

SENIOR CONSULTANT VACANCY ANNOUNCEMENT

Posting Title:	Team Leader/ Senior Urban Policy Consultant
Department/ Office:	United Nations Human Settlements Programme (UN-Habitat)
Posting Period:	18 February 2020-2 March 2020
Job Opening number:	20--UN-HABITAT-131582-C-NAIROBI
Staffing Exercise ID:	N/A

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Result of Service

1. Draft Smart City Strategy framework document, to supplement NUP
2. National Urban Policy workshop including the Concept Notes, Workshop Booklets; consultative meeting reports (physical and/or virtual)
3. Smart City Workshop documents including the Concept Note, Workshop Booklet, report.
4. One Interim Report on National Urban Policy and Smart City Strategy Document
5. The first version of the National Urban Policy and Smart City Strategy Document
6. Final National Urban Policy, and Smart City Strategy Document submitted to the High Council of Architecture and Urban Development, both in English and Persian.

Work Location: Home based (Iran)

Expected duration: Eight months

Duties and Responsibilities:

The United Nations Human Settlements Programme, UN-Habitat, is the agency for human settlements. It is mandated by the UN General Assembly to promote sustainable cities and human settlements and adequate shelter for all. 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.

The pilot phase of the National Urban Policy programme: Developing NUP and Smart City Strategy in Iran started in 2017. It is a collaboration between UN-Habitat, Republic of Korea, and the Islamic Republic of Iran through the Ministry of Roads and Urban Development. It aims to develop National Urban Policies and Smart City Strategy in Iran, to offer a platform to foster synergy, coherence, capacity development,

and mutual learning, and to exchange global experiences on National Urban Policy. The diagnostic report of NUP was launched in December 2018. The project, hence, proceeds to the formulation of the National Urban Policy and Smart City Strategy Document phase.

At this step in the NUP development process, UN-Habitat is looking for a Team Leader/ Senior Urban Policy Consultant to coordinate the preparation of the National Urban Policy and Smart City Strategy Document, which will ensure that the NUP document is inclusive, participatory and adapted to the national context and policies, supported by a broad range of stakeholders, and evidence-based. As the team leader, the Senior Urban Policy Consultant is responsible for identification, coordination, delivery, and effective use of the inputs of other experts who could be recruited for the NUP programme.

The Team leader/ Senior Urban Policy Consultant will be responsible for a number of outputs and activities. All activities and outputs should contribute towards the preparation of the (1) National Urban Policy and (2) Smart City Strategy Document in accordance with United Nations rules and regulations in close consultation with and endorsement of the Ministry of Roads and Urban Development (MoRUD) for the final approval by the High Council of Architecture and Urban Development in the MoRUD.

The Senior Consultant shall be under the directly supervision of the UN-Habitat Headquarters for quality assurance, and to the UN-Habitat Tehran Office for operational activities.

Under the coordination of the Section Leader in HQ, the consultancy will be required to deliver mainly the following documents on or before the tentative timeframe provided. The approval for payments to the consultancy shall be based solely on satisfactory delivery of the outputs specified below.

1. Mobilise the Project Team which might include project assistant, technical and subject matter experts (policy drafting, smart city strategy development), national and international peer-reviewers, qualitative and quantitative data analysis expert, communication expert, translation and interpretation services, workshops facilitators, etc) Review and understand the work carried out by UN-Habitat, Iran in the previous phases of the development of the National Urban Policy and identify gaps and areas to integrate into the policy process through secondary information review
2. Prepare the National Urban Policy and Smart City Strategy layout/ framework, and their detailed timeline
3. Review and if necessary, revise the list of relevant stakeholders for the purpose of developing the NUP and Smart City Strategy Document
4. Undertake survey and collect feedback from peer reviewers and members of the Advisory Committee
5. Collect and analyse pertinent data for NUP and smart city strategy
6. Draft the NUP guiding framework for Iran and incorporating smart city elements into the policy intervention
7. Make use of outcomes of consultative meetings with relevant governmental stakeholders especially the MoRUD, Steering Committee, National Habitat Committee, and other potential expert groups, partners and stakeholders to inform the NUP and Smart Strategy

8. Prepare and Facilitate 3 National consultative workshops / meetings (including virtual surveys and studies within the framework of national policies and regulations as part of the National/ regional Urban Fora for validating the needs and policy development, then reporting the progress and formulation of the NUP Document
9. Prepare and facilitate of the Smart City National Workshop integrated with the NUP in collaboration with UN-Habitat and the MoRUD
10. Integrate participants' feedbacks derived from the Smart City National workshop and National Forum with the drafted version of the National Urban Policy and Smart City Strategy Document

Qualifications/special skills:

Competency: Professionalism: Shows pride in work and in achievements; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges and remains calm in stressful situations.

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, Excellent drafting ability and communications skills, both oral and written; proven ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful

Teamwork: Works collaboratively with colleagues to achieve organizational goals; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Planning and organizing. Able to develop clear goals that are consistent with agreed strategies; identifies priority activities and assignments; identifies priority activities and assignments; allocates appropriate amount of time and resources for contingencies in planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

Skills: Good analytical and report writing skills.

Computing skills including MS-Office applications is essential, knowledge and skill in urban design software is required.

Academic Qualifications: Advanced University Degree (Master's degree) in sustainable urbanization related disciplines is required; Urban Planning, Regional Planning, Urban Management, Policy Making, Development Studies, Development Policy, Urban Economy/Finance, social science, or other related fields. A PhD degree in these fields is an advantage but not a requirement.

Experience: Minimum of 10 years of relevant experience in urbanization issues in Iran and the region, preferably working experience with international organizations.



Proven familiarity with institutional, organizational, administrative, and legal frameworks affecting urban processes and procedures is essential.

Iranian nationals are encouraged to apply.

Language: English and French are the working languages of the United Nations Secretariat. Excellent proficiency in written and spoken English and Persian is required. Knowledge of another official UN language is an advantage.

Applying for this position should be done online through Inspira website as below:

https://inspira.un.org/psc/UNCAREERS/EMPLOYEE/HRMS/c/UN_CUSTOMIZATIONS.UN_JOB_DETAIL.GBL?Page=UN_JOB_DETAIL&Action=A&SiteId=1&JobOpeningId=131582&PostingSeq=1