Title: Urban Advisor
Contract type: Homebased ICA contract
Agency: UN-Habitat Lao PDR
Duty Station: Homebased
Duration: 1 month over 3 months, with 1 week mission to Vientiane (with dates TBC)
Starting date: 1 May 2020*

* IMPORTANT Note: Actual work starting date and duty station may be changed based on the situation of COVID-19 at the time of recruitment.

Background Information

UN-Habitat is the coordinating agency within the United Nations System for human settlement activities and in collaboration with governments is responsible for promoting and consolidating collaboration with all partners, including local authorities, private and non-governmental organizations in the implementation of the Sustainable Development Goals (SDGs), in particular, Goal 11 of “Making cities and human settlements inclusive, safe, resilient and sustainable”, as well as the task manager of the human settlements chapter of Agenda 21 and focal point for the monitoring, evaluation and implementation of the New Urban Agenda adopted during the United Nations Conference on Housing and Sustainable Urban Development (Habitat III), in Quito, Ecuador 2016.

UN-Habitat has been actively supporting the Government of Lao PDR with technical assistance on issues related to urbanization, disaster mitigation, climate change, and WASH infrastructure. The urban legislation, land and governance branch at the UN-Habitat provides policy and operational support for governments and cities to identify reforms and to adopt laws and legal frameworks that effectively regulate urbanization issues such as land use, urban planning, taxation, housing, infrastructure, and safety.

At the moment, the development of urban areas is an emerging issue in Lao PDR, as its urbanization rate is among the highest in the region. Due to the fact that population growth rates are higher in urban areas than in the rest of the country, it can be inferred that migration from rural to urban contexts is significant in this context. However, urban areas are also associated with inequality increase and a number of issues related to environmental conflicts, poor sanitation and health related concerns. The status of the built environment and social components of Laotian settlements is unknown, as the existing information is disaggregated and based in sectorial approaches. Thus, it is imperative to develop a comprehensive assessment of settlements that incorporates crosscutting issues such as gender and ethnicity, as a baseline for planning further interventions.

Duties and Responsibilities

Under the overall supervision of the Regional Advisor/ Chief Technical Advisor based in Vientiane Office, the consultant will be involved in research and consultation tasks. The main delivery of this consultancy will be a finalized concept note for the “State of Settlements in Lao PDR”, a report that aims at setting the baseline of the actual situation of the human settlements across the country, somewhat in line with the existing series “The State of Cities” developed by UN-Habitat.
Other deliverables shall include:
1. An inception report, inclusive of a detailed work plan for the consultancy, at the start of the contract period;
2. Consultation meetings with stakeholders;
3. Finalized narrative concept note;
4. Methodology proposal for the development of the final report.
5. A PowerPoint presentation summarizing the concept note developed.
6. Logical framework matrix and estimated implementation timeframe;
7. Estimated budget for the development of the project;
8. Final presentation of concept paper to stakeholders involved.

Payment
Lumpsum payments will be made upon submission of the deliverables listed above with terms of payment as follows:

<table>
<thead>
<tr>
<th>Payment milestone</th>
<th>Instalment percentage</th>
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<tbody>
<tr>
<td>Submission of inception report</td>
<td>40%</td>
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<tr>
<td>Final report covering, and not limited to, the following:</td>
<td>60%</td>
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<tr>
<td>1. Consultation meetings with stakeholders;</td>
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<td>2. Finalized narrative concept note;</td>
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<tr>
<td>3. Methodology proposal for the development of the final report.</td>
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<tr>
<td>4. A PowerPoint presentation summarizing the concept note developed.</td>
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<tr>
<td>5. Logical framework matrix and estimated implementation timeframe;</td>
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<tr>
<td>6. Estimated budget for the development of the project;</td>
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Qualifications and work experience

Education:
Minimum advanced university degree (Master) in urban planning/engineering/architecture, or discipline relevant to urban/rural regional planning, management, and/or any relevant social science disciplines related to international development, or first level university degree with additional 2 years relevance experience in lieu of Advanced University degree.

Experience:
Minimum of 10 years relevant Urban Planning experience including research and publications on urban and/or development-related topics. Excellent interpersonal and communication skills to deal with high level counterparts.

Language
English and French are the working languages of the United Nations Secretariat. For the post advertised, fluency in oral and written English is required. Knowledge of Lao is an advantage.
Competencies

▪ Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; 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; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

▪ Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others’ ideas and expertise; 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.

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](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:
“Urban Advisor, Vientiane”

Deadline for Applications: 23 April 2020

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