

## CONSULTANCY VACANCY ANNOUNCEMENT

**Issued on: 03 August 2015**

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| ORGANIZATIONAL LOCATION: | UN-HABITAT  |
| DUTY STATION:            | Nairobi   |
| FUNCTIONAL TITLE:        | Consultant – <b>To support the preparation of UN-Habitat's Annual Report 2015</b> |
| DURATION:                | 4 months  |
| CLOSING DATE:            | 15 August 2015  |

### **BACKGROUND**

The United Nations Human Settlements Programme (UN-Habitat) is the agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable cities and towns with the goal of providing adequate shelter for all. UN-Habitat helps the urban poor by transforming cities into safer, healthier, greener places with better opportunities where everyone can live with dignity. It works with a wide range of partners at global, national, city and municipality and even community levels.

UN-Habitat's programmes are articulated in the six-year medium term Strategic Plan and the biennial work programmes and budgets. In 2015, UN-Habitat commenced implementation of its second generation of the six-year medium term Strategic Plan for 2014-2019 which was approved by the Governing Council in April 2013. As a critical aspect of the results based management, the Strategic Plan has a results framework and a performance measurement plan which is the basis for planning, monitoring and reporting. The Strategic Plan is being implemented through three successive two-year work programmes and budgets for 2014-2015, 2016-2017 and 2018-2019.

Results-based management is a key management approach adopted for the delivery of UN-Habitat's strategic plan and results based monitoring and reporting is an important element. UN-Habitat monitors and reports progress on the implementation of the strategic plan and biennial work programme to the governing bodies, including the Committee of Permanent Representatives (CPR), Governing Council and donors on a regular basis. UN-Habitat will prepare the annual report on the implementation of the Strategic Plan, 2014-2019 and the biennial work programme and budgets for the period 2014-2015. UN-Habitat is therefore looking for a consultant to prepare the annual progress report for 2015.

### **SCOPE AND PURPOSE OF THE CONSULTANCY**

The support required under this consultancy will cover 2015 programme performance reporting requirements on the implementation of the Strategic Plan (2014-2019) and the Biennial Work Programme. This will include preparation of the annual report on the strategic plan for 2015 reviewed by the senior management team, submitted to the CPR and to the donors.

The assignment will be guided by UN-Habitat's results-based management policy, the results framework for the Strategic Plan, the biennial strategic framework and work programme for 2014-2015 and information from the Integrated Monitoring and Documentation Information System (IMDIS) and the Project Accrual and Accounting Systems (PAAS), progress reports from projects and programmes, evaluation reports and other relevant internal documents.

The consultancy will focus on programme performance data collection, analysis, preparation of reporting templates and drafting of the report. The consultant shall be responsible for developing reporting templates for collecting and analyzing programme performance information from respective programme and project managers at country, regional and global levels in line with the results framework for the Strategic Plan, 2014-2019. He/she will ensure that progress reporting on the implementation of the strategic plan 2014-2019 and the biennial work programme and budget 2014-2015 are in conformity with UN-Habitat's results reporting guidelines.

The specific responsibilities of the consultant will include:

- i) Revising the results reporting templates for country, regional and Branch levels that will facilitate the collection and aggregation of information for agency level programme performance reporting.
- ii) Preparation of guidelines for the preparation of case studies/success stories.
- iii) Review of relevant documents, databases and websites to collect primary and secondary information on programme performance for the reporting period.
- iv) Review evaluation reports for the reporting period and prepare a summary report identifying aspects to be used in the annual report.
- v) To analyze, collate and validate programme performance information collected through reporting templates as per the set guidelines.
- vi) Review, select, refine and edit case studies/success stories for inclusion in the report.
- vii) To prepare a draft report to be reviewed and cleared by the Quality Assurance Unit.
- viii) Incorporate comments/feedback and revisions from all relevant levels and stakeholders including editor's comments and prepare the final Annual Report, 2015

### **DURATION OF ASSIGNMENT**

This assignment is expected to be completed within a period of four months starting 1st October, 2015. Payment will be based on satisfactory completion of deliverables as per the TORs.

### **COMPETENCIES AND QUALIFICATIONS**

**Professionalism:** The candidate should have proven experience in preparing comprehensive results focused programme performance reports in human settlements issues. Strong research and analytical skills are essential. A good understanding of human settlements issues is desirable. A good understanding of results-based management is required.

**Communication:** Ability to articulate ideas in an effective, clear and concise style both orally and in writing is required and ability to prepare comprehensive well written and accurate documents and reports is important.

**Planning and organizing:** Must have strong ability to plan, coordinate and monitor own work in an efficient, effective and timely manner; is able and committed to agreed timelines.

**Teamwork:** Proven ability to work well and effectively in a team. Ability to work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity is essential.

**Education:** An advanced degree (Master's degree) or higher in the social sciences. Proven advanced training in social research is essential. Knowledge of results-based management is necessary.

**Work Experience:** At least 7 years of progressively responsible and work experience in results-based monitoring and reporting, evaluation, data analysis and research at national / international levels; experience in preparing results-based performance reports; experience in application of

data processing/analysis software; experience of working in a large international organization, preferably the UN and or comparable organization an advantage.

**Language:** For this position, strong communication skills, both oral and written in English language is required.

**Other Desirable Skills:** Proven ability to work with multi-disciplinary and multi-national teams comprised of staff at medium and senior levels in the organization. Ability to make effective presentations is essential.

**Remuneration:**

Please note that the remuneration will be determined by UNON and is dependent on qualifications and experience.

**MANAGEMENT OF THE CONSULTANCY**

The consultancy will be managed and supported by the Quality Assurance Unit, in the Office of Management, and will report to head of the monitoring and reporting unit.

**Proposal submission**

Consultants who wish to be considered should submit completed attached and send as below stated not later by 15th August 2015.

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website ([inspira.un.org](http://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
- Cover memo (maximum 1 page)

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:

Mr. Stephen Macharia

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya

Email: [stephen.macharia@unhabitat.org](mailto:stephen.macharia@unhabitat.org)

Fax: + 254 20 76263235

**Deadline for applications: 15 August, 2015**

*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)*