

VACANCY ANNOUNCEMENT

Issued on 3 March 2025

Functional title:	International Expert on Cultural Heritage, Business Models, and Architectural Concept Development
Duty station of assignment:	Home office and Prishtina/Pristina
Contract type:	Individual Contract (Consultancy Assignment- IC)
Duration of assignment:	53 working days over the period from March –July 2025
Closing date for applications:	16 March 2025

BACKGROUND

The United Nations Human Settlements Programme (UN-Habitat) is the lead United Nations agency for cities and human settlements. The agency is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all and sustainable development. UN-Habitat has been actively assisting Kosovo institutions in the field of governance, spatial planning, and municipal administration since 1999. Currently UN-Habitat is implementing the Inclusive Development Programme (2016-2021+) which aims to build municipal planning and management capacities, strengthen the social contract and social cohesion, and enhance coordination within a framework of inter-municipal cooperation and multi-level governance with a view to foster inclusive development and good governance in northern Kosovo.

Within the Inclusive Development Programme, UN-Habitat has supported activities addressing cultural heritage issues from the spatial planning perspective in Municipal Development plans and Zoning Maps and have designed and implemented capital projects that have enhanced the cultural heritage values of respective places.

Building on its expertise, tools, and knowledge, the UN-Habitat Kosovo Office provides strategic and comprehensive support to partners upon request. In that perspective, UN-Habitat Kosovo Office and the Ministry of Culture, Youth and Sports in Kosovo are collaborating on a list of activities relating to cultural heritage aiming to promote sustainable spatial development of Cultural heritage sites through integrated conservation, participatory processes and innovative planning and design methods used to balance interests and needs.

PURPOSE OF THE ASSIGNMENT

The International Expert on Cultural Heritage, Business Model Development, and Architectural/Design Concept development will ensure the qualitative expertise on cultural heritage in the process of conducting specific activities related to Cultural Heritage, Spatial Planning, Architecture and Creative Economy. The expert will be working closely with UN-Habitat Kosovo team, specifically with the Urban/Spatial Planning Advisor, Urban/Spatial Planning Associates, heritage management authorities and other relevant stakeholders.

SKILL SETS REQUIRED

Advanced skills will be required in profiling and visioning cultural heritage buildings, integrating historical architecture, urban conservation, and spatial planning regulations. Expertise is essential in developing content, cultural reports, and programs for cultural heritage assets, as well as formulating suitable business

models for their sustainable use. Experience in architecture and design projects for cultural heritage assets is crucial, along with familiarity with national legislation on cultural heritage and international standards and charters. Additionally, proficiency in creative economic strategies and AI tools is needed to ensure an innovative approach. The ability to balance historical significance with modern planning requirements is also a key competency.

MAIN TASKS

Under the general guidance and direct supervision of the Urban/Spatial Planning Advisor and the Head of Programme Management Unit, the International Expert will be responsible for the two following Outputs:

- 1) Provide qualitative cultural heritage expertise throughout the visioning, business model development, and adaptive reuse planning for the former Court Building in Vushtrri.
- 2) Conduct research, analyze existing data and reports, and perform a desk review of materials related to the former Court Building, ensuring alignment with cultural heritage and spatial planning standards.
- 3) Organize and co-lead Workshop 1 – Visioning of the Court Building in Vushtrri with representatives from local and central institutions, civil society, the private sector, and community members to develop a shared vision and function for the building.
- 4) Develop a content report summarizing the selected vision and a short-to-mid-term cultural program based on the workshop outcomes.
- 5) Develop 2-3 business models for the adaptive reuse of the building, integrating best international practices and innovative governance, financial sustainability, cultural programming, and community engagement strategies.
- 6) Organize and co-lead Workshop 2 – Business Model Development, presenting the proposed models and refining them based on stakeholder input.
- 7) Ensure the business model aligns with spatial planning regulations, cultural heritage legislation, sustainable development principles, and creative economy frameworks.
- 8) Develop a preliminary architectural/design concept for the building's new function, ensuring compliance with international norms and integrating AI tools.
- 9) Organize and co-lead Workshop 3 – Presentation of the Architectural/Design Concept, facilitating discussions and gathering feedback for refinement.
- 10) Provide monthly progress reports and contribute to project reporting as needed.
- 11) Perform any other functions and tasks as required by the project's activities.

