

## VACANCY ANNOUNCEMENT

Issued on 15 May 2017

<b>Project:</b>	Making Cities Sustainable and Resilient
<b>Duty station of assignment</b>	Barcelona (Spain)
<b>Functional Title:</b>	Programme Assistant for Urban Resilience (Two positions)
<b>Contract type:</b>	Individual Contract (Consultancy Assignment)
<b>Duration:</b>	Five (5) months
<b>Closing date for applications:</b>	30 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 rapid sprawling population expansion in urban areas, also increases disaster vulnerability and exposure. The level of urbanization<sup>1</sup> is far higher in the developed world; however, the annual ‘urbanization rate’<sup>2</sup> 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. This joint initiative with UNISDR, UN-Habitat and the European Commission 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 and the New Urban Agenda adopted at Habitat III in Quito, Ecuador October 2016. 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, often disproportionately affected by crises situations, will be engaged and receive additional attention.

### MAIN OBJECTIVE

The overall objective of this project is 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.

The expected results are:

1. Increased commitments to build local-level resilience.
2. Local Resilience and investments measured.
3. Key issues and challenges identified in linking early interventions in crisis-prone cities to long-

<sup>1</sup> Percentage of population living in cities

<sup>2</sup> Percentage of population moving to cities on a yearly basis

term sustainable development inputs.

4. Capacity is built in cities and local governments to develop and implement integrated local climate and disaster resilience action plans.
5. Crisis-prone cities have enhanced capacity to develop and implement plans to increase their resiliency.

UN-Habitat will work in coordination with the Commission and EU Delegations in each city to ensure consistency with the EC programming documents and complementarity between thematic and geographic actions; this will also ensure complementarities of activities funded by other programmes and initiatives undertaken by other partners operating at the local level and globally.

### **MAIN RESPONSIBILITIES OF THE ASSIGNMENT**

Under the overall supervision of the Chief Technical Advisor and the direct supervision of the Tool Development Expert the incumbent will be responsible for performing the following tasks:

- Analyse the current tool and its related manual. Support its improvement in the methodology and content.
- Support the critical reflections, working sessions and further actions to implement resilience indicators into the programme and tool.
- Support the creation, development and calibration of diagnostic tools - including the City Resilience Profiling Tool (CRPT) and Resilience Action Plan (RAP).
- Analyse the inter-connected relationships between cross-cutting issues and different components and elements of the tool, and support in their further development.
- Support the CRPP Team in facilitating communications with the pilot cities of the programme and partner organisations to inform about the CRPT's development.
- Inform about the progress, problems and proposed solutions; contributes to the production of global reports, information and communication tools in the areas of intervention.
- Undertake research as requested on standards and indicators for urban resilience, data collection processes, statistics, or related topics to be used by the Programme;
- Support the review, analysis, and compilation of effective initiatives and best practices on building urban resilience or related topics to be used by the Programme;
- Undertake any other auxiliary tasks for the Programme, which are in line with the experience of the consultant.

### **DELIVERABLES 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.

### **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.

### **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.

### **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 Urban or Regional Planning and Design, Architecture, Development Studies, Engineering, or similar fields deemed relevant to the subject areas covered by the CRPP Terms of Reference.

### **WORK EXPERIENCE**

- A minimum of 1 year of experience in analysing data, indicators or methodologies; in developing guidelines, toolkits or policies for effective urban environments; in assisting the liaisons with private and governmental authorities, other national/international institutions and NGOs and in working within fragile urban environments.

### **LANGUAGE SKILLS**

- English, both verbal and written, is required.
- Spanish, French and Arabic will be considered an asset.

### **OTHER SKILLS**

- Knowledge of humanitarian and development fields particularly around environment, climate change, disaster risk reduction, reconstruction, recovery and monitoring and evaluation techniques.
- Ability to work with minimal supervision and with good sense of initiative to keep the supervisor regularly informed of progress.
- Good communications, reporting and presentation skills.
- Good teamwork and drive for results.

## 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 1 year of relevant work experience as defined in the ToR (25 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-notice.undp.org/view\\_file.cfm?doc\\_id=7879](http://procurement-notice.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](mailto: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](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:** 30 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](mailto:recruitment@unon.org)*



**United Nations Human Settlements Programme  
City Resilience Profiling Programme**

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