CONSULTANT VACANCY ANNOUNCEMENT

ORGANIZATIONAL LOCATION: UN-Habitat office in Tehran, Islamic Republic of Iran
DUTY STATION: UN-Habitat office in Tehran, Islamic Republic of Iran
FUNCTIONAL TITLE: Hazard Mapping and GIS Consultant
CONTRACT TYPE: UNOPS / LICA output based
DURATION: 4.5 Months (Contract will be issued in 2019 and 2020 separately)
CLOSING DATE: 3 November 2019
START DATE: Mid- November 2019

Terms of Reference

Introduction

UN-Habitat’s Tehran Office was established in 2009 to strengthen cooperation between the Islamic Republic of Iran and UN-Habitat, to contribute towards capacity building in the themes of sustainable urban development through policy development, institutional implementation and improvement of required skills and to promote UN-Habitat mandated activities in Iran, particularly in the field of earthquake resistance construction.

UN-Habitat has received a fund from GoJ to conduct the BAZTAB Project on Humanitarian Protection and Community Rehabilitation in Kermanshah Province, Islamic Republic of Iran. The objective of this engagement is to assist recovery and protection of the communities affected by Kermanshah (2017) Earthquake to help vulnerable groups return to an acceptable level of normal life thus enabling them becoming active members of their communities; and focus on different levels of disaster response/preparedness based on lessons learnt to enhance the effectiveness of reconstruction and rehabilitation processes. is to develop the consensus-driven analytical foundation required for longer-term investments to reduce risk in the health sector in Iran.

This project is a complimentary activity for the valuable activities of diverse agencies, including the Government of Kermanshah and the Government of Islamic Republic of Iran in areas affected by the Kermanshah Earthquake (2017).

Objective

To provide technical and administrative services to the management of the Project outlined below. The project outline contains two main objectives:
1. Enhanced recovery and protection of selected communities affected by Kermanshah earthquake through provision of psychosocial support to women and girls as well as creating the capacity of communities and Relief Networks to address the socio-economic and psychological needs of disaster-stricken population in Kermanshah Province focusing on most Vulnerable Groups in selected pilot areas.

The objective of this assignment is to contribute to the Project for Community Rehabilitation in Kermanshah Province by Creation of a nation-wide database in which all the buildings are registered and the information (including available earthquake, flood risk, and landslide zonation studies) on each building is incorporated.

Scope of Services

To achieve the above objective, under the overall supervision of the Chief of UN-Habitat Tehran Office, and under the direct supervision of the Project Manager, Tehran Office, the Consultant will provide the services required for this assignment, which include—but are not limited to—the following:

- **a)** Identification of appropriate ICT technologies using the available databases
  - Designing data entry interface
    - The data entry interface should support both English and Persian Languages;
    - There should be the option for inserting GPS coordinates and Photographs
    - Filled forms should be in acceptable database formats compatible with the database software and GIS platforms described below as well as common database software
    - There should be “Export” and “Convert” functions for converting filled data
    - Filled forms should be fed into the MIS and GIS software in both on-line and off-line modes

- **b)** GIS analysis tool
  - To develop a spatial database to provide visualization, spatial analysis, different types of background maps, attribute chart information displays.
  - to provide the online system of GIS-based analysis tool of studied cities of the project as well as a general platform to be used to create similar geo-database for other Iranian settlements;
  - To design a dashboard with a user-friendly interface for the web-based GIS/MIS tool. The proposed dashboard will be accessible through the entrance page of the project website and/or a designed application for smartphones and tablets. It will provide different levels of access to information to various groups of users (authorities, experts, and the general public);

- **c)** Pilot testing of the infrastructure in Kermanshah and possibly other provinces as chosen by the HF.

- **d)** Monitoring user interface and improving the web-based platform design on the basis of feedback received form the monitoring exercise.

- **e)** The possibility of linking the developed system with existing national and international platforms such as Global Exposure Database for Global Earthquake Model (GED4GEM) should be envisaged. Open-source platforms is preferred for development of all the modules described above.

- **f)** Attend Project meetings and comment on reports and presentations

- **g)** Provide training in two cities of Tehran and Kermanshah
  - To achieve effective and efficient skills, the training provided should include an appropriate mix of lecture, discussions, field visits and practical exercises
  - Evaluation of participants’ performance by giving and correcting pre and post-tests, as well as evaluation of their practical exercises

- **h)** Any other tasks assigned by the Chief of Office and Project Manager
Deliverables
The main outputs expected to be achieved as the result of this assignment are as follows:
   a) Data entry software
   b) Web-based GIS analysis tool
   c) Preparing and delivery of Technical reports
   d) Technical report
      - A methodology report describing the methodology of conducted activities and its outcomes.
      - A GIS-based tool analysis guide describing how to use the GIS-based tool

Payment Schedule
The provisional schedule is of activities given below. It should be noted however, that the planned dates may change according to the Project requirement and unforeseen circumstances. Payment shall be released on submission of outputs / deliverables as outlined below, certification of satisfactory completion by the Project Manager.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Latest delivery date</th>
<th>Percentage of lump sum payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Work plan, appropriate ICT identification, and database design</td>
<td>November 2019</td>
<td>15%</td>
</tr>
<tr>
<td>II</td>
<td>Data entry interface</td>
<td>December 2019</td>
<td>30%</td>
</tr>
<tr>
<td>III</td>
<td>Web-based GIS tool</td>
<td>January 2020</td>
<td>30%</td>
</tr>
<tr>
<td>IV</td>
<td>Preparing and delivery of Technical reports</td>
<td>March 2020</td>
<td>25%</td>
</tr>
</tbody>
</table>

Competencies
- Ability to work under pressure and difficult conditions;
- Demonstrating integrity by modelling the UN values and ethical standards;
- Demonstrated knowledge and awareness of disaster management and urban resiliency processes;
- Able to work independently and harmoniously in a team;
- Displays culture, gender, religion, race, nationality and age sensitivity and adoptability;
- Shares knowledge and experience and contributes to UN-Habitat practice areas and actively
- Able to work towards continuing personal learning and development;
- Ability to work with minimum supervision;
- Ability to take ownership of all responsibilities and honour commitments;
- Ability to work in a multi-cultural, multi-national environment;
- Demonstrated interpersonal and communication skills and leadership qualities.

Qualifications
- Advanced university degree (Master’s) in Computer Science, ICT, or other related fields and minimum 3 years of experience in developing software, or a graduate degree with five years of relevant experience.
- Good planning and report/minutes/memo writing skills is required;
- Familiar with MS Word, MS Excel, Power Point, MS Outlook is a must.
- Knowledge on organization structure and management functions of the inspectorate system is an asset;
- Previous working experience with international organization or at international funded projects is an asset.
- A shortlist of candidates selected based on a preliminary assessment of candidates’ CVs will be invited for interview. The short-listed candidates should be prepared for a detailed extended technical interview regarding this Terms of Reference, which will include a review of their previous assignments/projects.
**Language Skills**

Strong proficiency in written and spoken English and Persian are required. Knowledge of another official UN language is an advantage.

**Reporting Arrangements:**

Hazard Mapping and GIS Consultant shall regularly report to the Project Manager and overall to the Chief in Teran Office and the Senior Human Settlements Officer based in ROAP in Fukuoka, Japan.

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**Application**

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

All applications should be submitted in English to:

UN-Habitat Tehran office email: unhabitat-tehran@un.org

Please indicate the Post Title: “VA Hazard Mapping and GIS Consultant” in your e-mail subject.

Deadline for applications: 3 November 2019