UN⊕HABITAT
FOR A BETTER URBAN FUTURE

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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, Vyasanagar and Panasa Gram Panchayat – Phase 2
FUNCTIONAL TITLE:	State Coordinator (Odisha)/ Programme Officer
DUTY STATION:	Bhubaneshwar, Odisha
DURATION:	12 months with the possibility of extension The first contract will be issued until 31 December 2024
TYPE OF CONTRACT:	UNOPS Local Individual Contractor's Agreement (LICA 10)

Background:

The project - Pathway to Sustainable, Resilient, and Inclusive development in Jajpur, Vyasanagar 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 Vyasanagar 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 a 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 State Coordinator (Odisha)/ Programme Officer, will be responsible to undertake the following activities:

- Supervise and provide technical and management support to achieve the deliverables listed in the project document of Pathway to Sustainable, Resilient, and Inclusive development in Jajpur, Vyasanagar and Panasa Gram Panchayat, and on an as-needed basis support review and management of two ongoing engagement-
  o Young Gamechangers Initiative (https://www.unhabitat.org.in/projects/young-gamechangers-initiative-(ygi), and
  o Frontier Technologies for Inclusive Circularity of Low Value Plastics https://www.unhabitat.org.in/projects/tackling-plastic-waste-(aepw)

- Supervise and ensure effective and efficient execution of the project(s), within the limit of the allocated resources, by providing appropriate technical support through project design, field visits, training and evaluation, coordination and monitoring activities related to the following areas: effective advocacy, monitoring and partnership, participatory urban planning, management and governance, land and housing, environmentally sound urban infrastructure and services, and climate resilience.

- Coordinate policy development, review the assessments of issues and trends, prepare evaluations or research activities and studies and contribute to wider knowledge management initiatives within the organization (regional offices/excellence centres/HQs) and to external stakeholders;

- Identifies new learning and development needs on an ongoing basis to support changing strategic objectives, including development of learning strategies and action plans; Leads overall design process for development of training modules, by contextualizing knowledge products in coordination with the Capacity Development and Training Unit of UN-Habitat HQ; Develops or refines internal process guidance related to simulations and other training formats; Engages with relevant internal and external stakeholders to identify new trainings needs and opportunities.

- Ensure coherence by guiding respective programme/project managers and their teams to share common sets of strategic principles derived from UN-Habitat's strategic plan, normative work and performance standards;

- Support CPM in implementation, monitoring, reporting and evaluation of the portfolio of projects in Odisha; specifically, documenting progress made, problems encountered, and concerns identified for four purposes: (i) to ensure that the project is achieving their set targets, (ii) to promote synergy across the projects/programmes in terms of lessons learned (iii) maintaining coherence in implementation (especially where projects share a common geographical area), and (iv) to report periodically to ROAP;

- Peer review and supervise preparation of various written outputs, e.g., background papers, analysis, reports, studies and inputs to publications etc.

- Through advocacy and campaign work in the related field, develop and supervise the execution of project and programmes in a cost effective and efficient manner to meet the expectations of governments, donors, partners and the organization;

- Provide capacity development support through documentation of knowledge management, tool development and by facilitating networking with partners and programmes that contribute to the enhancement of policy dialogues at UN-Habitat India and the region.

- 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, Regional Planning, 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 **5 years of progressive experience** in regional and local level strategic planning, climate action, urban design, community engagement, public partnerships, and tactical placemaking. Demonstrated capacity to mentor and supervise young professionals. Experience in working with government institutions at national and local level in India is required. Experience within the United Nations common system will be an advantage.

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 State Coordinator (Odisha)/Programme Officer, UN-Habitat India shall report to the Country Programme Manager, 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: **"State Coordinator (Odisha)/Programme Officer"** 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	