

VACANCY ANNOUNCEMENT

Issued on 26 May 2022

Functional title:	International Expert for Cultural Heritage - in support of Feasibility Study and Management Plan for Prishtina Historic Center
Duty station of assignment:	Home office (includes 5 missions to Kosovo)
Contract type:	Consultancy Assignment (IC)
Duration of assignment:	65 working days over the period June – November 2022
Closing date for applications:	5 June 2022

BACKGROUND

The United Nations Human Settlements Programme (UN-Habitat) is the lead United Nations agency for cities and human settlements. The agency is mandated by the UN General Assembly to promote socially and environmentally sustainable towns and cities with the goal of providing adequate shelter for all and sustainable development. UN-Habitat has been actively assisting Kosovo institutions in the field of governance, spatial planning, and municipal administration since 1999. Currently UN-Habitat is implementing the Inclusive Development Programme (2016-2021+) which aims 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.

Within the Inclusive Development Programme, UN-Habitat has supported activities addressing cultural heritage issues from the spatial planning perspective in Municipal Development plans and Zoning Maps and have designed and implemented capital projects that have enhanced the cultural heritage values of respective places.

Building on its knowledge, tools and expertise, the UN-Habitat Kosovo Office provides at the demand of partners, strategic and comprehensive package of supporting. In that perspective, UN-Habitat Kosovo Office and the Ministry of Culture, Youth and Sports in Kosovo are collaborating on a list of activities relating to cultural heritage aiming to promote sustainable spatial development of Cultural heritage sites through integrated conservation, participatory processes and innovative planning and design methods used to balance interests and needs.

PURPOSE OF THE ASSIGNMENT

Advanced skills will be required on: built cultural heritage, integrated approaches on treating cultural heritage; integrated conservation, integrated urban conservation, advanced knowledge on international charters and recommendations on built cultural heritage, ability to integrate the requirements from national legislation on cultural heritage with the requirements of law on spatial planning regarding cultural heritage in activities.

SKILL SETS REQUIRED

Advanced skills will be required on: build culture heritage, integrated approaches on treating cultural heritage; integrated conservation, integrated urban conservation, advanced knowledge on international charters and recommendations on build cultural heritage, ability to integrate the requirements from national

legislation on cultural heritage with the requirements of law on spatial planning regarding cultural heritage in activities.

MAIN TASKS

Under the general guidance and direct supervision of the UN-Habitat Kosovo Head of the Office and Senior Spatial Urban Planner, the International Cultural Heritage Expert will be responsible for:

- 1) Providing qualitative cultural heritage expertise during the whole process of conducting activities related to Cultural Heritage and Spatial Planning.
- 2) Draft the methodology and Outline of the Feasibility Study and Management Plan for Prishtina Historical Center.
- 3) Supervise, guide, and provide support for (field) research, data analysis and conduct desk review.
- 4) Organise and co- lead meetings and thematic focus working groups in function of the Feasibility Study for Prishtina Historical Center.
- 5) Draft the Proposed Outline for the Guidelines: Integrating cultural heritage in spatial planning documents
- 6) Contribute to knowledge-management, communication, and outreach activities of the project.
- 7) Assist with translation and interpretation, both verbal and written, when required. Provide language quality checks of written materials;
- 8) Provide monthly progress reports to the UN-Habitat Kosovo Head of Office and inputs to progress reports for the Prishtina/ Pristina office; and
- 9) Perform any other functions and tasks which may be required by the nature of the projects' activities.

DELIVERABLES AND IMPLEMENTATION SCHEDULE

This consultancy should include but not be limited to the following list of activities:

