

VACANCY ANNOUNCEMENT

Issued on 14 November 2023

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| Functional title: | Cultural Heritage Specialist - in support of Management Plan for Prishtina Historic Center |
| Duty station of assignment: | Prishtina/Pristina |
| Contract type: | Individual Contract (Consultancy Assignment- IC) |
| Duration of assignment: | 41 working days over the period Nov/Dec 2023 – Feb 2024 |
| Closing date for applications: | 26 November 2023 |

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

The general purpose of the Cultural Heritage Expert will be to ensure the qualitative expertise on cultural heritage in the process of conducting specific activities related to Cultural Heritage and Spatial Planning. The expert will be working closely with Senior and Spatial/ Urban planners, conservation consultants and other staff involved in the activities.

SKILL SETS REQUIRED

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.

MAIN TASKS

Under the general guidance and direct supervision of the UN-Habitat Kosovo Head of the Office and Senior Spatial Urban Planner, the 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) Supervise, guide, and provide support for (field) research, data analysis and conduct desk review.
- 3) Organise and co- lead meetings and thematic focus working groups in function of the Management Plan for Prishtina Historic Center.
- 4) Contribute to knowledge-management, communication, and outreach activities of the project.
- 5) Assist with translation and interpretation, both verbal and written, when required. Provide language quality checks of written materials;
- 6) Provide monthly progress reports to the UN-Habitat Kosovo Head of Office and inputs to progress reports for the Prishtina/ Pristina office; and
- 7) Perform any other functions and tasks which may be required by the nature of the projects' activities.
- 8) Draft the Integrated Management Plan of Prishtina Historic Center with comments and suggestions included.

DELIVERABLES AND IMPLEMENTATION SCHEDULE

The Feasibility Study for the Historic center has been completed, and the methodology of work is now determined. This position requires an expert in cultural heritage to develop the Management Plan for the Historic Center of Prishtina, which will consist of two main components: Classification and categorization of interventions for the core zone and guidelines for the development of the buffer zone.

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

| Nr. | Tasks | Deliverable | Timeline |
|-----|--|--|-------------------------------|
| 1. | HCPr - Needs and Opportunities Map. Strategic scheme as a basis for the implementation of the MZM. Reasoned set of urban analysis useful for highlighting the needs and the opportunities within the urban fabric of the HCPr. Identification of the "GSI query expressions" ¹⁷ to use in the monitoring phase to evaluate the general condition of the urban fabric. | <ul style="list-style-type: none"> - A set of urban analysis - HCPr - Needs and Opportunities Map. Strategic scheme as a basis for the implementation of the MZM. <p>Identification of the critical factors.</p> | 5 working days Home Office |
| 2. | Define the rules for classifying (Classification) the cultural value of the urban assets presents in the urban fabric of the HCPr and identify the | <ul style="list-style-type: none"> - Rules (document) for the classification of the cultural value | 5 working days Home Office |

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| | permitted building interventions, Intervention Categories, to improve and enhance the cultural landscape of the Historic area. | of the HCPr as a cultural landscape. Rules (document) about the intervention categories (building activities) admitted for buildings, open spaces, and streets, within the HCPr urban fabric. (Core zone). | |
| 3. | Tools capable of managing building transformation activities within the boundaries of the historic area, preserving its cultural values, and improving general livability. As part of the development of the Integrated Management Plan of the historic area, this action will be dedicated to the design of a tool for the enhancement and management of the urban fabric which is located within the borders of the HCPr. | - Development of the planning tool for the HCPr urban fabric management. (Core zone). | 5 working days Home Office |
| 4. | Development of guidelines to preserve and enhance the urban general layout of the buffer zone. Guidelines should suggest measures to keep a consistent relationship between the existing and future buildings' typologies and surroundings context. | Guideline for the buffer zone. | 10 working days Home Office |
| 5. | Starting from the suggestions contained in the "HCPr - Needs and Opportunities Map" document, consolidation of the proposals for the buildings and verification of possible solutions for the problems identified by putting them in harmony with the projects under development and in the execution phase for the HCPr. | - HCPr - Consolidated Strategic Document. | 10 working days Home Office |
| 6. | Organise and co-lead at least 2 working group meetings in function of the HCPr Document. ¹ | - Concept Notes - Presentations | (2x3 days) 6 working days Prishtina Office |
| Total | | | 41 w/m |

¹ It depends. Meetings could also be organized online.

DUTY STATION

The work shall be performed from home office with two missions to Prishtina. Missions to Prishtina 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.
- 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 at least one local language of Kosovo is an advantage.

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: 26 November 2023

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