

7 April 2016

Program: Future of Afghan Cities (FoAC)

TERMS OF REFERENCE

Urban Advisor

I. Position Information

Project: Urban Advisor

Duty Station: Kabul, Afghanistan

Duration: 6 months

Starting date: 01 May 2016

Finish date: 31 Oct 2016

Supervisors: Country Representative (CR), UN-Habitat/Afghanistan; Senior Human Settlements Officer (SHSO), Regional Office for Asia and the Pacific (ROAP)

Deadline for applications: 18 April 2016

II. Background to assignment

UN-Habitat Afghanistan signed an agreement with the Government of Australia in September 2015 and with the UK from October 2015, to support the Government of Afghanistan with the programme "Future of Afghan Cities" (FoAC). FoAC is considered 'phase two' of the successful State of Afghan Cities 2014/15 Programme which concluded in September 2015. SoAC produced a report that presented the first ever baseline assessment of all 34 Provincial Capitals in Afghanistan. An outcome is the Government is now prioritising urban development and is embarking on developing an Urban National Priority Programme (U-NPP).

The Future of Afghan Cities Programme (FoAC) aims to strengthen government capacity and coordination and data in line with a new national framework for urban development ('U-NPP') so that Afghanistan's cities become hubs of economic growth that reduce urban, peri-urban and rural poverty; increase employment opportunities, especially for youth and women through private sector investment; and contribute to improved local governance and stabilization.

The FoAC Programme has two main outcomes:

Outcome 1: Improved national policy environment: an U-NPP is drafted in a participatory manner

Outcome 2: Improved knowledge and data on city regions and strategic district municipalities to support

the development of an U-NPP and associated programming during the 'transformation decade.'
UN-Habitat therefore requires an Urban Advisor to support the U-NPP process and FoAC implementation, with a special emphasis to work on TA in urban policy and programme development.

III. Functions / Key Results Expected

The Consultant, under the direct supervision of the Country Representative will be responsible for:

Duties and Responsibilities:

1. Support the GoIRA with the development of the Urban National Priority Programme (U-NPP) as part of the Future of Afghan Cities (FoAC) Programme

- Assist in coordinating the day-to-day technical assistance to MUDA, IDLG/GDMA, ARAZI and Kabul Municipality ensuring achievement of objectives and outputs as per protocol and quarterly workplans;
- Build relationships with other government ministries, departments and partners for U-NPP development and adoption;
- Conduct extensive outreach with key government ministries and stakeholders to solicit feedback on the draft U-NPP, and refine and update U-NPP draft document as needed; ensure stakeholder consensus building is integral to the process;
- Supervise and support the main counterpart ministries in preparation of a dissemination strategy and materials on U-NPP;
- Assist and guide of the GIS analysis of district municipalities and five city regions, ensuring data is used in U-NPP policy analysis and programme development;
- Develop quarterly workplans in conjunction with, and agreed by all lead partners;
- Lead in FoAC programme monitoring and reporting;

2. Support capacity development, outreach and advocacy of sustainable urbanisation and city regions in Afghanistan

- Support the development and implementation of an National Afghan Urban Forum;
- Support trainings and workshops at national and sub-national levels in line with Project document and agreed workplans;
- Support the development and dissemination of a series of Discussion Papers on city regions;
- Build consensus on the importance of city regions and strategies to harness them as drivers of development (e.g. metropolitan governance, city region planning);
- Promote mainstreaming of cross-cutting issues (gender, youth, environment, and capacity development)

3. Support UN-Habitat Afghanistan provide quality and timely technical assistance to the GoIRA and partners

- Assist the Country Representative with day to day management of programmes and government and partner engagement;
- Support to build synergies between FoAC and other UN-Habitat programmes for cost-effective implementation and coherent messaging with partners;
- Support on reporting to government and partners on UN-Habitat activities and results;
- Strengthen partnerships with the UN and international community to assist the GoIRA with U-NPP on-budget financing and implementation.

