

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 4-09-2014

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Consultant
DURATION:	6 working months
CLOSING DATE:	11 September 2014

BACKGROUND

This consultancy is located at UN-Habitat Headquarters at the United Nations Office at Nairobi (UNON) and will contribute to UN-Habitat's activities on green and sustainable housing coordinated by the Housing Unit, Housing and Slum Upgrading Branch.

UN-Habitat strives to mainstream a new holistic approach to green and sustainable housing by providing both normative frameworks for sustainable housing policies, practical guidelines on green construction, building technologies and settlements design as well as by testing these new approaches through various pilot schemes in developing countries.

A major vehicle for the implementation of some of these activities is the Housing Unit's Global Network for Sustainable Housing (GNSH). The consultancy will provide a number of services to support the implementation of the activities of the GNSH as well as UN-Habitat's vision for positively influencing sustainable housing policies and practices world-wide.

RESPONSIBILITIES

This consultancy is linked to a number of activities and outputs related to supporting UN-Habitat's work on green and sustainable housing:

- 1) **Field work:** analysis of local green building materials, potential implementation sites, potential partners and community needs assessments on field mission
- 2) **Project management:** coordination of field implementation projects, following up on schedules and work progress, budget planning
- 3) **Design work:** design of country specific green and affordable prototype houses
- 4) **Transfer of knowledge:** research/normative work in best-practice tools and principles; writing publications and technical notes on sustainable affordable housing/construction technologies
- 5) **Advocacy and policy guidance:** review of national building codes, national housing policies, national housing sector profiles, partners' and UN-Habitat project proposals/publication drafts; presentations/papers for conferences related to green housing
- 6) **Resource mobilisation:** development of projects/funding proposals and concept notes
- 7) **Administrative work:** publication lay outs; graphic design; TORs, contracts and payments for consultants; work planning and coordination of the Green and sustainable housing portfolio; management of the online platform for the Global Network for Sustainable Housing (GNSH); correspondence/coordination with major NGOs, UN-Habitat field offices/regional offices /headquarters branches and other UN agencies
- 8) **Conference/seminar/meeting planning:** developing programmes and content, taking care of logistics related to conferences/seminars/meetings

Output1. Analyses and concept notes related to ongoing and future field implementation projects

Output 2. Reports to indicate progress with project management activities

Output 3. Design or support to design of prototype houses related to field implementation projects

Output 4. Research/normative papers and reports in best-practice tools and principles related to sustainable affordable housing; publications and technical notes on sustainable affordable housing/construction technologies

Output 5. Review of national building codes, national housing policies, national housing sector profiles, partners' and UN-Habitat project proposals/publication drafts as requested

Output 6. Presentations/papers for conferences related to green housing

Output 7. Project/funding proposals/concept notes; budget plans

Output 8. Publication lay outs; graphic design; TORs, contracts and payments for consultants

Output 9. Work planning and coordination of the Green and sustainable housing portfolio

Output 10. Management of the online platform for the Global Network for Sustainable Housing (GNSH)

Output 11. Correspondence/coordination with major NGOs, UN-Habitat field offices/regional offices /headquarters branches and other UN agencies

Output 12. Programme, content and logistics related to conferences/seminars/meetings

COMPETENCIES (maximum of five)

- Integrity - Demonstrates the values of the United Nations in daily activities and behaviours; Acts without consideration of personal gain; Resists undue political pressure in decision-making; Does not abuse power or authority; Stands by decisions that are in the Organization's interest, even if they are unpopular; Takes prompt action in cases of unprofessional or unethical behaviour
- Professionalism - Proven ability to integrate different perspectives, i.e. political, civil affairs, military, police, security, humanitarian, human rights, gender, child protection perspectives into analytical products. Skills in developing networks for data collection. Demonstrated ability to complete in-depth studies and to formulate conclusions and/or recommendations. 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; Is motivated by professional rather than personal concerns; Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations; Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- Respect for diversity - Works effectively with people from all backgrounds; Treats all people with dignity and respect; Treats men and women equally; Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making; Examines own biases and behaviours to avoid stereotypical responses; Does not discriminate against any individual or group.
- 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 audience; Demonstrates openness in sharing information and keeping people informed.

- Planning and Organization - 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

EDUCATION

- Advanced university degree in architecture, building material science, civil engineering or other field related to sustainable construction of affordable housing.

WORK EXPERIENCE

- Minimum of 5 years of progressively responsible experience in research and policy development related to sustainable urban development, housing, construction technologies and/or building materials preferably in developing country contexts and within international organizations

LANGUAGE SKILLS

- French and English are the working languages of the UN Secretariat. For this post, fluency in English (both oral and written) is required; Knowledge of another UN official language is desirable.

OTHER SKILLS

- Excellent communication and writing skills

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 Christophe Lalande (christophe.lalande@unhabitat.org) and Helen Musoke (helen.musoke@unhabitat.org).

Deadline for applications: 11 September 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