

Vacancy Announcement
TERMS OF REFERENCE

Date of Publication: 30 January 2024

ORGANIZATION:	United Nations Human Settlements Programme (UN-Habitat) UN Core Values: Integrity, Professionalism, Respect for Diversity
PROJECT:	Pathway to Sustainable, Resilient, and Inclusive development in Jajpur, Vyasaganagar and Panasa Gram Panchayat – Phase 2
FUNCTIONAL TITLE:	Project Officer - Urban
DUTY STATION:	Delhi (70%), Bhubaneshwar (30%)
DURATION:	12 months with the possibility of extension based on performance The first contract will be issued until 31 December 2024
TYPE OF CONTRACT:	UNOPS Local Individual Contractor’s Agreement (LICA 9)

Background:

The project - Pathway to Sustainable, Resilient and Inclusive development in Jajpur, Vyasaganagar and Panasa Gram Panchayat, implemented in Jajpur District in Odisha is an ongoing engagement since 2018. Based on evidence-based assessment covering the district and the three jurisdictions with the application of contextualized urban planning framework developed by UN-Habitat, five priority challenges were identified, namely:

- Untapped local heritage and livelihood development potential
- Scattered urban growth
- Inadequate road infrastructure and absence of public transport
- Fragmented blue-green network
- Vulnerable urban health

With the guidance of Jajpur District administration and intensive local-level consultations, UN-Habitat has developed Sustainable City Strategies for three jurisdictions: Jajpur, Panasa GP and Vyasaganagar that address the priority issues in these areas with recommendations encompassing – policy and regulatory amendments, pan-city and area-based actions and interventions for investments on physical, social, and economic infrastructure. Specifically, the approach promotes low carbon footprint, safeguarding the biodiversity and natural assets, augmenting the quality of life of the communities and harnessing the untapped potential of its creative economy.

Jajpur district recognizes the value of leveraging its cultural and natural endowments for sustainable and inclusive development, and has prepared culture-based city-district strategy anchored with a project pipeline for investment over the next 5 years. The comprehensive city-region strategy presents an opportunity to galvanize communities, local government, and private sector to foster formal-informal coalitions for enabling investments in the cultural economy and sharing the dividends across the rural-urban continuum to reduce the regional disparities.

In the second phase of the project to be implemented from 2023 onwards, the focus will be on three components – knowledge, policy, and technical assistance. Through comprehensive activities and outputs proposed under each component, the project will create a vibrant and sustainable urban environment grounded in harnessing the cultural and heritage capital of the district to achieve the following outcomes:

1. Data-driven spatial urban sustainability assessment informs multi-sectoral territorial challenges and opportunities for development.
2. Low-carbon and ecologically sensitive development pathway guided by sustainable city-district strategies
3. Improved project pipeline for demonstrable on-ground transformations
4. Strengthen local government capacity for evidence-based urban planning and management decision-making.
5. Enhanced network of local governments benefiting from knowledge products on resilient, sustainable, low-carbon development.

Duties and Responsibilities:

Under the overall supervision of the Country Programme Manager, UN-Habitat India, the **Project Officer - Urban** will work under overall guidance of the State Coordinator (Odisha)/ Programme Officer, UN-Habitat India and will be responsible to undertake the following activities:

- Undertake normative and programmatic delivery to mainstream inclusion (according to the Leaving No One Behind principles of United Nations) in deliverables listed in the project document of Pathway to Sustainable, Resilient, and Inclusive development in Jajpur, Vyasagar and Panasa Gram Panchayat, and of two ongoing engagement, on an as-needed basis-
 - Young Gamechangers Initiative ([https://www.unhabitat.org.in/projects/young-gamechangers-initiative-\(ygi\)](https://www.unhabitat.org.in/projects/young-gamechangers-initiative-(ygi))), and
 - Frontier Technologies for Inclusive Circularity of Low Value Plastics [https://www.unhabitat.org.in/projects/tackling-plastic-waste-\(aepw\)](https://www.unhabitat.org.in/projects/tackling-plastic-waste-(aepw)).
- Supports review and assessments of policy(s), guidelines, bye-laws, regulatory and legislative instruments applicable to the assigned projects; draft reports and working papers comprehensively documenting the issues and trends, assessments, findings and recommendations, and contribute to wider knowledge management initiatives within the organization (regional offices/excellence centres/HQs) and to external stakeholders;
- Co-leads drafting knowledge management strategy and lead in preparation of the deliverables towards implementation of the strategy;
- Actively engages in implementation of the public engagement and public partnership activities by drafting comprehensive workplan which includes relevant mapping of (and outreach to) key actors at local, state, and national levels; provide substantive support in updating and maintaining community outreach and engagement plan according to the project's overall workplan; Ensures metrics for trainings are gathered, analyzed and presented;
- Supports capacity building and training by preparing briefing materials, presentations, and other IEC documents, training schedule; Co-leads delivery of range of trainings, the majority of which will be online/virtual sessions; manages table-top simulation exercises;
- Review and refine various written outputs, e.g., background papers, analysis, reports, studies and inputs to publications etc.

