

## VACANCY ANNOUNCEMENT

*Issued on: 10 / 06 / 2018*

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

### I. Assignment Summary

<b>Programme:</b>	<b>Sustainable Human settlements in Urban areas for Reintegration Afghanistan (SHURA)</b>
Organizational Location	UN-Habitat, Afghanistan
Duty Station	Kabul, Afghanistan
Consultancy Title	<b>EXPERT ENUMERATION AND DATA ANALYST</b>
Grade	UNOPS /ICA II (P-4 equivalent) (output basis contract)
Starting Date	01 JULY 2018
Duration	6 work-months over 12 months -Contract will be issued each year.
Finish date	30 JUNE 2019
Deadline	26 JUNE 2018

### II. Background

The Sustainable Human settlements in Urban areas for Reintegration in Afghanistan (SHURA) program, is designed in line with the corresponding contribution Agreement, signed between the European Union, the Danish Ministry of Foreign Affairs and UN-Habitat. The Program is being implemented with the coordination authority of the Ministry of Refugees and Returnees (MORR), Ministry of Urban Development and Housing (MUDH), The Afghanistan Independent Land Authority (ARAZI), Independent Directorate for Local Governance (IDLG), the Afghanistan high-level Displacement and Return Executive Committee (DiREC) to which UN-HABITAT provides implementation outputs.

The Program entails three components:

- Outcome 1: Provide a foundation for returnees and protracted IDPs to become self-reliant, resilient and productive citizens of Afghanistan as quickly as possible
- Outcome 2: Facilitate the integration through the provision of well-located, serviceable land with access to appropriate livelihood opportunities and in proximity to urban centers, secondary and tertiary cities and strategic district municipalities.
- Outcome 3: Augment self-reliance through the delivery of permanent development interventions to ensure access to permanent housing and basic services in appropriate sites in parallel with humanitarian/transitional assistance.
- Outcome 4: Mitigate the negative effects of an unplanned influx of returnees and prevent further ad hoc settlement in urban informal settlements

Within the context of the Program, the Ministry of Repatriation and Returnee affairs (MORR), IOM, the ministry of Urban Development and Housing (MUDH), DiREC and UN-HABITAT will require expert consultancy

services for developing and conceptualizations feasible enumeration and data analytics for both beneficiary registration/selection and vulnerability assessments in provinces of high returns for purposes of reintegration of returnees, IDPs and vulnerable host community. The scope of the consultancy will include: a) A program initiation report review, b) development of beneficiary information management guides and analysis frameworks, c) materials for communication campaigns, d) development of visibility and knowledge products and e) the periodic results based report reviews.

### III. Objective, tasks and deliverables

#### Objective

The consultant will be expected to contribute to the enabling and enhancing the quality and relevance of enumeration data for vulnerability determination and provide the capacity build up for data analysis subsequent, in order to anchor settlement based assessments.

#### Tasks

1. Development of Program Initiation Report as per the requirements of donors European Union and Embassy of Denmark
2. Take a leading role in the further development of a model of beneficiary selection based on vulnerability assessment
3. Development of beneficiary information management guidelines and analysis framework, in close cooperation with Beneficiary Selection Consortium partners IOM and the Ministry of Refugees & Repatriation (MoRR).
4. Providing support and managerial oversight to the eventual rollout of beneficiary selection activities, where required engaging the services of external contractors to perform data collection, field communications and other elements of beneficiary selection activities to be outsourced.
5. Representing UN Habitat at the Beneficiary Selection Consortium when in country
6. In coordination with the SHURA CTA/International Programme Manager, develop proposals, concept notes, budgets and technical documentation as required by donors and government partners
7. Develop and support the implementation of a Communications and Visibility plan through the development of materials to disseminate programme activities, both nationally and internationally
8. Develop a knowledge product focused on key program themes; displacement, inclusive urban development and the mainstreaming of local integration
9. Production of periodic results based review reports as per donor requirements
10. Support in the facilitation of essential inception activities such as 'Mayor's workshops' to identify additional vacant state land and potential implementation sites.
11. Liaison as required with key government partners the Office of the President, Ministry of Urban Development & Housing (MUDH), MoRR, Afghanistan Independent Land Authority (ARAZI) and relevant municipalities in the implementation of the program,
12. Provide remote support as required to program activities, reporting and communication activities,
13. Perform other duties as may be required by the SHURA CTA/International Programme Manager, ROAP or UN Habitat Afghanistan Country Programme Manager in support of the activities of the programme and agency

#### Consultancy Deliverables:

##### **Technical advice for Planning and implementation of eligible beneficiary ballot exercise:**

*Some of the key deliverables of the consultant will be the following (please note that additional deliverables*

*may be included, depending on stakeholder needs):*

1. Supporting with the development and operations of the Beneficiary Selection Consortium, including development of consortium partners TORs and guiding documents, further development of eligibility guidelines and survey methodology and other guidelines as required.
2. Development of Monitoring & Evaluation framework to assess the effectiveness of beneficiary selection/vulnerability assessment activities, to be referred to in subsequent results based review reports
3. Final report following the conclusion of beneficiary selection activities, documenting lessons learned and ways forward
4. Presentation of key findings to be used to disseminate/share the report with stakeholders

**Technical Enumeration process guidelines under the reintegration framework:**

1. Technical support to relevant clusters and committees established by DiREC when on mission.
2. Develop framework for coordinating the enumeration, dataset submission and quality assurance of the beneficiary selection and eligibility assessments.
3. Produce summary indicators for use in knowledge product publications as well as donor, advocacy and/or managerial reports.
4. Conduct data processing and analysis of IOM registration datasets and reference documents.
5. Produce Summary Report for both the eligibility registration and vulnerability assessment and produce corresponding PowerPoints presentation for review with in-country teams.
6. Data processing and analysis of the EU/DK fund grant reports to support monitoring.
7. Develop procedures, corresponding documentation (i.e. manuals), modeling methodologies and preliminary analytic results (based on IOM data) for outcome and impact assessments.
8. Collate all available datasets from all stakeholders (MORR, UNHCR, IOM, IMMAP), assess data quality and report outstanding issues to support the SHURA results review.

