

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 20 August 2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	PROGRAM MANAGEMENT EXPERT, CONSULTANT
DURATION:	Timeframe: 3 working months. The consultancy will commence on September 15 th 2014 and end on November 14 th , 2014.
CLOSING DATE:	28 August 2014

BACKGROUND

There are 863 million slum dwellers globally and if no serious action is taken, the number is projected to rise over the next 30 years to about 2 billion. Unless radical efforts are made to provide a range of affordable housing options and legal and secure land at scale, cities will be host to hundreds of millions of new slum-dwellers. The situation is critical and unprecedented. In response, UN-HABITAT aims to mobilize a global coalition of partners to address the challenge of unsustainable urbanization. UN-HABITAT's vision is "to help create by 2013 the necessary conditions for concerted international and national efforts to stabilize the growth of slums and to set the stage for the subsequent reduction in and reversal of the number of slum dwellers." This vision, derived from the Millennium Development Goals, cannot be realized without systemic reforms to promote access to land and housing for all.

The Housing and Slum Upgrading Branch of UN-Habitat promotes increased access to adequate housing, slum upgrading and prevention, and community development through five cross-cutting strategies: Advocacy, knowledge management, policy advice, capacity development at the global, regional, national and local levels, and implementation support at the national and local levels. The main activities of the Branch include supporting local authorities and central governments in the formulation and implementation of housing policies and strategies to achieve adequate housing for all, as part of sustainable urban development. The Branch promotes a twin-track approach focused on improving the supply and affordability of adequate and sustainable housing for all, and slum upgrading and prevention initiatives, in the implementation of operational activities. This is done through promoting the progressive realization of the right to adequate housing as a component of the rights to an adequate standard of living.

With the objective of contributing to the Millennium Development Goal (MDG) 7D "to have achieved a significant improvement in the lives of at least 100 million slum dwellers", the Slum Upgrading Unit assists governments to harmonise actions towards the achievement of the Millennium Development Goals (MDG) by pro-actively engaging at neighborhood, city, national, regional and global levels; and strategically plan urban development for an efficient socio-economic transition in developing countries, cities and neighbourhoods.

UN-Habitat and the Slum Upgrading Unit will continue 1) promoting partnerships for sound urban development practices, up-scaled and city-wide slum upgrading programmes; 2) emphasizing the importance of constant learning and sharing of best-practices worldwide; 3) changing perceptions for inclusive cities and urban vulnerability reduction; advocating for national pro-poor urban policies and slum upgrading strategies and funds to sustainably improve living conditions; and 4) linking efforts to decentralization and empowerment of non-state actors for policy reforms, green economies and participatory pro-active planning.

Therefore UN-HABITAT partnered with the African, Caribbean and Pacific (ACP) Secretariat and the European Commission to implement the Participatory Slum Upgrading Programme (PSUP) in 34 countries. Some 150 cities across Africa, the Caribbean and the Pacific are launching the second phase, the Action Planning and Programme Document Formulation, based on these Terms of Reference. The European Commission is financing and UN-Habitat is executing the programme.

PSUP consists of several sub components such as: E-learning, regional conferences, tripartite conferences, My PSUP website page, country implementation and monitoring and reporting activities. Due to the complexity and size of the program a Program Management Tool (PMT) is necessary to assist in tracking the progress of the implementation, in reporting, in program coordination, task assignments and others.

RESPONSIBILITIES and METHODOLOGICAL APPROACH

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DELIVERABLES

The consultancy is output based. The following activities are expected to be carried out by the consultant.

- (1) Report (3 page) including option and offers to buy MS Project and product use
- (2) Work Breakdown Structure Diagram for PSUP
- (3) Summary for all PSUP sub projects inputs regarding activities, timeframe and resources in Excel files
- (4) Programming Project Management Tool in MS Project Software for PSUP with its sub projects
- (5) Weekly update the program progress and report to the PSUP management team.
- (6) Training of the PSUP team on the software use.

TIMEFRAME

The assignment will be undertaken for a period of 3 working months, between 15.September 2014 and 15. November 2015. Conditions of this consultancy are subject to the UNOPS rules and regulations.

Once the outputs are accepted by UN-Habitat, it will be the property of the United Nations, which shall be entitled to all property rights, including but not limited to patents, copyrights, and trademarks with regard to all material which bears a direct relation to, or is made in consequence of, the services provided to UN-Habitat by the Consultant.

UN-Habitat will make reference to and acknowledge the contribution made by the consultant to the preparation of the materials produced by the consultant.

COMPETENCIES

Strong skills in project management;

- Strong skills in using project management software;
- Experience in Microsoft Office Programmes such as Word, Excel, PowerPoint and MS project;

EDUCATION

- Master's or Bachelor's degree in urban development;

WORK EXPERIENCE

- One year or more of working experience with project management;

LANGUAGE SKILLS

- Fluency in English (spoken and written)
- Preferably basic knowledge in French;

OTHER SKILLS

- High motivation to support the Participatory Slum Upgrading Programme (PSUP)

REMUNERATION

Payments will be based on deliverables over the consultancy period. There are set remuneration rates for consultancies. The rate is determined by functions performed and experience of the consultant. The fees will be paid as per agreement.

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website (inspira.un.org) Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.
- The PHP should be attached to the application as a PDF file.
- Summary CV (maximum 2 pages), indicating the following information:
 1. Educational Background (incl. dates)
 2. Professional Experience (assignments, tasks, achievements, duration by years/ months)
 3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
 4. Expertise and preferences regarding location of potential assignments
 5. Expectations regarding remuneration

Please also 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 in electronic format (using MS Word) by email to psup@unhabitat.org.

Deadline for applications: 28 August 2014

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