

VACANCY ANNOUNCEMENT

Issued on 3rd May 2017

Project:	Making Cities Sustainable and Resilient
Duty station of assignment	Barcelona (Spain)
Functional Title:	Partnerships and Communications Specialist
Contract type:	Individual Contract (Consultancy Assignment)
Duration:	Six months (with possibility for extension)
Closing date for applications:	21st May 2017

BACKGROUND

Fast growing cities and urban areas of the world are engines of growth and wealth accumulation. This growth can have positive social, cultural and educational impacts. On the other hand, evidence demonstrates that fast economic growth, combined with fast population expansion in urban areas, also increases disaster vulnerability and exposure. The level of urbanization is far higher in the developed world; however, the annual ‘urbanization rate’ is much faster in the developing world. The primary urban agglomerations with the highest concentrations of people and economic activity mostly overlap with the areas of extreme or high risk related to disasters such as coastal areas, along rivers and in flood plains.

Making Cities Sustainable and Resilient is a joint initiative with UNISDR, UN-Habitat and the European Commission that aims at improving understanding of, and capacity to, address disaster risk at the local level in crisis-prone cities. UN-Habitat will focus on supporting local capacities from crisis-prone cities, and humanitarian partners, in measuring their resilience status and have an action plan in order to build resilience.

The action builds on the achievements of the Hyogo Framework for Action – Building the Resilience of Nations 2005-2015, and paves the way toward the implementation of the Sendai Framework for DRR 2015-2030 at the local level. The Action will also contribute to the European Commission’s Action Plan for Resilience in Crisis Prone Countries 2013-2020 and The EU Approach to Resilience: Learning from Food Security Crises.

The project will work with local government institutions, to plan, coordinate, implement and support the various outlined activities. The primary and most direct beneficiaries will be local stakeholders, city authorities and civil society. Women, children and other at risk groups, as local level stakeholders, often disproportionately affected by crises situations, will be engaged and receive additional attention.

MAIN OBJECTIVE

The overall objectives of this project are:

- to build more inclusive, sustainable, and resilient cities, by strengthening the capacity of key public, private and civil society stakeholders to measure, make decisions, plan and develop actions for building resilience to ensure that public and private investments are risk-informed and that early interventions in crisis-prone cities are linked to longer-term development goals in line with the actions of the New Urban Agenda. This joint initiative aims at improving local government and stakeholder understanding of, and capacity for, developing and implementing resilience action plans.
- to translate UN-Habitat planning principles in relevant and sound technical and advisory inputs and capacity building to UN-Habitat partners engaged in urban planning activities and in other urban development work in close collaboration with UN-Habitat UPDB and Regional Offices.

MAIN TASKS OF THE ASSIGNMENT

The general purpose of the assignment is to mobilize partners and develop outreach activities seeking an increase of stakeholders' engagement in the UN-Habitat City Resilience Profiling Programme, as well as to create awareness on how to build more inclusive, sustainable and resilient cities.

The incumbent will report directly to the Chief Technical Advisor CRPP and collaborate with communication and technical staff to achieve the goals and objectives defined by the Programme.

In line with the communication strategy, tasks fall under five complimentary work areas:

1. Mobilising new and communicating with existing project partners, sponsors and member organizations to engage them in outreach activities.
2. Harvesting inputs from technical staff and focal points in partner cities with a view to creating communication products (news items, press release, audiovisuals, etc.).
3. Preparing specific content for communications products and campaign activities, in line with the Programme's brand and to meet needs.
4. Dissemination of communication products through existing and new channels with a 'track-to-learn' monitoring approach.
5. Coordination of public events and seminars to promote the project.

