



VACANCY ANNOUNCEMENT

Issued on 15 May 2020

Functional title/ several positions (4):	Environmental consultant for Strategic Environmental Assessment (SEA) for Mitrovica North, Zvecan, Leposaviq/Leposavic and Zubin Potok Municipalities
Duty station of assignment:	Home Office, and respective municipalities
Contract type:	Consultancy Assignment (IC)
Duration of assignment:	Up to maximum 30 working days (per municipality) over the period from June-September 2020
Closing date for applications:	31 May 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: Leposaviq/Leposavic, 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 for the Consultant is two-fold: to produce the SEA report for the Municipal Development Plan (MDP) of the Municipality of Mitrovica North, Zvecan, Leposaviq/Leposavic or Zubin Potok in line with the Law on Strategic Environmental Assessment and 2) to contribute to further capacity building of the municipal staff. The Consultant shall, in carrying out the task, refer to and consult the relevant legislation and Administrative Instructions regarding the developing and drafting of spatial plans and the Impact Assessment (Annex A).

The SEA will describe, identify and assess the likely significant effects that MDP 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 MDP 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 MDP.

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

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strategy, implementation measures and monitoring processes. It is envisaged that the SEA will also influence strategic investment projects at the local level.

Skill Sets Required

A range of skills will be required: to have the knowledge and skills to interpret the legal framework regarding SEA (Law on Spatial Planning, Law on Environmental Protection, Law on Strategic Environmental Assessment and other related by-law); have knowledge and experience in the use of web portals in finding Laws and Administrative Instructions which should be used for the drafting of SEA; knowledge in the use of Word, Excel and Power Point software while any other software that will contribute to the analytical research development of SEA is an asset; have knowledge of software for graphic presentation of SEA (cartographic part); provide all partners in the process with good practices of other countries with SEA development and implementation trends in full compliance with EU Directives.

Main tasks

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

1. Familiarize UN-Habitat staff and partner municipality with the methodology, theory and practice including legislation relevant for spatial planning and environmental protection in Kosovo;
2. Conduct review of any materials or documents produced in relation to drafting the MDP with regard to its social, economic and environmental impacts;
3. Based on the review of the documents and phases, identify issues related to the current social, economic and environmental situation to create a baseline;
4. Discuss SEA practices and documents with key stakeholders at the central and local level and propose methodology to further strengthen the SEA process in line with legal framework;
5. Conduct an in-depth review of each chapter of the MDP, analyze them against potential environmental impacts and provide written comments for further discussion with the MDP core drafting team;
6. Prepare and deliver presentations of the findings for all phases to be made to municipality at specific times of the MDP process;
7. Perform a SEA workshop for each municipality to set objectives, goals, and indicators for the SEA. The workshop should promote public participation during the SEA process, while at the same time raising awareness of environmental issues and introducing capacity building within the process;
8. Based on the additional inputs, identify positive and negative impacts resulting from the strategies and actions proposed in the MDP's and reflect on them;
9. Participate in field visits with local municipal staff and UN-Habitat staff during the SEA drafting process;
10. Facilitate the public review of the SEA;
11. Prepare the draft SEA Report on the assessment including recommendations to be incorporated in the final version of the MDP's and other policy documents.
12. Make a presentation of the draft SEA Report to "Inclusive Development Programme" / UN-Habitat Prishtina office to the management and staff for comments and submit the final version of the Report.

Task, deliverables and timeline

Timeline for drafting and completing the SEA				
	Task	Deliverables	Working Days	Tentative Dates
1	Familiarize UN-Habitat staff and partner municipality with the methodology, theory and practice including legislation relevant for spatial planning and environmental protection in Kosovo	Deliverable 1: Working methodology based on the legal framework and good practices for drafting SEA	2	8 - 12 June
		Deliverable 2: Notes from the meeting		
2	Conduct review of any materials or documents produced in relation to drafting the MDP about its social, economic and environmental impacts;	Deliverable 3: General summary of the state of the documents in relation to the environment.	3	15 - 22 June

