

CONSULTANT VACANCY ANNOUNCEMENT

Issued on: 13 December 2017

ORGANIZATIONAL LOCATION:	UN-Habitat World Urban Forum Secretariat
DUTY STATION:	New Delhi, India
FUNCTIONAL TITLE:	Communications and Stakeholder Engagement Expert
DURATION:	12 months, extendable subject to performance appraisal and funding availability. Contract will be issued in each year separately.
GRADE:	UNOPS LICA (NOB level equivalent)
SUPERVISORS:	WUF Secretariat (Coordinator) and India Country Manager, and Senior Human Settlements Officer (SHSO) in Regional Office for Asia and the Pacific (ROAP)
CLOSING DATE:	31 December 2017

BACKGROUND

The World Urban Forum (WUF) is a non-legislative technical forum convened by the United Nations Human Settlements Programme (UN-Habitat), and has been held since 2002. The Forum gathers a wide range of experts from every walk of life. Participants of the Forum include, but are not limited to, national, regional, and local governments, non-governmental organizations, community-based organizations, professionals, research institutions and academia, professionals, private sector, development finance institutions, foundations, media, United Nations organizations, and other international agencies.

It is recognized as the foremost global arena for interaction among policymakers, local government leaders, non-governmental organizations, and expert practitioners in the field of sustainable urban development and human settlements.

The WUF has been identified as a key platform to support implementation of the New Urban Agenda adopted at the Habitat III Conference. In the New Urban Agenda, participating states request the report of the implementation of the Agenda to incorporate, to the extent possible, the inputs of multilateral organizations, civil society, the private sector and academia and to build on existing platforms such as the WUF.

In this context, the WUF will provide opportunities for stakeholder organizations of all kinds to come together to share the latest in innovative advances in sustainable urban development and projects showcasing the implementation of the New Urban Agenda. Specific attention for WUF9 will be on the Asia-Pacific region, as the host region.

India presents a unique opportunity to develop new engagements and partnerships for sustainable urban development. UN-Habitat is working to strengthen its engagement with its partners in India, in recognition of its rapid urbanization process and the strategic political relevance and potential for unique and important contributions to the regional and global debate on urban issues.

The World Urban Forum presents an opportunity to further support UN-Habitat's engagements in India. Under the supervision of the World Urban Forum Secretariat Coordinator, working guided by the Country Manager based in the Delhi, the consultant will carry out stakeholder-related mapping and research in India, and work through internal and external engagements to identify possible opportunities for engagements linked to WUF.

RESPONSIBILITIES

The consultant will be based in the UN-Habitat New Delhi Office. The consultant will report to the Coordinator of the WUF Secretariat and work supervised by the Country Management in operational and organizational aspects. S/he will be responsible for the following duties:

- 1) Develop and maintain a stakeholder-related mapping database for India and collect relevant information as it relates to the World Urban Forum and the work of UN-Habitat, including policies on urban issues, national urban missions, stakeholders and civil society actors at national, state and local level and other relevant issues to be defined.
- 2) Support communications and stakeholder engagement initiatives, promoting the World Urban Forum, including:
 - a. Prepare a plan of WUF activities to promote UN-Habitat and the World Urban Forum in India, including at exhibitions and events related to urban development, and mobilize the participation of governments and other relevant stakeholders.
 - b. Support activities at WUF9 showcasing experiences, lessons learned and best practices from India.
 - c. Support the preparation of the WUF report with inputs from India.
 - d. Ensure promotional materials are available for use in Indian local languages.
 - e. Prepare a post-WUF9 strategy to further strengthen partnerships with both governmental and non-governmental stakeholders for the period in between WUF9 and WUF 10, including through activities such as a National Urban Forum and other fora as well as Urban Cafes and Urban Walks.
 - f. Support outreach and communications activities to increase UN-Habitat's visibility in the India, with particular emphasis on the media and the increase of attention on sustainable urban development issues in the Indian media, including capacity development through the Urban Journalism Academies.

COMPETENCIES

- **Professionalism:** Ability to perform a broad range of administrative functions, e.g., budget/work programme, human resources, database management, etc. Ability to apply knowledge of various United Nations administrative, financial and human resources rules and regulations in work situations. 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. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **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.
- **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.

QUALIFICATIONS

Education: Advanced university degree (Master's degree or equivalent degree) in communications, international development, public policy, public administration, law, social sciences, or related field is required. A first-level university degree in combination with two additional years of qualifying work experience may be accepted in lieu of the advanced university degree.

Work Experience: A minimum of two years of experience in communications, urban development, partnerships, project management, research, or stakeholder engagement is required. Experience at the international level is desirable, preferably in the UN system. Experience working directly with stakeholders and partner organization representatives is required. A minimum of three years of experience in the organization and substantive servicing of events or expert group meetings at international forums and/or conferences related to sustainable urban development issues is preferred. A minimum of three years of experience contributing inputs for reports related to engagement in sustainable urban development and providing editing and quality control is desirable. Preference will be given to candidates with demonstrated stakeholder engagement experience in the urban field.

Language: Fluency in English (both oral and written) is required; Working knowledge of Hindi and regional languages is an asset.

REMUNERATION

Monthly based payment. The rate is determined by functions performed and experience of the consultant. The fees will be paid as per agreement.

Official travel

All official travels (domestic and international) including flight arrangements and DSA will be covered by UN-Habitat.

Applications should include:

- Cover memo (maximum 1 page)
- CV in the PHP format, accessible through the INSPIRA website (inspira.un.org) Please note, if using INSPIRA for the first time, you need to register in order to activate your account, which will allow you to log in and create a personal History Profile.

- The PHP should be attached to the application as a PDF file.
- 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

* PHP can be also download from UN-Habitat/ROAP-vacancy website: www.fukuoka.unhabitat.org

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@unhabitat.org

Please indicate the Post Title: “**WUF Communications and Stakeholder Engagement Expert, India**” in your e-mail subject.

Deadline for applications: 31 December 2017

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

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: recruitment@unon.org