VACANCY ANNOUNCEMENT

Issued on 25 March 2020

<table>
<thead>
<tr>
<th>Functional title:</th>
<th>GIS consultant for Zvecan and Zubin Potok Municipality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty station of assignment:</td>
<td>Prishtina/Pristina, home office or respective municipalities</td>
</tr>
<tr>
<td>Contract type:</td>
<td>Consultancy Assignment (IC)</td>
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<tr>
<td>Duration of assignment:</td>
<td>Up to a maximum of 63 working days over the period through 31 July 2020</td>
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<td>Closing date for applications:</td>
<td>8th April 2020</td>
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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 general purpose of the assignment is to compile/finalize the graphic part (maps) of the Project - Municipal Development Plan of Zvecan and Municipal Development Plan of Zubin Potok by coordinating closely together with the assigned spatial/urban planning planner/advisor, as well as with Director’s of Urbanism for respective municipalities.

Skill Sets Required

A range of skills will be required: using the GIS respectively spatial planning database and its application following the requirements of the Municipal Development Plans; 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 by laws.

Main tasks

Under the overall guidance and the direct supervision of the appointed UN-Habitat’s spatial planning officer/advisor, the GIS Consultant will be responsible for performing the following main tasks:
1. Digitize all the road infrastructure of the Municipality of Zvecan and Municipality of Zubin Potok (urban and rural areas) from the ortophotos that the respective municipalities possess and other available sources in compliance with respective planning legal framework (AIs on spatial planning database and spatial planning technical norms);
2. Prepare/finalize the graphic part (integrated maps and figures) for the Project - Municipal Development Plan
of Zvecan, Municipal Development Plan of Zubin Potok following the legislative framework of spatial planning and the other fields related, and spatial planning technical norms as well as the production of maps and other figures depending on the requirements that are necessary. Drafting and update of maps should be carried out by digitizing necessary data and processing the existing ones;

3. Provide logistical and administrative support and perform any other tasks which may be required by the nature of the activities.

**Deliverables and timeline**

Updated and consolidated spatial planning database should be submitted at the end of the working period. More specifically, for the Municipal Development Plan’s (MDP’s) purpose:

1. All maps should be delivered in GIS format, while all symbols should be in line with the Administrative Instruction on spatial planning database and Administrative Instruction on Spatial Planning Technical Norms.

2. The development of maps for the MDP’s will be divided into two categories: a graphical presentation of the actual situation that is in line with the profile of the municipality and planned situation which will be concretized after some activities to be undertaken to determine final development.

3. Both of these groups should contain the following maps:

<table>
<thead>
<tr>
<th>Description of maps for two groups</th>
<th>Zvecan</th>
<th>Zubin Potok</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Spatial development map, presenting all existing and planned settlement development with areas for construction and protection measures.</td>
<td>3*</td>
<td>3</td>
<td>6</td>
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<tr>
<td>2. Future land use map which sets the future land use such as agriculture, housing, commercial, technologic, industrial and mixed use,</td>
<td>3</td>
<td>3</td>
<td>6</td>
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<tr>
<td>3. Sectorial Development Plan maps including space, buildings and planned infrastructure with all underground and above the surface installation as follows</td>
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<td></td>
<td></td>
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<tr>
<td>3.1 Economic Development Plan Map</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3.2 Transport Infrastructure Plan Map</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>3.3 Urban and Rural Transport Plan Map</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>3.4 Electrical and Thermal Energy Plan Map</td>
<td>2</td>
<td>2</td>
<td>4</td>
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<tr>
<td>3.5 Water Supply and Sewage Map</td>
<td>2</td>
<td>2</td>
<td>4</td>
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<tr>
<td>3.6 Irrigation and Drainage System Map</td>
<td>2</td>
<td>2</td>
<td>4</td>
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<tr>
<td>3.7 Telecommunication and other similar installation Plan Map</td>
<td>2</td>
<td>2</td>
<td>4</td>
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<tr>
<td>3.8 Public and Social Facilities Plan Map</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>3.9 Sport Facilities and Areas Plan Map</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3.10 Open Public Spaces and Green Areas Plan Map</td>
<td>2</td>
<td>2</td>
<td>4</td>
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<tr>
<td>3.11 Cemeteries Management Plan Map</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3.12 Protection of Natural and Cultural Heritage Plan Map</td>
<td>1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3.13 Risk Mitigation Plan Map</td>
<td>2</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>3.14 Waste Management and Recycling Plan Map</td>
<td>2</td>
<td>1</td>
<td>3</td>
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<tr>
<td>3.15 Property ownership map (private and public)</td>
<td>0.5</td>
<td>0.5</td>
<td>1</td>
</tr>
<tr>
<td>3.16 Figures or maps of erosion, tectonic seismic</td>
<td>0.5</td>
<td>0.5</td>
<td>1</td>
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<tr>
<td>3.17 Depending on the needs, drafting of maps or other figures may be required.</td>
<td>1</td>
<td>1</td>
<td>2</td>
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</table>

**Delivering final product**

<table>
<thead>
<tr>
<th>To be set</th>
<th>To be set</th>
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<tbody>
<tr>
<td>32</td>
<td>31</td>
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</table>

(* - Working Days)

The detailed timesheet will be developed jointly with the responsible UN-Habitat staff in the respective municipalities. Timesheet should be designed in accordance with the components of the UN-Habitat program for each municipality. All maps finalized should be delivered in both GIS (shape file) and PDF format, while all symbols within maps should be in line with the Administrative Instruction on spatial planning database and Administrative Instruction on Spatial Planning Technical Norms.

All above-mentioned outputs should be submitted in English and Serbian language.

UN-Habitat will provide the consultant with some digital data together with the Toolbox of technical instruments for each municipality.

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
Duty Station
The work shall be performed from the Prishtina / Pristina Office, home office or from respective municipalities (if it is needed). The consultant will be required to be at one of the abovementioned offices maximum twice a week. Transport to and from work will be the staff member’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 Deliverables above.

Competencies
Professionalism: - Knowledge and understanding of theories, concepts and approaches relevant to urban development 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 regional/ urban planning and GIS application, geography or any other field of GIS application of spatial data;
- Practical experience and technical expertise in related field;
- Knowledge of online communication, networking and collaboration tools;
- Experience in data collection and analysis;
- Experience in graphic design, compiling maps, drawing roads etc.

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; knowledge of Serbian is an asset;
- The maps should be prepared in English, Serbian and Albanian language. UN-Habitat will ensure that the database (structure) created together with the partner municipalities are provided to the consultants in Serbian and English language.

Others
- 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 skills in communicating with various stakeholders;
- Good analytical, solution defining, creative and interpersonal skills;
• Computer skill is a requirement; working knowledge of software for editing and graphic design will be advantage;
• Experience in working with municipalities or other institutions;
• Take initiatives in providing solutions in case of various obstacles;
• 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;
• Respect for all team members and partner municipalities colleagues;
• Sensitive to gender issues and issues of concern to vulnerable groups;
• To have and show team spirit;
• Showing maximum support for each team member;
• Sharing knowledge’s with colleagues and partner municipalities;
• Promote transparency in the process;
• Able to work under pressure and different environment;
• Respond to request in time;
• Be willing to work across the entire partner municipalities geographical area, including temporary placements at other field offices;
• 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:
   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.unhabitats-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*