

## VACANCY ANNOUNCEMENT

Issued on 14 July 2017

<b>Project:</b>	Making Cities Sustainable and Resilient
<b>Duty station of assignment</b>	Barcelona (Spain)
<b>Functional Title:</b>	Web Designer & Developer
<b>Contract type:</b>	Individual Contract (Consultancy Assignment)
<b>Duration:</b>	3 months (in one year period)
<b>Closing date for applications:</b>	31 July 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 design and develop a new online platform that may gather knowledge, tools, resources and interaction on Urban Resilience. The new portal is created to raise awareness on how to build more inclusive, sustainable and resilient cities, as well as to increase stakeholders' engagement in the UN-Habitat's activity on Urban Resilience.

The incumbent will report directly to the Chief Technical Advisor of CRPP and work closely with the communications team to achieve the goals and objectives defined by the Programme.

In line with the strategy on communications for Urban Resilience at UN-Habitat, tasks fall under following complimentary work areas:

1. Conceptualization, Design and Development of a new digital portal on urban resilience;
2. Providing solutions for the optimization and enhancement of the new digital platform and web applications in terms of design, user interface, and functionality;
3. Providing solutions for data management and contacts database;
4. Leading training-sessions to non-technical staff for maintenance of the digital platform;
5. Coordination with the IT team at UN-Habitat Headquarters.

More specifically the assignment will include the following tasks:

- Plan and implement the development of the new website on urban resilience, including digital features such as maps, videos, calendars, image bank, library, among others;
- Advise on CMS platforms best suited to the needs of the programme (Drupal, Joomla, Wix, etc.)
- Create screen mockups for the new website and other potential applications;
- Make recommendations on web visualization and content management;
- Integrate the branding strategy into the website designs;
- Provide data visualizations and maps;
- Provide solutions for the optimization of the CMS to facilitate updating by non-technical staff;
- Liaise and consult with other UN-Habitat and UN digital platforms for a successful integration of contents;
- Handle both back end and front end issues as requested;
- Manage bug tracking systems in a timely manner;
- Provide quality assurance on final products.

## **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 and the Communications Team 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.

Outputs will respond to following timeline:

- August/September 2017 - Design and development
- October 2017 - Launch of the platform

The duration of the contract can be split following tasks needs in a maximum of one year period.

## **DUTY STATION**

The work shall be performed from the CRPP Barcelona office. An internet connection and desk space will be provided although the contractor will use her/his own material.

Remote working is permissible with on site visits.

## **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**

- Bachelors or Engineering Degree in Computer Science, Software Engineering, or equivalent professional experience.

## **WORK EXPERIENCE and OTHER SKILLS:**

- A minimum of 5 years of experience in developing websites and web applications is required.
- Excellent knowledge and experience of major CMS and latest versions (Drupal 7, Joomla, etc.);
- Practical experience in the latest versions of the following: HTML, CSS, PHP and MySQL;
- Experience with successful design of user interfaces including functional requirements, user workflows, wireframes, mockups and prototypes including data visualizations;
- Practical experience in graphic design with Adobe Photoshop and Adobe Illustrator;
- Practical experience with responsive web design techniques;
- Proven ability to articulate and present creative ideas;
- Proven ability to write and edit code to optimize websites to the desired result (CSO);
- Proven ability to produce content based on design thinking and end-user perspectives and to transform creative direction and feedback into well-articulated results;
- Proven ability to demonstrate creative, technical and analytical skills;
- Proven ability to solve design and technical challenges quickly;
- Proven ability to work with other team members to ensure a smooth workflow;

- Proven ability to deliver revisions in an expedient manner;
- Proven ability to deliver high-quality work efficiently and on-time.

## **LANGUAGE SKILLS**

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

## **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 contractor 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.

Maximum available technical score points: 70.

- 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 (10 points);
- Competency based interview max points (20 points)

Incomplete proposals may not be considered. The fees might be subject for changes and negotiations starting from the proposed fee of the applicant. All contractors 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](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>
- **Portfolio of projects** (examples of digital projects deployed by the candidate)
- **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](mailto:office@cityresilience.org)

**Deadline for applications:** 31 July 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)*