More specifically the assignment will include the following tasks:

- Develop an engagement and communications strategy for and with the project's partners and potential stakeholders;
- Liaise and consult with stakeholders' representatives to promote their lobbying efforts, meetings, and engagement strategies;
- Plan and coordinate substantive goals and outcomes of engagement-related events and meetings; manage and prepare relevant outcome materials (reports, notes to partners, press releases, etc);
- Upkeep of established communication outputs (newsletter, web new items, etc.) through collaboration with technical staff and management to identify/create pertinent content;
- Lead internal communication efforts by engaging with technical colleagues, management and outposted staff to ensure relevant information is shared (coordinate team meetings, internal information sharing);
- Support efforts to maximize uptake of communication products by coordinating comms channels (social media, website, printings, etc), translation, adaptation and editing of existing products for new audiences in collaboration with staff, interns, volunteers, partners;
- Coordinate the design and promotion of outreach and media campaigns: mapping target media (specialist and mainstream) and tracking outreach;
- Research and manage the calendar of major events focused on topics related to the programme, with particular awareness of strategic events that can expand influence or mobilize resources;
- Contribute to efforts to design and develop innovative ways to package products and messages in order to maximize uptake and reach new audiences;
- Make recommendations to improve communication work within the Programme;
- Lead specific tasks as outlined the communication strategy:
 - a. mapping of relevant stakeholders
 - b. implementation of a contact management system
 - c. support archiving of Programme events, achievements, milestones
 - d. any other tasks as required

DELIVARABLES AND TIMELINE

Monthly progress report to be submitted at the end of each working month, detailing the outputs, key observations, and work plan for the following months. Work plans will be agreed with the Chief Technical Advisor in advance on a monthly basis subject to the main tasks of the assignment (above) and in consideration of the workload priorities at that time.

DUTY STATION

The work shall be performed from the CRPP Barcelona office.

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.

COMPETENCIES

Professionalism: Knowledge and understanding of theories, concepts and approaches relevant to donor relations, public-private partnerships and private sector fundraising. Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual, analytical and evaluative skills to conduct independent research and the use of a variety of research sources. Ability to organize seminars, consultations, training workshops and special events. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements. Demonstrates professional competence and mastery of subject matter. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. *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:* Develops clear goals that are consistent with agreed strategies. Identifies priority activities and assignments; adjusts priorities as required. 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. Identifies clients’ needs and matches them to appropriate solutions. Monitors ongoing developments inside and outside the clients’ environment to keep informed and anticipate problems. Keeps clients informed of progress or setbacks in projects. Meets timeline for delivery of products or services to client.

EDUCATION

- Advanced university degree (Master’s degree) in journalism, political science, communication sciences & technologies or media, or similar fields deemed relevant to the subject areas covered by the CRPP 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 5 years of experience progressively responsible experience in areas related to the communication strategy, partners mobilization, media relations, editing and publication development and reporting, preferably in the United Nations system. Ability to work independently under minimal supervision.
- Experience with local governments and urban stakeholders preferred.

LANGUAGE SKILLS

- Fluency in verbal and written English and Spanish is required.
- Knowledge of Catalan will be considered an asset.

OTHER SKILLS

- Ability to work co-operatively with other staff and share experience;
- Excellent communication skills;
- Familiar with UN procedures;

- Familiar with global development frameworks: Sustainable Development Goals, New Urban Agenda, Paris Agreement, Hyogo Framework for Action – Building the Resilience of Nations 2005-2015, Sendai Framework for Disaster Risk Reduction 2015-2030, European Commission’s Action Plan for Resilience in Crisis Prone Countries 2013-2020, etc.

SPECIAL CONSIDERATIONS:

The candidate should be:

- Committed to UN-Habitat’s mission, vision and values.
- Willing to take responsibility and make sure tasks are fully completed
- Ability to work effectively and harmoniously within a team of colleagues from varied cultures and professional background.
- Displaying cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Sharing knowledge and experience
- Providing helpful feedback and advice to others in the office
- Able to meet deadlines for reporting and all project work

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 (15 points);
- Minimum 5 years of relevant work experience as defined in the ToR (25 points);
- Language proficiency in spoken and written English and Spanish (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: 21st May 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