Nr.	Tasks	Deliverable	Location	Duration (Working days)
1.	Development of the workplan and timeline for the Feasibility Study and Management Plan for Prishtina Historical Center (the timelines should be in line with the work plan and timeline of the entire project, hence the feasibility and situation analysis to be completed by the end of 2022).	Work plan and timeline drafted	Home Office	5 working days
2.	Development of Methodology and outline for the Feasibility Study and Management Plan for Prishtina Historical Center.	Methodology and outline drafted	Home Office	5 working days
3.	Draft the exercise and tools for the Feasibility Study for Prishtina Historical Center. Provide instructions for the local team to conduct the field work.	Exercise and tools for collecting and analyzing data on heritage in the area drafted Instruction paper drafted	Home Office	5 working days
4.	Draft the Outline/ Conception idea, task allocation and other needed materials for	Drafted Outline/ Conception Idea	Home Office	5 working days

	the thematic working groups. (at least 5).			
5.	Organise and co-lead at least 5 thematic focus working groups in function of the Feasibility Study for Prishtina Historical Center.	Finalised thematic focus working groups and respective meeting reports/ conclusions.	Pristina Office	(5x4 days) 20 working days
6.	Review the diagnosis phase and assess the collected data. Propose recommendations for further phases of the process (based on methodology).	The assessment and recommendation report drafted.	Home Office	15 working days
7.	Development of the workplan and timeline for the Guidelines: Integrating cultural heritage in spatial planning documents (the timelines should be in line with the work plan and timeline).	Work plan and timeline drafted	Home Office	5 working days
8.	Draft the Proposed Outline for the Guidelines: Integrating cultural heritage in spatial planning documents.	Drafted Proposed Outline.	Home Office	5 working days

* These tasks/ deliverables reflect the initial phase of planned activities within the project for the integration of cultural heritage and spatial planning.

DUTY STATION

The work shall be performed from home office and during missions from the programme office in Prishtina/Pristina. Transport to and from work will be the employee responsibility. Travel to other municipalities than the duty station will be covered by the project.

PROGRESS CONTROLS AND PAYMENT INSTALLMENTS

The fees will be paid in instalments upon completion and acceptance of the outputs as specified in section Deliverables and Schedule above. A time sheet must be submitted by the individual contractor, duly approved by the Head of Office which shall serve as the basis for the payment of fees. Payment amount will be based on actual days worked for that period.

COMPETENCIES

Professionalism: Demonstrates professional competence and mastery of subject matter; – 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. *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.

QUALIFICATIONS AND REQUIREMENTS

Education and experience

- Advanced University Degree (Masters Level) or higher in the field of Architecture (with specialization in Cultural Heritage), Urban Planning (with specialization in Cultural Heritage), Culture Heritage, Urban Conservation or similar.
- At least 7 years of experience working on the field of Cultural Heritage and Spatial Planning, specifically on drafting spatial planning documents related to cultural heritage, urban developing or managing plans, design projects for cultural heritage sites and other relevant experience related to build cultural heritage.
- Experience in leading or member of team assigned for drafting Management Plans for Historic Areas.
- Have advanced knowledge and understanding of concepts related to Spatial Planning, Urban Design and Cultural Heritage as well as international trends and best practices.
- Advanced knowledge of Kosovo national legislation in the field of Spatial Planning and Culture Heritage as well as international charters and recommendations regarding the build cultural heritage.
- Strong facilitation and analytical skills, as well as writing and presenting in Albanian and English;

Language

- English is the working language of UN-Habitat Kosovo Office; very good command of English is required – reading, writing and speaking; and
- Fluency (reading, writing and speaking) of one of local languages in Kosovo, is an additional asset.

Others

- Good analytical, solution defining, creative and interpersonal skills;
- Knowledge and understanding of innovative participatory planning and urban design approaches;
- Knowledge of online communication, networking and collaboration tools;
- Capable of working in a team and undertaking initiative to ensure smooth relations and open communication within the team and with partners, incl. local level, and other entities, etc.;
- Experience working with UN system is an advantage; and
- Excellent digital skills are required, incl. Microsoft Office, computer-aided design (CAD) i.e. AutoCAD or ArchiCAD
- Valid driving license and the ability to obtain a UN driver's license.

Special considerations

The candidate should be:

- Willing to take responsibility, act professionally at all times, and make sure tasks are fully completed;
- Be willing to work across the entire partner stakeholder's geographical area, including temporary placements at other field offices;
- 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;
- Able to adapt to a multi-ethnic environment.

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
4. **Copy of Diplomas and copy of Passport or National ID Card.**

Deadline for applications: 5th June 2022

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