

TERMS OF REFERENCE FOR CONSULTANCY

Issued on 4 March 2016

Organization:	UN-Habitat
Duty Station:	Nairobi
Functional Title:	Monitoring and Reporting Consultant
Consultancy duration:	12 Months
Closing Date:	17 March 2016

Background

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations system's designated agency for addressing human settlements issues at the global, regional, country and local levels. It is also a focal point for coordinating the implementation of the Habitat Agenda that has the twin objectives: adequate shelter for all and sustainable human settlements in an urbanizing world.

The consultancy is located in the Evaluation Unit of UN-Habitat at the Nairobi duty station. The Unit is a central coordinating unit of evaluation activities of UN-Habitat. It has the responsibility of strengthening accountability, learning, relevance, efficiency, effectiveness and impact in the implementation of programmes as well as to ensure the outcomes of evaluation have corresponding impact on strategic planning. The Unit develops policies and guidelines on evaluation; develops the biennial evaluation plan; conducts, manages and conducts evaluations; reports evaluations, maintains a tracking system to follow-up implementation of evaluation recommendations, contributes to enhancing knowledge management and capacity building in evaluation, and UN system wide collaboration on evaluation matters.

Purpose and objective of the consultancy

As part of the on-going efforts to enhance evaluation function of UN-Habitat, a consultant is required to carry out supportive functions to improve quality and use of evaluation publications. The consultant will be responsible for designing templates and type setting the unit's products including evaluation reports and other evaluation materials. He/she will identify means to enhance internal and external communication about the Evaluation Unit's products.

The consultant will work under the immediate supervision of the Programme Evaluation Officer and Overall supervision of the Chief, Evaluation Unit.

Specific Duties and Responsibilities

Under the overall supervision of the Chief of the Evaluation, the consultant will carry out the following tasks.

- 1) Support the Programme Officer with technical assistance on programme evaluations, monitoring the evaluation process and the follow up stages of implementation of evaluation action plans.
- 2) Undertake layout and publishing of evaluation information material including evaluation reports and briefs, publication newsletters and other communication related documents.

- 3) Support the writing of substantive reports and contributions including evaluation reports and briefs, and contribute to the evaluation knowledge management and learning strategy.
- 4) Develop detailed approaches for planning and dissemination of resources and publications, fulfilling the communication requirements in a comprehensive and coordinated strategy.
- 5) Support research on specific topics, when needed, aimed at knowledge sharing.
- 6) Support the organization of events planned by the unit, including logistics and administrative aspects.
- 7) Provide other ad hoc support to implement the communications strategy.
- 8) Perform any other tasks assigned by the supervisors.

Competences

Professionalism: Knowledge of substantive field of work in general and specific areas being supervised. Ability to plan and layout good formats for evaluation reports, demonstrated experience in the communications, Good information technology skills. Awareness of evaluation issues and willingness to learn and apply new electronic editing tools, show pride in work and achievements, conscientious and efficient in meeting commitments, observing deadlines and achieving planned results. Remain calm in stressful situations.

Planning and Organizing: Develop clear goals that are consistent with agreed strategies: Identifies priority activities and assignments and adjusts priorities as required. Allocates appropriate amount of time for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary; uses time efficiently.

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. Demonstrates openness in sharing information and keeping people informed. Keeps supervisors regularly informed of progress.

Creativity: Actively seeks to improve services. Offers new and different options to solve problems. Promotes and persuades others to consider new ideas. Is not bound by current thinking or traditional approaches, takes calculated risks on new and unusual ideas.

Education:

First level University degree in communications. Technical training in communications and evaluation desirable.

Work experience:

At least four years progressively responsible experience in communication or experience in working international organizations.

Language:

English and French are the working languages of the United Nations. Excellent proficiency in English both verbal and written is required.

Remuneration:

Payments will be paid on monthly basis, upon satisfactory delivery of outputs.

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
- 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:

Ms. Lucy Waikwa
UN-HABITAT
P.O. Box 30030, 00100 Nairobi, Kenya

Email: Lucy.Waikwa-Omondi@unhabitat.org

Deadline for applications:

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

Deadline for applications: 17th March 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

Important Note: Please be advised that since 15 September 2010, applicants for consultancy must be part of the UN-Habitat Consultants database (e-roster) in order for their application to be considered. You can reach the consultant website through the following link: <http://e-roster.unhabitat.org/>