



VACANCY ANNOUNCEMENT

Issued on 3 February 2020

Functional title:	Consultant for Strategic Environmental Assessment (SEA)
Duty station of assignment:	Vushtrri/Vucitrn, Prishtina/Pristina and home office.
Contract type:	Consultancy Assignment (IC)
Duration of assignment:	Up to maximum 30 working days over the period from March 2020 to October 2020
Closing date for applications:	18 February 2020

Background

UN-Habitat has been actively assisting Kosovo institutions in the field of governance, spatial planning and municipal administration since 1999. Building on the results and tools generated by the Municipal Spatial Planning Support Programme (implemented from 2005 to 2016), UN-Habitat is now implementing the Inclusive Development Programme (2016-21), which aims to provide a strategic, comprehensive package of support 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. The Programme is financed by the Swedish International Development Agency and jointly implemented with PAX and Community Building Mitrovica (CBM). It covers 7 municipalities in the northern Kosovo region: Leposavic/Leposaviq, Mitrovica South, Mitrovica North, Skenderaj/Srbica, Vushtrri/Vucitrn, Zubin Potok, and Zvecan.

Further information on UN-Habitat in Kosovo and the Inclusive Development Programme can be found at:

<http://www.unhabitat-kosovo.org>

<https://www.facebook.com/InclusiveDevelopmentProgramme/>

Purpose of the assignment

The overall objective of this consultancy is to conduct the Strategic Environmental Assessment Report for the Project-Municipal Zoning Map of Vushtrri/Vucitrn considering previous SEA conducted for MDP of Vushtrri/Vucitrn (2016-2024) and by coordinating closely together with the assigned spatial/urban planning planner/advisor, as well as the Director of Urbanism of Vushtrri/Vucitrn Municipality.

The SEA will describe, identify and assess the likely significant effects that MZM will have on the environment. In so doing, the SEA will offer recommendations at the strategic level on how potential negative effects resulting from the implementation of the MZM can be minimized and how positive effects can be enhanced. Findings and recommendations will be taken into consideration during the drafting process for the implementation and review of the MZM.

The SEA will provide decision-makers at the local and central level in Kosovo, with the appropriate information to assess the environmental challenges and considerations with regard to the municipal spatial development strategies, spatial development framework as well as the design of the concrete zoning measures. The SEA should ensure that environmental concerns are appropriately integrated into the municipal spatial planning strategy, implementation measures and monitoring processes. It is envisaged that the SEA will also influence strategic investment projects at the local level.

The Consultant shall, in carrying out the SEA tasks, refer to and consult the relevant legislation and Administrative Instructions regarding the developing and drafting of spatial plans and the strategic

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environmental assessment (Annex 1), and act with respect for a transparent, participatory planning process, with a gender-sensitive approach.

Skill Sets Required

A range of skills will be required: ability to understand properly the planning documents and linkage with environmental impact and legal requirements, ability to work with the Adobe design applications regarding the graphic presentation of data in the document, ability to collect, record and interpret data; ability to interpret legislative framework relating to planning and a good working knowledge of the Law on Spatial Planning and Law, Law on Environmental Protection, Law on Strategic Environmental Assessment and other related by-laws.

Main tasks

Under the overall guidance and the direct supervision of the appointed UN-Habitat's spatial planning officer/advisor, the SEA Consultant will be responsible for performing the following main tasks:

1. Analyze all respective planning and environmental documents and legal framework (related to MDP, MZM, SEA)
2. Conduct the rapid assessment on the existing SEA report done for MDP of Vushtrri/Vucitrn;
3. Prepare and deliver a presentation with findings and conclusions derived from the rapid assessment for the Municipal Planning Team (MPT) and the working team
4. Draft SEA assessment report for the Municipal Zoning Map of Vushtrri/Vucitrn (based on the rapid assessment findings/conclusions), which should contain:
 - a. An outline of the contents and the main objectives of the plan as well as the relationship with other relevant plans
 - b. The environmental protection objectives (national/ international) which are relevant to the plan and the way those objectives have been taken into account during the plan development (comparing the environmental objectives with the plan objectives)
 - c. The likely significant effects of the plan on environment such as on biodiversity, population, human health, flora/ fauna, soil/ water/ air, climatic factors, material assets, natural/ cultural heritage and the interrelationship between the above factors
 - d. The measures envisaged to prevent, reduce or offset any unfavourable significant effect on environment of implementing the plan
 - e. An outline of the reasons for selecting the alternatives dealt with and a description of how the assessment was undertaken including any difficulty (technical deficiencies or lack of knowhow) encountered in compiling the required information
 - f. A description of the measures envisaged concerning monitoring
 - g. A summary of the information provided under the above headings
5. Organize regular internal consultative meetings with MPT and working team and other relevant stakeholders
6. Organize at least one public consultation meeting with citizens
7. Submit the draft versions of SEA Report for the Public Review together with the draft MZM
8. Integrate potential comments derived from the public review process into the final draft of SEA
9. Submit the final version of SEA Report
10. Provide logistical and administrative support and perform any other tasks which may be required by the nature of the activities.