DELIVERABLES AND IMPLEMENTATION SCHEDULE

The International Expert on Cultural Heritage and Business Model Development will be responsible for delivering the following main outputs within the specified timeline:

- 1) Materials for all three workshops (invitation, agenda, exercises and other related materials)
- 2) Final Vision Report
- 3) Final content report for the new function of the court building
- 4) Final cultural program for the new function of the court building
- 5) Final report with two or three business models for the former Court Building with key strategic details (operational key details, financial projections, and implementation strategies). This report should also include the final selected business model with operational and implementation strategic details
- 6) Architectural/design concept idea for the new function of the court building
- 7) Final report documenting the entire process, outputs (1-6) and key recommendations

8) Final mission report for UN-Habitat Kosovo

This consultancy should include but not be limited to the following list of activities:

Nr.	Tasks	Deliverable	Location	Duration (w/days)	Timeline
Component 1: Visioning of the former Court Building in Vushtrri					
1.1	Analyze all UN-Habitat data and reports related to the court building (including consultative online and in person meetings with UN-Habitat team)	Relevant data integrated into final outputs	Home office	3	March 2025
1.2	Prepare Workshop 1 materials (concept, agenda, invitations, presentations, exercises) for selecting and endorsing the building's new function, in consultation with the UN-Habitat team.	Workshop materials drafted	Home office	5	March 2025
1.3	1st mission of the International Expert to Kosovo	Mission 1 completed	-	1	March/April 2025
1.4	Organise and co-lead the Workshop 1: Visioning of the Court Building with local and central representatives, civil society, private sector and community members (jointly with UN-Habitat team)	Workshop 1 finalized, and new function of the court building selected and endorsed	Prishtina	2	March/April 2025
1.5	Draft a detailed visioning report, summarizing Workshop 1 outcomes	Final comprehensive report drafted and submitted.	Home office	2	April 2025
1.6	Draft and revise the content paper with integrated feedback for the new function of the court building.	Final content paper drafted and submitted	Home office	3	April 2025
1.7	Draft the short-mid-long term cultural programme for the new function of the former Court Building (and respective comments integrated)	Final cultural programme drafted and submitted	Home office	3	April 2025
1.8	Present the final vision report, content report and cultural programme to key stakeholders and integrate final comments.	Final report presented, and comments integrated	Virtual meeting	1	April 2025
Component 2: Development and selection of the most suitable business model and architectural concept idea for the new function of the Court Building in Vushtrri.					
2.1	Draft two or three (2-3) potential business models for re-functionalization of the building, incorporating the best international practices and innovative approaches. Each model should address key factors such as governance structures, operationalization, financial projections and sustainability, cultural programming, community engagement and implementation strategies	Business models (2-3 drafts models) drafted	Home office	9	April/May 2025
2.2	Develop Workshop 2 materials: concept, invitation, agenda, presentations (with business models), exercises, and other related materials that will be used for	Workshop 2 materials drafted	Home office	5	April/May 2025

	selection and endorsement of the most suitable business model for the court building (jointly with UN-Habitat team)				
2.3	2nd mission of the International Expert to Kosovo	Mission 2 completed.	-	1	April/May 2025
2.4	Organise and co- lead Workshop 2 'Business model development' with local and central representatives, civil society, private sector and community members (jointly with UN-Habitat team), presenting 2-3 business models and selecting the most suitable one with stakeholders.	Workshop 2 finalized, and business model selected and endorsed	Prishtina	1	April/May 2025
2.5	Refine the selected business model based on stakeholder feedback.	Final business model refined and validated.	Home office	1	May 2025
2.6	Present the selected and detailed business model to key stakeholders.	Presentation of the selected business model completed	Home office	1	May 2025
Component 3: Developing the design concept idea for the new function of the former Court Building in Vushtrri (based on the final 'vision statement' and selected business model)					
3.1	Develop an architectural/design concept idea for the new function of the court building, based on the visioning report, content and cultural reports, and selected business model for the new function of the court building. Use of AI tools and graphical applications is required.	Architectural/design concept idea	Home office	5	May 2025
3.2	Develop Workshop 3 materials: concept, invitation, agenda, presentations, list of participants, and other related materials (jointly with UN-Habitat team)	Workshop 3 materials drafted	Home office	3	May/June 2025
3.3	3rd mission of the International Expert to Kosovo	Mission 3 completed	-	1	June 2025
3.4	Present the architectural/concept idea to all relevant stakeholders in the 'Workshop 3'.	Workshop 3 completed.	Prishtina	1	June 2025
3.5	Integrate feedback and finalise the architectural concept idea.	Final architectural concept refined.	Home office	1	June 2025
3.6	Draft and submit the final mission report consolidating all outputs for UN-Habitat.	Final report with all outputs drafted and submitted	Home office	3	June 2025
		Total days		53	March-June 2025

DUTY STATION

The work shall be performed from home office with three missions to Prishtina. Missions to Prishtina will be covered by the project.

