

VACANCY ANNOUNCEMENT

Issued on 25 March 2020

Functional Title:	Spatial/Urban Planning 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 GIS consultant and data collection Assistants, as well as the municipal planning officer of the Municipality. The incumbent should also liaise with central level institutions in matters related to spatial planning database as required.

SKILL SETS REQUIRED

A range of skills will be required: spatial and urban planning; transport and mobility planning; environmental planning; infrastructure planning; local economic development planning; housing policy and finance; disaster risk assessment and management; 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 planning advisors, the Spatial/Urban Planning Consultant will be responsible for performing the following main tasks:

1. Prepare the work plan for drafting the Municipal Zoning Map (MZM) of Mamusa including the upgrade of the spatial planning database for the purpose of MZM;
2. Support the Municipality of Mamusa in re-functionalizing the Steering Committee (SC) and the Municipal Planning Team (MPT) for the purpose of MZM;
3. Lead the team (GIS Consultant and 2 data collection Assistants) during the process of upgrading the spatial planning database (initial meeting and weekly/ biweekly meetings) whilst closely liaising with the first;
4. Introduce the UN-Habitat Mamusa Team (spatial/ urban planning Consultant, GIS Consultant and data collection Assistants) to the municipal counterpart;
5. Introduce and explain to the UN-Habitat Mamusa Team and the municipal counterpart/ MPT the list of data to be collected/ generated for the purpose of MZM;
6. Organize at least 2 MPT and 1 SC meetings; 1 monthly meeting with the spatial planning advisors and work closely with the municipal counterpart for the purpose of upgrading the database;
7. Contact and acquire data from the central and regional institutions/ organization including the general data, data from the central level plans, data from the local sectorial plans and data of the existing situation;
8. Continuous and final review of the data migrated and prepared in GIS by the GIS Consultant;

DELIVERABLES AND TIMELINE

During the assignment, the spatial/ urban planning Consultant should provide/submit:

- The work plan for drafting the Municipal Zoning Map (MZM) of Mamusa including the upgrade of the spatial planning database for the purpose of MZM (responsibilities, tasks, activities and timeline);
- The lists of Steering Committee and Municipal Planning Team for the purpose of MZM re-functionalized by the Mayor's or Municipal Assembly's decision with a direct support of the UN-Habitat Mamusa Team;
- The available data (shapefile, or any other format if the first is missing) from the central and regional institutions/ organization including the general data (orthophotos, topographic maps, protected and specially protected zones), 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);
- Continuously reviewed and final version of the upgraded spatial planning database for the purpose of MZM (data collected from the third parties and/or generated and migrated) prepared by the GIS Consultant;
- Short reports on the SC and MPT meetings and information e mails on important meetings with the municipal counterpart;
- Bi-weekly information e mails regarding the progress in data collection, generation and digitizing/ migrating;

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 GIS

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

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, urban environment, architecture or any other field of sustainable urban development.
- 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.
- Turkish is an additional asset.

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 and understanding of best practices within the field of urban and spatial planning. International experience would be an advantage;
- 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