- Serves as a focal point for coordination, activities such as workshops, events, and official meetings including the preparation of the agenda, identifying participants, and other required documents;
- Leads and/or participates in large, complex field missions, including provision of guidance to project teams, external consultants, government officials and other parties and drafting mission summaries;
- Identification of approvals needed from government authorities and process to obtain them.
- Performs substantive assignments, in collaboration with the national constituencies and development partners by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan they will use to manage the change;
- Perform other duties and responsibilities, which are within the expertise and experience as may be required by UN-Habitat in responding to the requests of the respective member states.

Qualifications:

Education: An advanced university degree (**Master's degree or equivalent**) in Urban Planning and Policy, Urban Design, Urban Geography, Landscape Architecture, Regional Planning, Architecture, or any other related field. A first-level degree (**Bachelor's degree or equivalent**) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of **3 years of progressive experience** in community engagement, spatial planning and urban design. Demonstrated capacity to supervise graphic representation of ideas and concepts and familiarity with graphic design packages are required. Experience in working with government institutions at national and local level in India is an advantage. Experience in working with teams and with partners is required. Experience within the United Nations common system will be an advantage. Proficiency in design and illustration software is necessary.

Competencies:

Professionalism: Sound analytical and problem-solving skills, plus ability to handle a range of equipment used in communication. Strong analytical, conceptualization, reporting skills required. Should have advanced writing, research, and analytical skills. Expertise in development of strategic documents, policy documents, local action plans as well as preparing and planning of various trainings/workshops for different stakeholders. The ability to use the latest software such as ArcGIS, Excel, Stata, SPSS and similar others for analysis will be an added advantage.

Teamwork: Ability to establish and maintain effective partnerships and working relations in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity. Capacity of undertaking initiative to ensure smooth relations and open communication within the team and with partners.

Planning & Organizing: Ability to work with minimal supervision, under the pressure of frequent and tight deadlines often in difficult and demanding conditions.

Communication: Excellent communication (spoken and written) skills in English and demonstrated ability to explain concepts and approaches in the field of expertise, as well as UN policies and procedures.

Client orientation: Professional and courteous attitude and demonstrated ability to work effectively in a stressful environment. Receptive towards client needs. Understands that those provided services are clients and seek to see things from a client perspective. Maintains tact and diplomacy at all times.

Global Mandates and Frameworks Knowledge: Knowledge of Sustainable Development Goals, Paris Climate Agreement of 2015, New Urban Agenda, 2030 Agenda and other pertinent global mandates, their status and application.

Language: English and French are the working languages of the UN Secretariat. For this post fluency in English (both oral and written) is required; knowledge of Odia language is an advantage.

Reporting Arrangements: The **Project Officer - Urban** shall report to the Country Programme Manager, UN-Habitat India and State Coordinator (Odisha)/ Programme Officer, UN-Habitat India.

How to Apply:

Interested and qualified candidates are requested to please indicate their immediate availability to undertake the assignment as per terms of reference above. The application must be accompanied with a completed UN Personal History Form (P11). Please download the form (MS-Word) from UN-Habitat ROAP website

https://fukuoka.unhabitat.org/wp-content/uploads/2021/12/Personal_History_P11-1.doc

The application should comprise of:

- UN Personal History Form (P11) – without detailed P11 form, application would be rejected.
- Recent Curriculum Vitae (CV)
- Candidate Profile Summary (Format provided at the last page)

Please indicate the Post Title: “**Project Officer - Urban**” in your email subject and send it to: unhabitat.india@un.org

Please note that applications received after the closing date stated below, will not be given consideration. Only short-listed candidates whose applications meet the above criteria will be contacted for an interview. Overall remuneration 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 application: Monday, 12 February 2024 before 05.30 pm (IST)

Due to the large number of applications being 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)

Format – Candidate Profile Summary

1	Name of the Candidate	
2	Gender	
3	Nationality	
4	DOB (DD/MM/YYYY)	
5	Age	
6	Academic Education List	Bachelor of (insert), (Name of University), (year) Master of (insert), (Name of University), (Year)
7	Professional Experience and Organization	ABC organization, (Designation), (years of service) XYZ organization, (Designation), (years of service)
8	Email	
9	Tel/ Mobile	