

Vacancy Announcement

Issued on: 27 April 2018

ORGANIZATIONAL LOCATION:	UN-HABITAT
DUTY STATION:	Vientiane
FUNCTIONAL TITLE:	Vertical Integration Mapping Expert
CONTRACT MODALITY	IICA-1
DURATION	2.5 months
DEADLINE DATE:	18 May 2018 (extended)

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

1. ORGANIZATIONAL SETTING

UN-HABITAT

The United Nations Human Settlements Programme, UN-Habitat, is the United Nations agency for human settlements. It is mandated by the UN General Assembly to promote socially and environmentally sustainable communities, towns and cities with the goal of providing adequate shelter for all. In collaboration with governments, UN-Habitat is charged to promote and consolidate collaboration with all partners, including local authorities and private and non-government organizations in the implementation of the Sustainable Development Goals (SDGs), particularly Goal 11, which seeks to make cities and human settlements inclusive, safe, resilient and sustainable.

By working at all levels and with all relevant stakeholders and partners, UN-Habitat contributes to linking policy development and capacity-building activities with a view to promoting cohesive and mutually reinforcing social, economic and environmental policies in national policies and programmes in urban development and human settlements which conform with international practices and covenants.

UN-Habitat in Laos is engaged since 2005 on a number of projects related to climate change and basic services. The main office is located in Vientiane, although most of its activities and engagements are in the provinces. The key partner Ministries of UN-Habitat in Laos are Ministry of Public Works and Transport (MPWT) and Ministry of Natural Resources and Environment (MoNRE).

Urban LEDS 2

Under the “**Accelerating climate action through the promotion of Urban Low Emission Development Strategies**” (Urban-LEDS 2) Project, the consultancy is to address Work Package 2, “Enhancing vertical and horizontal integration”.

UN-Habitat and ICLEI are jointly implementing the “Accelerating climate action through the promotion of Urban Low Emission Development Strategies” or Urban LEDS 2 project.

This 48-month international project is supported by the European Union and aims to contribute to the reduction of greenhouse gas emissions by the promotion of Urban LEDS in cities / towns in emerging economies (Brazil, Colombia, India, Indonesia and South Africa), and Least Developed Countries (Bangladesh, Lao PDR and Rwanda). This objective is aligned with the implementation of the Paris Agreement under the UNFCCC.

More specifically, the consultancy is to focus on Lao PDR in facilitating UN-Habitat and ICLEI team members to achieve the following primary objective. The consultant will do the following:

At the national level map the institutional/policy landscape, establish professional contacts, and identify possible opportunities for enhanced multi-level governance in support of low emissions urban development.

This mapping exercise should focus primarily on two closely related policy realms: (1) Nationally Determined Contributions (NDCs), and (2) climate planning and finance. At the same time it would also address broader areas of government policy relevant to local government climate action, e.g., urban policy, transport, waste, energy, environment and so on. While (1) and (2) are the immediate, priority focus, it is quite possible the Urban-LEDS 2 will become involved in other relevant policy areas if attractive opportunities for promoting vertical integration present themselves¹. This initial study is a unique opportunity to identify relevant Ministries, individuals and policies where vertical integration can be pursued later in the project, as time and resources allow.

This initial Activity will lead to follow-on activities at the national level in support of improved vertical integration. The present exercise is intended to scope out such follow-on activities in support of the overall Strategic Objective of this WP: “Enhanced vertical and horizontal integration of climate action in support of National and Local Strategies”. At the same time, the present mapping exercise will provide a solid foundation for the national-level Dialogues that are now proposed to take place in the Urban-LEDS countries with project support².

Another, related benefit of the mapping exercise will be to better understand national climate priorities (e.g., from a country’s Nationally Determined Contribution) which can/should be reflected in the urban Low Emission Development Strategies that will be developed in the participating cities.

2. Detailed Terms of Reference and Specific Deliverables

Deliverable 1: An overview report

2.1 Review Lao PDR NDC, to identify: (i) potential opportunities for vertical integration with the local government sector, (ii) which largely ‘urban’ sectors and ministries feature prominently in the plan, (iii) relevant initiatives (e.g., urban/vertical NAMAs

¹ For example if partners are supporting relevant policy work in a given country (e.g., integrating climate issues into national urban policy). For list of possible policy areas see *Urban-LEDS 2 Description of the Action*, under Activity 2.2.

² The new ‘Localizing the Talanoa Dialogues’ initiative emerged from COP-23 which took place in November 2017; it thus is not explicitly mentioned in the Urban-LEDS 2 Description of the Action which was finalized several months before that. For further information see <http://talkofthecities.iclei.org/the-talanoa-route-to-new-climate-governance/>

or NAPs, large urban sector programs), (iv) priorities regarding climate action to consider reflecting in the urban LEDS to be developed in participating cities, etc. Also skim National Communications from your country, particularly for potential contact points. NDCs and National Communications are readily available on the UNFCCC Secretariat website (see NDC Registry and http://unfccc.int/national_reports/non-annex_i_natcom/items/10124.php).