Expected results / impact

- a) Increased capacity and knowledge of government counterparts, civil society, and SoAC and UN-Habitat staff and partners in urban issues and analysis;
- b) U-NPP finalized by October 2016, and official launch by the government accomplished;
- c) Final Future of Afghan Cities Atlas published and launched;
- d) Ultimately, the FoAC programme and report is an authoritative document on city regions in Afghanistan that is owned by the government, including those with environmental mandates, and used by a range of stakeholders to improve urban policies, guidelines, strategies and programming.

IV. Competencies

Corporate Competencies:

- ❑ Promotes UN's values and ethical standards (tolerance, integrity, respect, results orientation, impartiality)
- ❑ Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

Development and Operational Effectiveness

- ❑ Capability to engage in team-based management, experience of leading workshops and being a resource person.
- ❑ Ability to oversee timely project implementation and to provide the necessary trouble shooting to keep project implementation on schedule
- ❑ Ability to formulate and manage work plans.
- ❑ Ability to implement new systems and affect staff behavioural/ attitudinal change

Knowledge Management and Learning

- ❑ Promotes knowledge management and a learning environment through leadership and personal example.
- ❑ Actively works towards continuing personal learning and development.
- ❑ Excellent communication skills (written and oral):
- ❑ Sensitivity to and responsiveness to all partners,
- ❑ Respectful and helpful relations with all UN and local staff

V. Required Qualifications	
Education:	<ul style="list-style-type: none"> • At least Masters Degree in Urban Planning, Economics, Public Policy, Architecture, Business Administration, or related discipline
Experience:	<ul style="list-style-type: none"> • Minimum of six months experience and full knowledge in urban economic analysis, urban advocacy and communications, and/or knowledge development on sustainable urbanisation • Working experience in developing countries desirable;
Knowledge and skills	<ul style="list-style-type: none"> • Ability to think clearly and analytically. • Ability to plan own work, setting priorities and completing it under pressure or when faced with competing demands. • Operating skills in the development and use of database management systems; • Excellent communication skills (verbal and written) in English.
Personal qualities	<ul style="list-style-type: none"> • A strong commitment to gender sensitive, inclusive and pro-poor development work • Ability to work with multi-disciplinary team • Consultative and empowering working style and willingness to learn from others • Willingness to travel as required
Language Requirements:	<ul style="list-style-type: none"> • Fluency in written and spoken English. Dari and or Pashto an advantage.

Travel Advice/ Requirements:

(a) For all international travel that are expected of the consultant, a returned air ticket on least-cost economy to Afghanistan, and visa fee will be paid only after completion of the mission and upon submission of Travel Claim form, copy of E-ticket, used boarding passes, visa receipt and other relevant travel documents. Three quotations from the reputable travel agents shall be submitted for UN-Habitat's clearance prior to purchase of tickets.

(b) For local travels that are expected of the consultant, current rules and procedures established for local travel through UNDP shall apply.

Travel Advice/ Requirements:

The Consultant shall abide by all UN security instructions. Upon arrival in Kabul security briefing will be provided by UN-Habitat while the Department of Safety and Security (UNDSS) will arrange security briefings in other cities.

Reporting Arrangements:

The Consultant shall report to the Country Representative, based in Kabul and Senior Human Settlements Officer, (SHSO) based in ROAP.

The application should comprise:

Completed UN Personal History Form (P11). Please download the form (MS-Word) from UN-Habitat/ROAP-vacancy website: www.fukuoka.unhabitat.org

A Statement of Interest (cover letter) for the position.

All applications should be submitted to:

UN-Habitat Regional Office for Asia and the Pacific

ACROS Fukuoka, 8th Floor

1-1-1 Tenjin Chuo-ku, Fukuoka, 810-0001 Japan

habitat.fukuoka@unhabitat.org

Please indicate the Post Title: "AFG-Urban Advisor-FOAC" in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

For additional questions, please contact Mr. Matthew French at matthew.french@unhabitat-afg.org

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