

VACANCY ANNOUNCEMENT

Issued on:

ORGANIZATIONAL LOCATION	UN-Habitat Andean Countries
DUTY STATION	La Paz, Bolivia
FUNCTIONAL TITLE	SDG Localization Consultant for “ <i>The National Urban Policy Program in Bolivia 2017-2024</i> ” Project
CONTRACT TYPE	C/IC
POST DURATION	3-month contract with the possibility of extension
CLOSING DATE	February 2024

BACKGROUND

The objective of the Program is to advise and support the Government of Bolivia in the formulation and implementation of a National Policy for the Integral Development of Cities (PNDIC for its acronym in Spanish), within the framework of an urban agenda that contributes to the sustainable development of human settlements in Bolivia, incorporating the methodologies and expertise developed by UN-Habitat and the United Nations System, in order to contribute to the achievement of the great purposes of Living Well of the Patriotic Agenda of the Government of Bolivia, including the fight against poverty.

The Program is composed of 3 Expected Results: i) Formulation of the PNDIC, through a broad and plural participatory process that guarantee its relevance and viability; ii) the PNDIC Implementation Strategy, the institutional mechanisms and tools necessary for its operationalization, accompanied by a package of technical, legislative and financial instruments necessary for the implementation; and iii) Incorporation of the human rights-based approach into the PNDIC, with an emphasis on women and children, adolescents and youth, as well as from a multidimensional poverty perspective.

Throughout the five years of implementation, the Program has carried out, for the most part, all the activities planned for the formulation and deployment of the PNDIC and managed to achieve all the expected results and products.

To this end, the UN-Habitat Andean Countries Hub, requires a Focal Point in La Paz, Bolivia. This person would be the local support of the Project, would serve as a liaison with the strategic partners of the project, and would be the implementer of the actions and products expected by UN-Habitat in support of the technical team of the project.

RESPONSIBILITIES

a.) Information and validation:

- The consultant will be responsible for keeping the HUB Coordinator informed and having to obtain validation of his/her activities in the full project cycle.

b.) Development:

- Carry out the SDG localization processes for the project "National Urban Policy Program in Bolivia 2017-2024" in Bolivia, ensuring the articulation and coherence of the activities.

- Provide technical support, in terms of environmental and urban resilience, and climate change mitigation and adaptation analysis, for the the National Urban Policy (PNDIC).
- Integrate a situation analysis of the environment, urban resilience, urban and territorial planning and management into the PNDIC.
- Carry out the sustainability evaluation processes and alignment with the 2030 Agenda and the New Urban Agenda of the PNDIC and its implementation.
- Generate, formulate and provide specialized information reports for the project on environment, urban resilience and alignment and compliance with the SDGs of the PNDIC.
- Prepare technical inputs for the identification and mitigation of project risks, including relevant technical challenges and omissions that may affect the development of the Project.
- Actively participate in the preparation of reports, studies and technical reports of the project.
- Support in the review and adjustment of documents, reports, products and minutes that be developed within the framework of the Program and the PNDIC.
- Ensure that the activities and products under his/her responsibility meet the expectations of technical and substantive quality, under the supervision and agreement of the Coordination Team.
- Carry out the promotion and coordination actions of the institutional relationship with the different institutions, organizations, or key actors for the PNDIC.
- Prepare documents and reports on activities, progress, completion and closure of the project, as well as on the and associated activities, as well as those designated by the Coordinator Team.
- Support the systematization of good project practices and ensure proper knowledge management.
- Support the corresponding administrative processes related to the fulfilment of the project's activities in the territory, ensuring compliance with UN-Habitat's procurement policy.
- Support the project's communications strategy, through the production of content to make the implementation of the project's activities visible.
- Participate in joint activities with the team of the Ministry of Housing, upon request and agreement with the Coordinator of the Project.
- Carry out other activities requested by the coordinator, and without prejudice to the achievement of its responsibilities.

c.) Approval:

- The consultant will be responsible for supporting compliance with project approval processes, as well as monitoring the development and implementation of the Program.
- Support the Hub Coordinator in the development of inputs for conceptual notes, project documents, implementation plans and budgets, and in general all the documentation necessary for internal approval of projects, following the provisions of the various manuals of procedures, internal regulations, and regular channels established by the Agency.

d.) Implementation:

- When it is necessary to provide accompaniment to the UN-Habitat Coordinator and/or team in the establishment of communication with counterparties.
- Provide inputs for the development of technical and economic proposals related to the formulation of new projects, as well as the implementation of existing ones, specifically with the drafting of conceptual notes, project documents, implementation plans, budgets, terms of reference, memorandums of understanding, agreements and other cooperation mechanisms defined by the UN-Habitat Coordinator.

- Participate, upon request, in interagency groups of the United Nations System, project meetings, official missions and/or events related to the projects in which you participate.
- Provide inputs for the systematization and exchange of successful practices and experiences with other HUBs in the region, with headquarters branches, counterparties and with whom to designate the UN-Habitat Andean Countries HUB Coordinator.
- Support other activities requested and by mutual agreement with the Project Coordinator and the UN-Habitat HUB Coordinator for Andean countries, within the framework of this consultancy and without prejudice to the achievement of their responsibilities.

e.) Knowledge Management:

- The consultant must know the processes, procedures, and standards of the organization, to ensure an adequate quality of the activities described above according to the standards of the organization.
- Propose formats and procedures that allow the efficient implementation of the Agency's projects.
- The consultant must know the file system of the projects and ensure their proper maintenance, accessibility for all officials and the proper updating.
- Design methodologies for the systematization of good practices and knowledge, related to the implementation of the projects and cooperation activities of the Andean Countries Office.
- Support the formulation of substantive documents linked to the thematic lines of action of Andean Countries Office.
- Prepare reports and other documents related to meetings, missions and activities developed by the Andean Countries Office.
- The consultant will carry out research activities to facilitate the exchange of information, knowledge and best practices on the sustainable urban development issues set out in the Agency's mandate.
- Collect information on the urban status in the Andean Countries that serves as an input both for the identification of new project opportunities and for the implementation of the subscribed projects.
- Support monitoring of UN-Habitat's implementation of Sustainable Development Goals (SDP) Target 11 dealing with sustainable cities and communities.
- Identify strategic allies for the implementation of the New Urban Agenda in Andean countries.
- Manage knowledge networks for the dissemination of the methodologies and documents generated by the agency and for the construction with strategic allies of new knowledge on topics related to sustainable urban development.

f.) Others:

- Other activities requested and by mutual agreement with the HUB Coordinator of the Andean Countries of UN-Habitat, within the framework of this consultancy and without prejudice to the achievement of its responsibilities.
- The consultant will participate in work and follow-up meetings, both with other consultants, as well as with the coordinator and team of the Andean Countries HUB of UN-Habitat and with the staff of the projects.
- The consultant shall be responsible for ensuring that all activities comply with the principles of United Nations integrity.

Ultimate result of service

The consultancy consists of the following outputs being these non-limitative:

- Monthly activity reports

This deliverable must be presented in PDF and Word format, up to 5 pages.

Title & ID number of programme/project

SB-009189.

Is any other department or office of the Secretariat or any other organization of the United Nations involved in similar work to the best of your knowledge?

No

Travel Details

Not Applicable

CLARIFICATION: If any displacement from the place of residence of the consultant is required, UN-Habitat will be responsible for the costs of travel and travel, provided that they are approved by the supervisor of the contract, after assessing the need for such transfer. In case of changes in the travel dates, they must be communicated to the consultant in advance sufficient to ensure the transfer.

Outputs/ Works Assignment:

Considering the responsibilities set out herein, the Consultant shall provide monthly reports of management activities and other reports required of him/her by the Project Coordinator and/or the Coordinator of the Andean Countries Hub, Roi Chiti.

COMPETENCIES

Professionalism: Knowledge of concepts and approaches relevant to the development of the training strategy and the ability to carry out an independent analysis, identify problems, formulate options, and reach conclusions and recommendations.

During the development of the consultancy, it must be ensured that the information, the documents or advances, generated in the development of the objective of the contract is easily accessible by the team. For the above, the consultant or consultant must share the information in the office's online repository, as well as conduct a documentary review in order to ensure that the delivered products recognize previous experiences and value added is generated.

Responsibility: takes responsibility for all assigned activities and honours commitments; Delivers effective results within established time, cost and quality standards; operates in accordance with the organization's rules and regulations; supports subordinates, provides oversight and assumes responsibility for delegated tasks; takes personal responsibility for its own deficiencies and those of the unit of work, where appropriate.

Planning and organization: Ability to work under pressure, prioritize and carry out proper planning. Coordinate your own work plan, use time efficiently and apply common sense in the context of established deadlines.

Creativity: actively seeks to improve programs or services; offers new and different options to solve problems or meet needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; think "out of the box"; is interested in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.

Customer Orientation: considers all those who are served as "customers" and seeks to see things from their point of view; establishes and maintains productive partnerships with customers by gaining their trust and respect; identifies customer needs and combines them with the right solutions; monitors ongoing de-

developments within and outside the customer environment to stay informed and anticipate issues; keeps customers informed of project progress or setbacks; complies with the schedule for the delivery of products or services to the customer.

Communication: Excellent oral and written communication skills, ability to articulate ideas in a clear and accurate way, including the ability to prepare and edit a series of written documents, reports, and summaries. Listen to others, correctly interpret others' messages, and respond appropriately; It asks questions to clarify and exhibits interest in two-way communication; Adapts language, tone, style, and formatting to the audience; It demonstrates openness in the exchange of information and keeps people informed.

Teamwork: Good interpersonal skills, ability to establish and maintain effective working relationships in a multicultural and multi-ethnic environment, with sensitivity and respect for diversity.

Technological Awareness: keeps his/herself updated on the available technology; understands the applicability and limitation of technology to the work of the office; actively seeks to apply the technology to appropriate tasks; Shows willingness to learn new technologies.

Courses, training, security

- The consultant will be responsible for completing all courses or trainings indicated to him/her by UN-Habitat HUB Coordinator. It is mandatory to accredit during the first month of hiring, the UNDSS Basic Security in the Field (BSITF) security course and the I Know Gender: An Introduction to Gender Equality for UN WOMEN staff course.
- The consultant will be responsible for their security, so he/she should familiarize his/herself with United Nations security mechanisms in accordance with the Framework of Accountability for the United Nations Security Management System.

QUALIFICATIONS

Education

Postgraduate studies in Urban Planning, Sustainable Development, Urban Resilience, Climate change Mitigation and/or Urban Management is required. A first degree in areas related to Architecture, Urban Development, Geography, Urban and Territorial Planning, Engineering related to the study of the environment and urban resilience, and/or related with an additional four (4) years of experience relevant to the position would be accepted in lieu of the advanced degree.

Good handling of technological tools, commercial packages e.g., Microsoft Windows, Office and database processing programs. Managing ERP and GIS systems will increase the score.

Professional Experience

Minimum five (5) years of work experience in projects programs related to SDG localization, environmental and urban resilience, mitigation and adaptation to climate change, sustainability evaluation and/or related. Previous experience in the United Nations System and/or programmes related to the compliance of the 2030 Agenda and the New Urban will increase the score.

Language

The language of the consultancy is Spanish and English, other official languages of the United Nations will increase score.