

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 1 February 2016

ORGANIZATIONAL LOCATION:	UN-HABITAT, Climate Change Planning Unit, Urban Planning and Design Branch, UN-HABITAT
DUTY STATION:	NAIROBI
FUNCTIONAL TITLE:	Climate Change Consultant
DURATION:	01 April 2016 - 31 December 2016
CLOSING DATE:	14 February 2016

BACKGROUND

Guiding Principles for City Climate Action Planning. At COP-21 in December 2015, UN-Habitat/UPDB/CCPU and partners launched Version 1.0 of these *Guiding Principles*. In the weeks since COP-21, attention has turned to laying the groundwork for operationalizing, using, testing and institutionalizing these *Principles*, as follows: (i) By the end of January the consultant will have identified a ‘short list’ of existing indicators that potentially could support the practical application of the eight ‘guiding principles’ in cities. (ii) CCPU has begun to actively explore within UN-Habitat and with external partners the use and testing of these *Guiding Principles* in particular pilot cities. (The preferred methodology may be to accompany missions related to ongoing climate action planning processes.) (iii) CCPU has proposed to organize a panel discussion on the Guiding Principles at the 2016 Resilient Cities Congress (Bonn, July 2016). (iv) July in Bonn might well represent a convenient time/place to hold a side meeting with endorsing partners to further the *Guiding Principles* initiative.

Addressing climate change in national urban policies. Initial research on this topic began in 2015. A CCPU output publication containing normative guidance on this topic has been rescheduled for the 2016-2017 work plan period.

New projects funded by Sida. Two new CCPU projects appear in the current *Proposal for 2016-2019* for funding by Sweden (Sida): (i) Developing and Financing City Climate Action Plans, and (ii) Pro-poor Planning of Climate Resilience in Marginalized Neighborhoods. If approved, start-up could well begin in the first half of 2016.

Cities and Climate Change Initiative. Since it was established CCPU has coordinated CCCI. A meeting of CCCI’s external Advisory Committee should take place sometime in 2016.

Under the supervision of the CCPU Unit Leader or others as delegated, the following represents follow-on and new tasks to carry out during the April - December 2016 period, grouped according to initiative. Among these tasks, priorities and deadlines should be confirmed and mutually agreed upon with the Unit Leader or Office in Charge, typically on a weekly basis¹.

THEMATIC FOCUS

Guiding Principles for City Climate Action Planning

1. Support consultation with endorsing partners to finalize set of potential indicators (new and existing) that can be used when applying the ‘guiding principles’ on the ground.
2. Finalize templates that can be used to capture feedback when using or testing the Guiding Principles in target cities, and/or when interviewing local officials. Support development of basic guidance materials on applying Guiding Principles as part of ongoing planning processes.
3. Try to apply and/or capture feedback on the Guiding Principles from local officials, through one of the following means: (i) accompanying a mission that is supporting city-level climate action planning using some accepted methodology through an ongoing planning process; (ii) surveys administered by email and/or telephone; and/or (iii) other.
4. (If approved) Support initial implementation of a small project related to the *Guiding Principles*, funded by Cities Alliance under the Resilient Cities Joint Work Programme.
5. (If approved) Based in part on information gathered via tasks Nos. 3 or 4, above, support preparations for a panel discussion on and/or a side meeting of endorsing partners of the Guiding Principles.
6. Support preparations for capacity-building on city-level climate action planning based on the Guiding Principles and/or another CCCI methodology.
7. Support preparation for side events on the Guiding Principles during the latter half of the year, e.g., at Habitat-III and/or COP-22.

Addressing climate change in national urban policies

8. Working closely with the Unit Leader, finalize list (in matrix form) of promising practices (with excerpts) for addressing climate change in national urban policies, as well as actionable recommendations accordingly. Support peer review by colleagues.
9. Once the Task No. 8 output has been finalized, support Unit Leader in drafting and assembling resulting publication.

Other

10. (If approved) Support start-up of new projects funded by Sida.
11. (If approved) Participate in other field missions, particularly related to city-level climate action planning, e.g., possibly under the Myanmar Climate Change Alliance. (Such assignments typically would involve their own Terms of Reference.)
12. Support preparations for meeting of CCCI Advisory Committee.
13. Support preparation of proposals as requested, e.g., to support Compact of Mayors.

14. As requested by CCPU support other tasks, including new priorities identified during: (i) an upcoming Unit retreat (*scheduled for 4 February*) and/or (ii) a UPDB Branch retreat (*scheduled for 8-10 February*). New activities identified during the Branch retreat may include joint activities that involve CCPU and one of the other Units in the Branch.

RESPONSIBILITIES

The Consultant will be involved in supporting the Unit's work programme and activities, in particular the following:

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15. Other duties

The consultant will also undertake other relevant duties as assigned by the Leader of the Climate Change and Planning Unit to advance the work of the Unit, Branch and the Agency.

COMPETENCIES

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

Teamwork:

- Works collaboratively with colleagues to achieve organizational goals
- Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others
- Places team agenda before personal agenda
- Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position
- Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

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 in urban issues, environmental planning and management
- A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

WORK EXPERIENCE

- At least two years of professional experience in physical planning, urbanization and climate change.
- Professional experience in urban or development policy consulting is an asset
- Prior knowledge and experience at UN Habitat is useful
- Extensive experience in research on urban issues, demonstrated through publications is desirable
- Proven ability to organize high level events.

LANGUAGE SKILLS

Fluency in English is required

Knowledge of French is required

Knowledge of and ability to work in other official UN languages is an advantage

OTHER SKILLS

- Demonstrable ability to innovate and initiate activities from scratch
- Ability to work under pressure in diverse environments with minimum supervision
- Ability to represent and articulate the organization's philosophy at various fora
- Demonstrable effective written communications skills including the ability to prepare reports, proposals, policies and procedures
- Strong networking, team work and management skills
- Very strong analytical and interpersonal skills

REMUNERATION

Payments will be based on a monthly rate subject to satisfactory delivery of agreed monthly targets and work plans over the assignment 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 page (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)

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:

Ms. Caroline Murihia

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya

Email: caroline.murihia@unhabitat.org

Deadline for applications: 14 February 2016

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