Deliverables and timeline

During the assignment, the consultant will deliver the following documents:

2. Rapid assessment report (findings and conclusions)
3. Presentation on the rapid assessment findings
4. Draft versions of the SEA report
5. Brief report/comments and the list of participants from the public review meeting (and other relevant meetings)
6. FINAL SEA report

	TASKS	DELIVERABLES	DURATION (working days)	Timeline (tentative)
1.	Analyze all respective planning and environmental documents and legal framework (related to MDP, MZM, SEA)	Rapid assessment report (findings and conclusions)	2	March 2020
2.	Conduct the rapid assessment on the existing SEA report done for MDP of Vushtrri/Vucitrn		4	
3.	Prepare and deliver a presentation with findings and conclusions derived from the rapid assessment for the Municipal Planning Team (MPT) and the working team	Presentation on the rapid assessment findings	2	April 2020
4.	Draft SEA assessment report for the Municipal Zoning Map of Vushtrri/Vucitrn (based on the rapid assessment findings/conclusions)	Draft versions of the SEA report	12	April-August 2020
5.	Organize regular internal consultative meetings with MPT and working team and other relevant stakeholders	Brief report/comments and the list of participants from the public consultation meeting (and other relevant meetings)	3	June 2020
6.	Organize at least one public consultation meeting with citizens		3	
7.	Submit the draft versions of SEA Report for the Public Review together with the draft MZM	Brief report/comments and the list of participants from the public review meeting (and other meetings)	2	August-September 2020
8.	Integrate potential comments derived from the public review process into the final draft of SEA	FINAL SEA report	2	September 2020
9.	Submit the final version of SEA Report			
Total			30	

The exact timing of the deliveries will be determined during the course of the assignments.

All above-mentioned outputs should be submitted in Albanian.

A report should be submitted every month with the activities and deliverables provided whilst a closing report should also be submitted at the end of the working period, detailing all the activities, outputs and key observations (in English).

Duty Station

The work shall be performed from the municipality of Vushtrri/Vucitrn, Prishtina/Pristina Office or home office. Tasks 3, 5 and 6 will be performed from the municipality of Vushtrri/Vucitrn. Tasks requiring consultation or work with the team will be performed at the Prishtina/Pristina Office. Transport to and from work will be the consultant's responsibility. Travel to other partner municipalities will be covered by the programme.

Progress Controls and Payment Installments

The fees will be paid in installments upon completion and acceptance of the outputs as specified in section Final Deliverables above.

Competencies

Professionalism: - Knowledge and understanding of theories, concepts and approaches relevant to urban development, environmental planning/assessments and local governance; – 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.

Qualifications and requirements

NOTE: The quality and extent of the person's qualifications, skills and experience in the requirements below will determine the grade/level to which a successful applicant will be appointed

Education and experience

- University degree (masters Level preferred) in spatial planning, environmental planning, or equivalent academic degree;
- A minimum of five years professional practical experience in related field;
- Excellent knowledge of Strategic Environmental Assessment and practice in related fields such as monitoring and evaluation and strategic planning, municipal development plans, particularly with reference to EU requirements in this field;
- Familiarity with spatial planning practices;
- Experience in scenario development and analysis, including gender equality considerations;
- Experience in developing and facilitating workshops and public presentations for stakeholder involvement;
- Good knowledge of local development processes, green economy and green accounting concepts,
- environmental conservation and green infrastructure concepts;
- Ability to work in a team and to undertake initiative to ensure smooth relations and open communication within the team and with partners;
- Good analytical, solution defining and creative skills;
- Good presentation and report writing skills;
- Previous experience from the South East Europe region;
- It is essential that the candidate be able to meet deadlines for reporting and all project work.

Language

- English is the working language of UN-Habitat Kosovo Office; very good command of English is required – reading, writing and speaking;
- Fluency (reading, writing and speaking) in Albanian is required.

Others

- Good skills in communicating with various stakeholders.
- Knowledge of online communication, networking and collaboration tools;
- Good analytical, solution defining, creative and interpersonal skills;
- Good computer skill is a requirement;
- Valid driving license and the ability to obtain a UN driver's license.

Special considerations

The candidate should be:

- Familiar with, and committed to the goals of UN-Habitat
- Willing to take responsibility, act professionally at all times, and make sure tasks are fully completed
- Able to meet deadlines for reporting and all project work

HOW TO APPLY

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

Deadline for applications: 18 February 2020

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

ANNEX 1:

No.	Information that SEA report should provide	MDP	MZM
1	An outline of the contents and the main objectives of the plan as well as the relationship with other relevant plans	Yes	Yes
2	The relevant aspects of the current state of the environment and the likely evolution thereof without implementation of the plan	Yes	No
3	The environmental characteristics of areas likely to be significantly affected	Yes	No
4	Any existing environmental problem which is relevant to the plan including those relating to any areas of a particular environmental importance	Yes	No
5	The environmental protection objectives (national/ international) which are relevant to the plan and the way those objectives have been taken into account during the plan development (comparing the environmental objectives with the plan objectives)	Yes	No (Yes – if there is an additional objective or sub-objective. Only the additional parts are addressed)
6	The likely significant effects of the plan on environment such as on biodiversity, population, human health, flora/ fauna, soil/ water/ air, climatic factors, material assets, natural/ cultural heritage and the interrelationship between the above factors	Yes	Yes – potential effects of the zones and proposed terms are addressed; and environmental quantitative analysis of the detailed infrastructure are conducted (additional infrastructure parts are addressed only). Whilst in MDP is decided for the developments, in MZM are addressed the development locations in particular and the detailed features of those developments
7	The measures envisaged to prevent, reduce or offset any unfavourable significant effect on environment of implementing the plan	Yes	Yes – Mitigation measures should be better defined (where, who, how, what sources, etc.). Timely and location alternatives as well as construction details are provided for the projects
8	An outline of the reasons for selecting the alternatives dealt with and a description of how the assessment was undertaken including any difficulty (technical deficiencies or lack of knowhow) encountered in compiling the required information	Yes	Yes – for the additional part
9	A description of the measures envisaged concerning monitoring	Yes	Yes – for the additional part
10	A summary of the information provided under the above headings	Yes	Yes – for the additional part