As an option, for NDC background and regional analysis, see UN-Habitat, “Sustainable Urbanization in the Paris Agreement: Comparative Review of Nationally Determined Contributions for Urban Content”, 2016, <http://unhabitat.org/books/sustainable-urbanization-in-the-paris-agreement/>. Also as an option, further investigate the MRV concept and its origins in the UNFCCC work streams, the UNFCCC’s “Handbook on Measurement, Reporting and Verification for Developing Country Parties”, cited above, as well as other documents cited in present TORs.

2.2 Review national-level and sectoral plans relevant to a) Local government and b) Low emission development. As a start, suggest looking at relevant statutory plans and budgets of the Ministry with oversight for municipal sector/urban development/sub-national planning, including national urban/ development strategies, and sectoral climate plans for key urban sectors (waste, transport, energy etc). Focus on plans and budgets, not only policies and strategies. Focus not only on keyword searches in preambles and text, but on activities and budgets. Consider not only mentions of “low-carbon” development, but also instances where clear examples of “high-carbon” development are being financed at the local government level.

2.3 For some basic relevant background on Lao PDR, review *Urban-LEDS II Description of the Action*, pp. 10-12. From ICLEI and UN-Habitat, obtain any additional background information, as well as a list of current relevant contacts and meeting notes from Lao PDR.

[For further background on Urban-LEDS, see ICLEI/UN-Habitat “Urban-LEDS: Cities in Action: Low Emission Development in Brazil, India, Indonesia and South Africa: 2012-2016 Final Report” (www.urban-leds.org or http://urbanleds.iclei.org/fileadmin/user_upload/publications/Urban-LEDS-Final-Report.pdf).

As an option, review 1 or 2 city-level low emission urban development strategies that emerged from Phase 1 of the Project. Also see ICLEI, “From Strategy to Delivery: Measuring, Reporting, Verification of Urban Low Emission Development” cited above. In addition to carrying out the present investigation, be prepared to provide interviewees with at least basic information on the scope and parameters of Urban-LEDS 1 and 2, and planned and possible next steps.]

Deliverable 2: Draft report

2.4 (*Via interviews³ with representatives of the key UNFCCC focal point ministry / apex entity involved with NDC implementation, in the Urban-LEDS countries*) Map out relevant parts of the structure of NDC implementation and MRV. Understand plans for developing such over time (see Box 8 for one way to summarize such), the current stage of development and any roadblocks encountered. In particular, understand how plans for reporting from key ministries into the NDC focal point (who will then consolidate results) is planned to occur, and discuss how local government climate reporting may fit into that scheme (see earlier discussion of this key issue). Explore possible opportunities for vertical integration identified in the review of the INDC, and discuss ways in which local governments might be able to plug into these emerging systems.

Finally, without excessively raising expectations, note that Urban-LEDS 2 potentially could support (via discrete tasks) the development of mechanisms to provide for this vertical articulation when clear opportunities for such present themselves (e.g., with Urban-LEDS cities on a pilot basis), and cautiously begin to explore options for such.

Both for these as well as subsequent interviews, obtain key information on the interviewees. Endeavor to obtain key documents (hard and/or soft copies) mentioned by interviewees, to compile in database.

2.5 (*Via interviews with representatives of key line ministries that will be involved in NDC implementation*) As appropriate obtain ministerial perspectives on emerging plans and MRV mechanisms for feeding sectorial reporting into consolidated NDC reporting, any emerging issues (e.g., related to data quality), and possible ways for local governments to plug into those systems.

2.6 (*Via interviews with representatives of the Ministry of Local Governments or equivalent, as well as the association of local governments*) Discuss how local governments outside of the Urban-LEDS sphere eventually could participate in MRV systems now under development.

2.7 (*Via interviews with key ministries involved with climate finance and planning*) Identify the key relevant elements of the system of climate finance in their countries. Identify the focal points for the GEF, the GCF and (of less relevance) the Adaptation Fund. Understand the state of development of any NAMAs and NAPs with an urban or local government dimension. In particular identify any national mechanisms by which local governments can access climate finance, e.g., via a national climate fund and/or a dedicated revenue transfer.

2.8 During the course of this investigation, actively participate in 1-2 calls (coordinated by UN-Habitat HQ) of teams carrying out the present investigation in the various Urban-LEDS 2 countries to compare emerging findings, discuss issues and to troubleshoot challenges.

2.9 Draft the report with the information gathered for Lao PDR. Preferred length: no more than 20-25 pages in the main body of the report, with supporting material in annexes as necessary. Proposed outline:

³ It should be made clear to interviewees the ways in which their data will be used and published in advance of the interview commencing to ensure informed consent.

