

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 31 May 2017

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Nairobi
FUNCTIONAL TITLE:	Consultant – Analytical RBM reporting writing specialist
DURATION:	2 months
CLOSING DATE:	23 June 2017

BACKGROUND

The United Nations Human Settlements Programme (UN-Habitat) is the focal point for human settlements in the United Nations. It promotes socially and environmentally sustainable cities and towns with the goal of providing adequate shelter for all.

From 2008 to 2013, the organization implemented its first the six-year medium-term strategic institutional plan (MTSIP), and is now implementing a second six year strategic plan 2014-2019. UN-Habitat adopted results based management as the approach for achieving the results of its strategic plans. Results-Based Management is central to the work of UN-Habitat, especially the key pillars of planning, monitoring and reporting, and evaluation. UN-Habitat like other UN agencies has been applying results-based management in planning, monitoring and evaluation at programme level since 2000 in line with SGB2000/8. A lot has been achieved in terms of institutional results based management in the organization. Though the organization has been delivering results, the organization has not been very good in demonstrating the results and telling a good story in terms of the difference that it makes through its work.

UN-Habitat would like to undertake a thorough review of selected thematic and country evaluations undertaken in order to determine results/changes achieved, effectiveness, efficiency, sustainability, opportunities and key challenges identified and lessons learnt. UN-Habitat produces annual progress reports on implementation of the strategic plans and biennial work programme and budget. It also undertakes project, programme and thematic evaluations. However, so far these have not been systematically reviewed in order to harvest or capture all results achieved through its interventions. It will also check for effectiveness, efficiency and lessons learnt and present them in a coherent manner that effectively demonstrates what UN-Habitat has achieved through its interventions.

The Quality Assurance Unit would like to hire a consultant to review and analyse selected thematic and country evaluation reports and provide a comprehensive report on what has been achieved, i.e. results or changes through UN-Habitat's interventions

RESPONSIBILITIES

The support required under this consultancy includes preparation of the comprehensive report on what has been achieved, i.e. results or changes through UN-Habitat's interventions.

The specific tasks of the study are to:

- i) Synthesis report
- ii) Review selected country and thematic evaluations
- iii) Document all the results/change achieved, opportunities and challenges identified, and lessons learnt through the interventions of UN-Habitat and partners;

- iv) Discussions and verification with key project personnel/managers on the achievements reflected in the reviewed reports, as necessary;
- v) Prepare a comprehensive report specifying different levels of results/changes achieved, challenges identified and lessons learnt as reflected in the evaluation reports and any other beneficial changes identified

COMPETENCIES

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

Communication: Ability to articulate ideas in an effective, clear and concise style both orally and in writing is required. Consultant should be able to prepare comprehensive well written and accurate documents and reports.

Planning and organizing: Must have strong ability to plan, coordinate and monitor own work in an efficient, effective and timely manner; Ability to meet agreed timelines required.

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

QUALIFICATIONS

Education

An advanced degree (Master's degree or equivalent) or higher in social sciences or related field preferred. Excellent knowledge and training in results-based management including monitoring, and programme and project evaluation desirable

Work Experience

At least 10 years' experience of carrying out research, analytical work, evaluations or related work required. Proven track record of working on results-based management, programme/project management, monitoring, evaluations and reporting required. Demonstrated ability to write and edit analytical, comprehensive and detailed reports

Language

For this position, strong command of the English language, both oral and written is required

REMUNERATION

Payments will be based on deliverables over the consultancy 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 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:

Mr. Stephen Macharia

UN-HABITAT

P.O. Box 30030, 00100 Nairobi, Kenya

Email: Stephen.Macharia@unhabitat.org

Deadline for applications: **23 June 2017**

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