Conduct outcome and impact modeling (based on established SCT methodologies) for all participating countries (given available data) including costing assessments.

**Periodic results based implementation review:**

1. Review the technical deliverables in the SHURA program ProDoc and initiation report.
2. Support the production of quarterly results based reports, mid-term and end point evaluations
3. Develop a vulnerability assessment and household profiling report, documenting lessons learned and ways forward
4. Review inputs on data interpolations for the periodic SHURA donor reports.

**IV. Competencies**

- Promotes UN's core values and ethical standards (professionalism, integrity, respect for diversity)
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Capability to engage in team-based decision making and lead technical discussions
- Ability to formulate and manage work plans and a self-starter
- Good listener and responsive to views of government counterparts
- Respectful and helpful relations with UN international and national staff

**V. Required Qualifications**

Education	Master's Degree in International Development, Anthropology, statistics, social sciences research, or related field or other relevant qualifications
Experience	<ul style="list-style-type: none"> <li>• Minimum of 7 years of relevant experience in the implementation of development projects,</li> <li>• Experience in Project Formulation and Implementation at scale. Experience</li> </ul>

	<ul style="list-style-type: none"> <li>in built environment Monitoring and Evaluation will be an added advantage.</li> <li>• Experience in managing complex urban development programs, including in fragile states, providing policy and technical assistance to governments</li> <li>• Familiarity with the UN in Afghanistan</li> </ul>
Knowledge and skills	<ul style="list-style-type: none"> <li>• Ability to think analytically, and present technical concepts clearly</li> <li>• Ability to plan work, set priorities and complete workload under pressure</li> <li>• Good communication skills (verbal and written)</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>• Ability to work with multidisciplinary and multicultural team</li> <li>• Consultative approach and willingness to learn from others</li> </ul>
Language Requirements	<ul style="list-style-type: none"> <li>• Fluency in written and spoken English is required</li> </ul>

**VI. Payment Schedule:**

Payments shall be made on satisfactory completion or work and submission of reports as certified by the (CPM/CTA/PM) on the following schedule of deliverables:

Payment	Deliverable	Amount (%)
1-2	<ol style="list-style-type: none"> <li>MISSION REPORT</li> <li>SHURA TECHNICAL INCEPTION REPORT</li> <li>COMMUNICATIONS &amp; VISIBILITY PLAN</li> <li>BENEFICIARY SELECTION &amp; VULNERABILITY ASSESSMENT MANUAL</li> </ol>	30%
3-4	<ol style="list-style-type: none"> <li>MISSION REPORT</li> <li>QUARTERLY PROGRAMME IMPLEMENTATION REPORT</li> <li>COMMUNICATION AND VISIBILITY MATERIALS</li> <li>ENUMERATION AND ASSESSMENT DATA ANALYTICS REPORT</li> </ol>	30%
5-6	<ol style="list-style-type: none"> <li>MISSION REPORT</li> <li>QUARTERLY PROGRAMME IMPLEMENTATION REPORT</li> <li>COMMUNICATION AND VISIBILITY MATERIALS</li> <li>KNOWLEDGE PRODUCT; RETURNS &amp; LOCAL INTEGRATION</li> </ol>	30%
EXIT	EXIT REPORT – LESSON LEARNED & WAYS FORWARD	10%

**VII. Travel & Logistics**

**International Travel**

The cost of a return economy class air-ticket from the place of recruitment on least-cost, and visa fee will be reimbursed upon submission of travel claim together with the supporting documents including a copy of e-ticket, receipts and used boarding passes. Three quotations from reputable travel agents shall be submitted for UN-Habitat's clearance before purchase of tickets.

**Local Transportation**

Local transportation around Kabul and to the provinces will be arranged and covered by UN-Habitat.

**Travel Advice/Requirements:**

The **EXPERT ENUMERATION AND DATA ANALYST** must abide by all UN security instructions. Upon arrival he/she must attend a security briefing provided by UN-Habitat Security section. He/she should undertake Basic and Advanced Security Training as prescribed by UNDSS. Regular missions will be undertaken for which UNDSS authorisation must be sought.

**Reporting Arrangements:** Consultant will report results to the Program Manager for program deliverables and Overall to the Country Programme Manager for UN-Habitat in Afghanistan.

**How to Apply:**

The application should comprise:

- Completed UN Personal History Form (P11). Please download the form (MS- Word) from UN-Habitat/ROAP-vacancy website: [www.fukuoka.unhabitat.org](http://www.fukuoka.unhabitat.org)
- A Statement of Interest (cover letter) for the position
- 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
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**All applications should be submitted to:**

UN-Habitat Regional Office for Asia and the Pacific  
ACROS Fukuoka, 8th Floor  
1-1-1 Tenjin Chuo-ku, Fukuoka, 810-0001 Japan  
[habitat.fukuoka@un.org](mailto:habitat.fukuoka@un.org)

Please indicate the Post Title: “**VA#.44 ENUMERATION AND DATA ANALYST**” in your e-mail subject.

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications respond to the above criteria will be contacted for an interview. The fee will be determined according to the qualifications, skills and relevant experience of the selected candidate. In line with UN-Habitat policy on gender equity, applications from female candidates will be particularly welcome.

**Deadline for applications: 26<sup>th</sup> June 2018**

***Due to a large number of applications expected, only short-listed candidates will be contacted. The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8).***