3	Based on the review of the documents and phases, identify issues related to the current social, economic and environmental situation to create a baseline;	Deliverable 4: Environmental Baseline assessment	4	25 - 30 June
4	Discuss SEA practices and documents with key stakeholders at the central and local level and propose methodology to further strengthen the SEA process in line with legal framework;	Deliverable 5: Final stakeholder analysis matrix from local and central level;	3	1 - 10 July
		Deliverable 6: Notes from the meeting		
5	Conduct an in-depth review of each chapter of the MDP, analyse them against potential environmental impacts and provide written comments for further discussion with the MDP core drafting team;	Deliverable 7: Environmental evaluation of each chapter of the MDP followed by comments	5	13- 30 July
6	Prepare presentations of the findings for all phases to be made to municipality at specific times of the MDP process.	Deliverable 8: Presentation of the findings	1.5	30 July
		Deliverable 9: Notes from the meeting		
7	Perform a SEA workshop for each municipality to set objectives, goals, and indicators for the SEA. The workshop should promote public participation during the SEA process, while at the same time raising awareness of environmental issues and introducing capacity building within the process. Based on the additional inputs, identify positive and negative impacts resulting from the strategies and actions proposed in the MDP's and reflect on them.	Deliverable 10: Agenda with sessions, final presentation in Serbian language, and workshop exercises.	2	1-15 August
		Deliverable 11: Notes from the meeting		
8	Field visits with local municipal staff and UN-Habitat staff during the SEA drafting process.	None	1	As needed
9	Environmental assessment before the review of the draft version of the MDP which will be linked to the process of Public Review.	Deliverable 12: Draft version of the SEA for the MDP	5	1 -12 September
10	Facilitate the Public Review of the SEA and incorporation of feedback	Deliverable 13: Final version of the SEA Note: The doc	1	1 -12 September
		Deliverable 14: Notes from the Public Review		
11	Make a presentation of the draft SEA Report to "Inclusive Development Programme" / UN-Habitat Prishtina office to the management and staff for comments and submit the final version of the Report.		0.5	1-12 September
12	Final version of the SEA Report	Deliverable 15: Final product	2	1-12 September
Total working days			30	
Delivering final product		It should be determined depending on the start of the process for the design of the SEA and the situation of COVID19 pandemic (Tentative date is from 1 - 12 September)		

All above-mentioned outputs should be submitted in English and Serbian language. Notes from meetings will be supported by the Programme team.

UN-Habitat will provide the SEA consultant with some spatial data and information's which derive from the database of spatial and sectoral data submitted to the partner municipalities.

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, home office or from respective municipalities (if it is needed).The consultant will be required to be at one of the abovementioned offices for the workshops, public review and meeting with Municipal Planning Team or Municipal Environmental Management Team or at the request of UN-Habitat staff present in the respective municipalities.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 Final Deliverables above.

Competencies

Professionalism: Demonstrates professional competence and mastery of subject matter;- Knowledge and understanding of theories, concepts and approaches relevant to spatial 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 or other databases and problem-solving skills.; – Is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

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.

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, Environmental Studies and Engineering, or equivalent relevant academic degree.
- Practical experience and technical expertise in related field;
- Knowledge of online communication, networking and collaboration tools;
- Experience in graphic design - compiling maps.

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 Serbian is required;
- The SEA Report should be prepared in English, Serbian and language.

Others

- Good working knowledge of the Law on Spatial Planning and other relevant legislation within the field of spatial and urban planning, environment and similar (see Annex);
- Good knowledge of local and international experience and best practices in the assessment of the environmental impact and experience in drafting SEA and EIA for the MDP;
- 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;

- It is essential that the candidate be able to meet deadlines for reporting and all project work;
- 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;
- Be flexible and prepared to pursue goals through teamwork
- Express enthusiasm and willingness to sharing knowledge's and experience 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.
- The Consultant should be available for the suggested schedule

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/repository/docs/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: 31 May 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

Key Existing Environmental and Planning Studies. The Strategic Environmental Assessment is expected to consider and review the following documents:

- Kosovo Spatial Plan 2010-2020+;
- MDP Mitrovica 2009 - 2025
- UDP Mitrovica 2009 -2025
- Draft MDP Mitrovica South
- Strategy and Action Plan for Biodiversity 2011 - 2020
- Kosovo's environmental strategy
- Action Plan for the Climate Change Strategy 2016 -2024
- National Development Strategy 2016 – 2021
- Kosovo National Water Strategy Document 2015-2034
- North regional heritage plan 2015 -2018
- Climate Change Strategies (CCS) 2014-2024
- Local Economic Development Strategy 2019-2023
- Development Strategy for Northern Kosovo 2015-2020
- Document on the Policy and Development Strategy of the forestry sector 2010 - 2020
- Completions of common actions: Management of industrial waste of Trepca (UNDP)
- Report of Emission of greenhouse gases in Kosovo 2008 - 2013;
- Government strategy for waste management 2011-2020
- Municipal Waste Management Report in Kosovo 2018;

Kosovo Legislation on Environment

- Law No. 04/L-174 On Spatial Planning
- Law No.04/L-110 On Construction
- Law No. 06/L-024 On Treatment of Constructions Without Permit
- Law No.03/L –230 On Strategic Environmental Assessment
- Law No. 02/L-102 On Noise Protection
- Law No. 04/L-197 On Chemicals
- Law No. 03/L-025 On Environmental Protection
- Law No. 03/L-043 On Integrated Prevention Pollution Control
- Law No.04/L-067 For the Agency of Kosovo On Radiation Protection and Nuclear Safety
- Law No. 06/L-029 On Radiation Protection and Nuclear Safety
- Law No. 03/L-119 On Biocide Products
- Law No. 03/L-160 On Air Protection from Pollution
- Law No. 03/L-214 On Environmental Impact Assessment
- Law No.03/L–233 Of Nature Protection
- Law No.04/L-060 On Waste - Annex
- Law No. 02/L-30 The Waste Law
- Law No. 04/L-120 On Plant Protection
- Law No. 04/L-147 On Waters of Kosovo
- Law No. 04/L-161 On Safety and Health at Work
- Law No. 04/L-013 On Cadastre
- Law No. 04/L-158 On Amending and Supplementing the Law No.03/L-163 On Mines and Minerals
- Law No.04/L-040 On Land Regulation
- Law No. 02/L-38 On Health Inspectorate
- Law No. 03/L-139 On Expropriation of Immovable Property

- Law No. 05/L -009 On Amending and Supplementing the Law No. 03/L-087 On Publicly Owned Enterprises Amended and Supplemented By The Law No.04/L-111
- Law No.03/L –226 On Allocation for Use and Exchange of Immovable Property of Municipality
- Law No.04/L-040 On Land Regulation
- Law No.06/L-035 On Hydro meteorological Activities
- Law No. 05/L-120 On Trepça

Sub normative acts (Administrative Instructions)

- Administrative Instruction (MLGA) No. 04/2018 on Minimum Standards of Public Consultation in The Municipality
- Administrative Instruction (MLGA) No.02/2019 on Administrative Instruction on Memorandums of Cooperation of Municipalities with Villages, Settlements and Urban Quarters.
- Administrative Instruction (MIE) - No. 08/2017on Spatial Planning Technical Norms
- Regulation (MESP) No. 03/2016 For Minimum Technical Standards for Residential Buildings in Condominium

Other recommendations

- Directive 2001/42/EC
- Europe 2020: A strategy for smart, sustainable and inclusive growth
- Sustainable Development Goals
- EU 20-20-20 targets (2020 climate & energy package)
- Handbook on the manner of realization of the SEA
- World Bank: Toward a Clean, Green, Resilient World for All
- World Bank: Kosovo - Country Environmental Analysis : Kosovo - Country Environmental Analysis (CEA) (English)
- World Bank: Water security for Central Kosovo : The Kosovo-Iber River Basin and IberLepenc water system - water resources, water demands, water balance assessment, and program of measures (English)