (20 points);
- Skills and considerations as defined in the ToR (10 points)
- Language proficiency in spoken and written English (10 points)
- Competency based interview max points (20 points)

Maximum available technical score points: 70.

Incomplete proposals may not be considered. The fees might be subject for changes and negotiations starting from the proposed fee of the consultant. All consultants are required to comply with the UN security directives set forth under dss.un.org. General Conditions of contract for the services of Individual contractor can be downloaded from:

http://procurement-notices.undp.org/view_file.cfm?doc_id=7879

HOW TO APPLY

Interested candidates must submit an email **quoting the post title and the duty station** to the following email address: **office@cityresilience.org**

with the following documents/information to demonstrate their qualifications:

- **Cover letter** explaining why they are the most suitable for the work
- **Completion of a CV in P11 Form** which can be downloaded at <http://mirror.unhabitat.org/content.asp?typeid=24&catid=435&id=3867>
- **Financial Proposal.** The offeror's letter including form for the financial proposal can be downloaded at http://unhabitat-kosovo.org/repository/docs/Financial_proposal_IC_6631.docx

The CV shall include information on the past experience in similar projects and at least 3 references.

Please be advised that since April 15th 2010, applicants for consultancies must be part of the UN-Habitat e-Roster in order for their application to be considered. You can reach the e-Roster through the following link: <http://e-roster.unhabitat.org>

All applications should be submitted to:

United Nations Human Settlements Programme (UN-Habitat)
City Resilience Profiling Programme

Email: office@cityresilience.org

Deadline for applications: 28 June 2017

UN-Habitat does not charge a fee at any stage of the recruitment process. If you have any questions concerning persons or companies claiming to be recruiting on behalf of these offices and requesting the payment of a fee, please contact: recruitment@unon.org