

VACANCY ANNOUNCEMENT

Issued on 25 March 2020

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| Functional Title: | GIS Consultant |
| Duty Station of Assignment: | Municipality of Mamusa and UN-Habitat Prishtina Office |
| Type of Contract: | Individual Contract (Consultancy Assignment) |
| Duration of Assignment: | 2 working months over the period 20 April to 31 August 2020 |
| Closing date for applications: | 8th April 2020 |

BACKGROUND

UN-Habitat has been actively assisting Kosovo institutions in the field of governance, spatial planning and municipal administration since 1999. The Municipal Spatial Planning Support Programme (MuSPP implemented from 2005 to 2016) provided spatial planning and other related support to 12 partner municipalities from which the Municipality of Mamusa was supported notably in the process of drafting the Municipal Development Plan (MDP). Building on the results and tools generated by the MuSPP Programme, the UN-Habitat Kosovo Office continues to be in a position to provide strategic, comprehensive package of support to build or complement municipal planning and management capacities, and other functions as per needs and resource (made) available.

Assessing the current development situation in the Municipality of Mamusa through evaluation of the current Municipal Development Plan (MDP), analysis of the municipal development data and the existing spatial planning database has been concluded jointly by the UN-Habitat and the Municipality of Mamusa in 2019. The process, which was undertaken for the purpose of initializing the process of developing the Municipal Zoning Map (MZM), produced a final report and roadmap where, among others, the upgrade of the spatial planning database was marked as an essential step prior to the MZM.

In the new planning cycle, the development of Municipal Zoning Map of Mamusa respectively the upgrade of the spatial planning database is foreseen to start in 2020 with the support of UN-Habitat. Municipality has already taken a formal decision which was endorsed by MIE. Re-functionalizing the organizational chart of the human resources required for the new cycle and formalizing the necessary structures within the chart will also be part of the support. All the activities will be closely coordinated with the Department of Urbanism as a spatial planning formal authority.

For general information on UN-Habitat in Kosovo refer to the website:
<http://www.unhabitat-kosovo.org>

PURPOSE OF THE POST

The general purpose of the assignment is to upgrade the spatial planning database of Mamusa Municipality for the purpose of Municipal Zoning Map by coordinating closely together with the assigned spatial/ urban planning Consultant and data collection Assistants, as well as the municipal planning officer of the Municipality.

SKILL SETS REQUIRED

A range of skills will be required: updating/ managing the GIS respectively spatial planning database and its application following the requirements of the Municipal Development Plan; 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.

MAIN TASKS OF THE POST

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

1. Review the current municipal spatial planning database (mainly prepared during the process of MDP);
2. Get familiar with the municipal human resources organizational scheme notably with the municipal spatial planning officer;
3. Get familiar with the list of data necessary for developing the MZM and the UN-Habitat previous experience regarding the filed data collection;
4. Prepare/configure and link the KoBoCollect Application with the GIS application for the purpose of data collection related to the current buildings and other infrastructure of the Mamusa Municipality. The data collection template for this purpose is already prepared.
5. Digitize the remaining buildings of the entire Mamusa Municipality and provide a code for each one prior to the filed data collection;
6. Lead the 2 data collection Assistants during the process of data collection in the field related to the current buildings (building typology, building and parcel use, photo documentation and other building details), roads and other necessary infrastructure. Preparing weekly plans, printing necessary maps, continuous testing and improving the input of the data collection Assistants, etc.; is also included;
7. Attend the MPT meetings and work closely with the municipal counterpart for the purpose of upgrading the database;
8. Continuously generate data from the orthophotos, topographic maps, municipal documents/ practical experience etc.; if they are not available and migrate them into a spatial planning database following the structure set by the list of data required for MZM. The type of data will include: general data, data from the MDP, data from the central level plans, data from the local sectorial plans and data of the existing situation;
9. 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 GIS Consultant should provide/submit:

1. The weekly plans of the field data collection by Assistants (short description e mail)
2. Prepared/ configured and linked KoBoCollect Application with the GIS application for the purpose of data collection related to the current buildings and other infrastructure of the Mamusa Municipality.
3. The upgraded database in agreed structure (shapefile and/ or geodatabase) including the buildings (building typology, building and parcel use, photo documentation and other building details), general data (orthophotos, topographic maps, protected and specially protected zones), data from the current MDP data, data from the central level plans (Kosovo Spatial Plan, Kosovo Zoning Map and any agriculture plan), data from the local sectorial plans (housing plan, waste management plan, forestry plan, local environmental action plan, and any other valid one) and data of the existing situation (settlements and housing, buildings and land use, housing, economy (agriculture, forestry, commercial, industrial, services), natural/ cultural heritage, social/ public infrastructure and services, transportation infrastructure and services, technical infrastructure and services; and environmental infrastructure);

All above-mentioned outputs should be submitted in Albanian or Turkish.

A progress report should be submitted after one working month. A closing report together with the spatial/ urban planning Consultant should be submitted at the end of the working period, detailing the activities, outputs and key observations. Both reports should be in English

PROGRESS CONTROL AND PAYMENT INSTALLMENTS

Payment will be made in 2 installments upon completion and acceptance of the progress report (after one working month and in the end of contracting period). A time sheet must be submitted by the individual contractor, duly approved by the appointed UN-Habitat's spatial planning officer/advisor which shall serve as the basis for the payment of fees. Payment amount will be based on actual days worked for that period.

DUTY STATION

The work shall be performed from the office located at the premises of the municipality of Mamusa and UN-Habitat Prishtina Office.

COMPETENCIES

Professional: Ability to conduct data collection using various methods. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results. Shows persistence when faced with difficult problems or challenges. **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 the audience. Demonstrates openness in sharing information and keeping people informed. **Team work:** 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. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings. **Client Orientation:** Establishes and maintains productive partnerships with the programme counterpart and other related institutions by gaining their trust and respect. Monitors ongoing developments inside and outside the environment of the programme counterpart to keep informed and anticipate problems. Meets timeline for delivery of products/services to the programme counterpart.

QUALIFICATIONS AND REQUIREMENTS

Education and experience

- University degree (masters Level preferred) in regional/ urban planning and GIS application, geography or any other field of GIS application of spatial data;
- Professional practical experience in related field;

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.

Other skills

- Good working knowledge of the Law on Spatial Planning and other relevant legislation within the field of urban and spatial planning;
- Good knowledge of creating and managing a spatial database;
- Good knowledge of environmental/natural resources principles and standards; Familiar with principles of sustainable development, integrated planning, strategic environmental assessment and other instruments for environmental integration and management;
- Experience in working with municipalities and a wide range of actors;
- Capable of working in a team and undertaking initiative to ensure smooth relations and open communication within the team and with partners;

- Good analytical, solution defining, creative and interpersonal skills;
- Computer skill is a requirement;

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 work under pressure in diverse environments with minimum supervision
- 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

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://www.unhabitat-kosovo.org/repository/docs/Financial_proposal_IC_6631.docx

Deadline for applications: 8th April 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