PROGRESS CONTROLS AND PAYMENT INSTALLMENTS

The fees will be paid in instalments upon completion and acceptance of the outputs as specified in section Deliverables and Schedule above. A time sheet must be submitted by the individual contractor, duly approved by the Head of Office which shall serve as the basis for the payment of fees. Payment amount will be based on actual days worked for that period.

COMPETENCIES

Professionalism: Demonstrates professional competence and mastery of subject matter; – Ability to conduct data collection using various methods; - Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, among which electronic sources on the internet, intranet and other databases; – Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. *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. *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; -Uses time efficiently. *Communication:* Excellent and effective written and oral skills; ability to persuade people with varying points of view and to present information in a concise and accurate manner, ability to clearly communicate links between the organizations.

QUALIFICATIONS AND REQUIREMENTS

Education and experience

- Advanced University Degree (Masters Level) or higher in the field of Architecture (with specialization in Cultural Heritage), Spatial/Urban Planning (with specialization in Cultural Heritage), Creative Economy/Creative Industry, or related fields.
- A minimum of 7 years of experience in Architecture, Cultural Heritage, and the Creative Economy, with a strong focus on visioning tools and methodologies, business model development for protected cultural assets, architectural software, creative economy strategies, and AI-driven tools and methodologies in projects related to cultural heritage protection.
- Expertise in applying visioning tools, business models for cultural heritage, architecture/design concepts and projects, creative economy, and AI tools.
- Advanced knowledge and understanding of concepts related to Spatial Planning, Urban Design and Cultural Heritage as well as international trends and best practices.
- Advanced knowledge of spatial planning and cultural heritage legislation, including relevant international charters and recommendations on built cultural heritage.
- Strong facilitation and analytical skills, with the ability to effectively write and present findings.

Language

- English is the working language of UN-Habitat Kosovo Office; very good command of English is required – reading, writing and speaking; and
- Fluency (reading, writing and speaking) of at least one local language of Kosovo is an advantage.

Others

- Good analytical, solution defining, creative and interpersonal skills;
- Knowledge and understanding of innovative participatory planning and urban design approaches;
- Knowledge of online communication, networking and collaboration tools;
- Capable of working in a team and undertaking initiative to ensure smooth relations and open communication within the team and with partners, incl. local level, and other entities, etc.;
- Experience in developing visioning statements, business models and cultural programs for protected cultural assets.
- Experience working with UN system is an advantage; and

- Excellent digital skills are required, incl. Microsoft Office, computer-aided design (CAD) i.e. AutoCAD or ArchiCAD
- Experience with AI tools and methodologies.

Special considerations

The candidate should be:

- Willing to take responsibility, act professionally at all times, and make sure tasks are fully completed;
- Be willing to work across the entire partner stakeholder's geographical area, including temporary placements at other field offices;
- Sensitive to gender issues and issues of concern to vulnerable groups;
- Flexible and prepared to pursue goals through teamwork;
- Able to meet deadlines for reporting and all project work;
- Express enthusiasm and willingness to continue learning new skills and share experiences with other members of the team;
- Able to adapt to a multi-ethnic environment.

HOW TO APPLY

Interested candidates must submit an email, quoting **the post title and the duty station** to the email address: **unhabitat-kosovo.office@un.org**

with the following documents/information to demonstrate their qualifications:

1. **Cover letter** explaining why they are the most suitable for the work
2. **Completion of a CV in P11 Form** which can be downloaded at:
http://unhabitat-kosovo.org/wp-content/uploads/2019/08/p11_form.doc
The CV shall include information on the past experience in similar projects and at least 3 references.
3. **Financial Proposal.** The offeror's letter including form for the financial proposal can be downloaded at:
http://unhabitat-kosovo.org/wp-content/uploads/2019/08/Financial_proposal_IC.docx
4. **Copy of Diplomas and copy of Passport or National ID Card.**

Deadline for applications: 16 March 2025

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