Proposed outline of report (with notes)

Title: Opportunities for Vertical Integration Related to Low Emission Urban Development Strategies in [country]

1. Introduction

Background, scope and purpose

2. Emerging plan for NDC implementation & system of MRV reporting

3. Relevant aspects of system of climate planning and finance

4. Other ongoing policy initiatives, plans, funding instruments and flows of possible relevance

E.g., development of a new national urban policy/urban infrastructure fund/sectoral climate policies with opportunities to integrate climate change considerations and/or sub-national government's involvement.

5. Conclusions

- ✓ Promising opportunities for vertically integrating local climate action into national-level MRV reporting and climate planning/finance, or possibly other policy areas
- ✓ Any immediate concerns expressed regarding integrating local governments into such a system, or needs for further information on such?
- ✓ Any immediate opportunity for a 'quick win' in this area (i.e., immediate relevant needs for assistance)
- ✓ (*in 'new' Urban-LEDS countries*) Ways in which urban LEDS developed in Urban-LEDS project cities could reflect or better align with national-level climate plans and priorities

6. Recommendations

- ✓ Next steps for exploring targeted assistance to support the national-level opportunities identified above.
- ✓ Recommendations on how to solve possible barriers, following the "concerns" as per point 5 (II)
- ✓ (*in 'new' Urban-LEDS countries, where still relevant*) Recommendations for city selection, as well as for addressing national-level climate priorities in the urban LEDS under development in participating cities

Annexes

Annex A. List of persons interviewed

Annex B. Annotated list of documents collected

Length: No more than 20-25 pages, with additional annexes as supporting material as necessary.

Deliverable 3: Finalize report

2.10 Following review by colleagues including UN-Habitat HQ and ICLEI WS, revise and finalize the country reports.

3. Duration

Three months (June-August 2018)

4. Travel

The consultancy is based in Vientiane, and might involve travel to Pakse and Savannakhet cities.

5. Reporting lines

Under the overall supervision of the responsible Human Settlements Officer (HSO), based at UN-HABITAT Regional Office for Asia and the Pacific (ROAP) in Fukuoka, Japan, the consultant will work under the guidance and will report to the Regional Advisor UN-Habitat based in Laos.

6. CORE VALUES AND COMPETENCIES

Core Values

- **Integrity:** Demonstrates the values of the United Nations in daily activities and behaviours. Acts without consideration of personal gain. Resists undue political pressure in decision making. Does not abuse power or authority. Stands by decisions that are in the Organization's interest, even if they are unpopular. Takes prompt action in cases of unprofessional or unethical behaviour.
- **Respect for Diversity:** Works effectively with people from all backgrounds. Treats all people with dignity and respect. Treats men and women equally. Shows respect for and understanding of diverse points of view and demonstrates this understanding in daily work and decision-making. Examines own biases and behaviours to avoid stereotypical responses. Does not discriminate against any individual or group.
- **Peace and Development advocate:** Advocates for Peace and Development at all level, respects the culture of our Muslim brothers or well as any other religious denomination.

Professional Competencies

- **Professionalism:** Ability to identify issues, analyse and participate in the resolution of human settlement issues/problems. Ability to conduct data collection using various methods. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **Planning & Organizing:** Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- **Communications:** 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; Tailors language, tone, style and format to match the audience; Demonstrates openness in sharing information and keeping people informed

QUALIFICATIONS/SPECIAL SKILLS OR KNOWLEDGE

Qualifications	
Education:	Master degree in relevant field such as development studies, urban/environmental planning or management, geography, international development sociology or related fields
Experience and skills:	<ul style="list-style-type: none"> • Minimum of 3 years relevant experience and proven track record in working on projects covering a broad range of humanitarian, human settlements, resettlement, environmental and social development issues • Good understanding of governance and climate change related issues • Experience in research and report writing • Technical writing skills with a full command of English (spoken and written). Previous work experience in Laos will be useful
Language Requirements:	Fluency in oral and written English is essential.

Submission of Applications

Application should include:

1. Cover memo (maximum 1 page) including expectations regarding remunerations based on the final output of the consultancy;
2. A completed UN Personal History Form (P-11)

Please download the form (MS-Word) from UN-Habitat ROAP web site:

http://www.fukuoka.unhabitat.org/vacancy/index_en.html;

All applications should be addressed to: UN-Habitat Regional Office for Asia and the Pacific, ACROS Fukuoka, 8th Floor, Tenjin Chuo-ku, Fukuoka 810-0001 Japan, and sent electronically via e-mail to: habitat.fukuoka@un.org

Please indicate the VA Title in your e-mail subject:

“Vertical Integration Mapping Expert, Lao PDR”

Extended Deadline for Applications: 18 May 2018

Please note that applications received after the closing date stated above will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted. The salary will be determined according to the qualifications, skills and relevant experience of the selected candidate. Details and conditions of the contract will be communicated at the interview.

In line with UN-HABITAT policy on gender equity, applications from female candidates are particularly encouraged.

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: habitat.fukuoka@un.org