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**FOR A BETTER URBAN FUTURE**

## VACANCY ANNOUNCEMENT

Issued on 11.07.2024

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<b>Position:</b>	International Environmental Expert for Strategic Environmental Assessment (SEA)
<b>Duty Station:</b>	Pristina/Prizren region, Kosovo and home office
<b>Duration:</b>	30 working days over the period July to December 2024
<b>Starting date:</b>	As soon as possible
<b>Closing date for applications:</b>	23.07.2024

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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 implemented the Inclusive Development Programme, which aimed 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 overall development objective of this project was to contribute to the sustainable development of Kosovo cities, municipalities and neighbourhoods through participatory methods that improve living conditions of all residents of the partner municipalities and help reduce poverty.

The Ministry of Environment and Spatial Planning is the Competent Authority for Environment at the national level and has a formal role in terms of introduction and implementation of Strategic Environmental Assessment (SEA) in Kosovo. The requirement for SEA is stipulated by the Law on Strategic Environmental Assessment which states that "*drafting of SEA report is obligatory for plans and programs from spatial planning and city planning field, on land use, agriculture, forestry, fisheries, hunting, energy, industry, mines, traffic, waste management, water management, telecommunication, tourism, which give a frame for future development projects*". The SEA introduction efforts started in 2010, after the adoption of Kosovo Law on SEA. As part of the technical support provided to partner municipalities, UN-Habitat through different programmes and projects has been conducting, since that date, the Strategic Environmental Assessment of Municipal Development Plans (MDPs) and Municipal Zoning Maps (MZMs).

In addition, the ISP/MESPI and Kosovo Environmental Protection Agency (KEPA) are currently in process of drafting the Spatial Plan for the National Park of Sharri. The National Park covers an area of 53,469 ha over the territories of 5 municipalities (Kacanik, Shterpce, Suhareka, Prizren, and Dragash).

In 2024, the Ministry of Environment, Spatial Planning, and Environment, through the Institute of Spatial Planning and Swedish Environmental Protection Agency (SEPA), engaged UN-Habitat to deliver technical assistance for the development of the Strategic Environmental Assessment (SEA) for the Sharri National Park Spatial Plan. UN-Habitat is responsible for drafting the Strategic Environmental Assessment Report for the Sharri National Spatial Plan and providing training to enhance the capacities of the relevant local and central institutions.

### Purpose of the assignment

The overall objective of this consultancy is to conduct the Strategic Environmental Assessment Report for the Spatial plan of Sharri National Park, by coordinating closely together with the Chief Technical Advisor (CTA), Task Manager/Spatial Urban Planning Advisor, as well as the Director of Institute of

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Spatial Planning.' The SEA should contain also the action plan, monitoring and supervision framework (with indicators).

The SEA will describe, identify and assess the likely significant effects that Sharri National Park spatial plan will have on the environment (including climate change issues). In so doing, the SEA will offer recommendations at the strategic level on how potential negative effects resulting from the implementation of the Sharri spatial plan 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 Sharri National Park spatial plan.

The SEA will provide decision-makers at the local and central level in Kosovo, with the appropriate information to assess the environmental (+ climate change) 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 strategy, implementation measures and monitoring processes. It is envisaged that the SEA will also influence strategic investment projects at the local level.

The Consultant shall, in carrying out the SEA tasks, refer to and consult the relevant legislation and Administrative Instructions (Kosovo's Law No. 03/L – 230 of 2010, on Strategic Environmental Assessment and other related AIs) regarding the developing and drafting of spatial plans and the strategic environmental assessment, and act with respect for a transparent, participatory planning process, with a gender-sensitive approach.

### **Skill Sets Required**

A range of skills will be required: ability to understand properly the planning documents and linkage with environmental impact and legal requirements, 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 Law, Law on Environmental Protection, Law on Strategic Environmental Assessment and other related by-laws.

### **Scope of Work**

The consultant will focus on the main tasks, described below, which is to be carried out during the period of June-September 2024 and in close collaboration with the UN-Habitat and ISP teams, and with the municipalities that compose the Sharri National Park (Kacanik, Shterpece, Suhareka, Prizren, and Dragash). The main scope of the work is related to the SEA for the Sharri National Park Spatial Plan and should incorporate a close cooperation with a diverse range of stakeholders, and include surveys and analyses, the preparation of the draft and final SEA reports. The consultancy assignment should also include a close coordination with the SEA training expert.

Under the overall supervision of the Chief Technical Adviser, Task Manager/Spatial Urban Planning Advisor and in close cooperation with the assigned working groups, the International Environmental Consultant for SEA will be responsible for the following main tasks:

#### **Assignment 1: Conduct the SEA for the Sharri National Park Spatial Plan**

The SEA report will be conducted in parallel with spatial plan of Sharri National Park, and should also include: scenarios, monitoring and supervision framework (plus indicators) and detailed action plan.

In addition to regular consultative meetings, a one-day workshop should be conducted at the central level and in cooperation with the municipalities that compose the Sharri National Park, targeting the core working groups and other staff and stakeholders responsible for planning, environment and other relevant fields. The workshop will be held during the first mission and should help to define objectives, targets and indicators for the SEA in the area of Sharri National Park. The aim is to enhance public participation within national and international best practices, discussing the particular Kosovo conditions in these regards, and presenting findings and recommendations, drawing from previous SEA processes in Kosovo. Other details are presented in the workplan (please see the table below).

Any change of these ToR has to be consulted and agreed with UN-Habitat, based on the situation during the process. The consultant will closely cooperate with UN-Habitat staff, project leaders and relevant ISP and municipal staff for coordination of tasks, and for knowledge-sharing and capacity building.

All documentation and communication should be in English.

A progress 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).

### Workplan / Activities

The start of the consultancy is scheduled for July 2024 and the Final Report must be delivered by end September 2024. The Consultant shall prepare for the work at the home office and will undertake 3 missions to Kosovo to conduct the Strategic Environmental Assessment and use the process for capacity building of national staff and also to present and discuss the results of his work for both assignments. The missions are scheduled to last 5 days - excluding travel and weekend days. The presentations of the draft SEA report and final environmental report will take place in Pristina and Prizren region, Kosovo.

#### Assignment 1: SEA for Sharri National Park Spatial Plan

Tasks	Location	Duration (working days)	Tentative Dates
<b>1. Initial Scoping and drafting of the baseline Environmental Assessment Report</b>			
1.1 Review of Kosovo legislation on spatial planning and environmental issues 1.2 Review of the draft chapters from the Spatial Plan for the Sharri National Park with the focus on social, economic and environmental issues 1.3 Draft the SEA initial scoping report in line with spatial plan of Sharri National Park (to be presented at the workshop, please see 1.7) 1.4 Identify key issues and draft the baseline environmental assessment report in line with spatial plan of Sharri National Park (to be presented in the workshop, please see 1.7) 1.5 Prepare the workshop agenda (including other relevant materials) and power point presentation for the workshop (see 1.7)	Home based	6	Aug 2024
<u>Arrival in Kosovo, Mission 1.</u> Briefing with UN-Habitat staff and meeting with ISP/KEAP and other relevant stakeholders	Pristina, Kosovo	1	Aug/Sep 2024
1.6 Field visits to the Sharri National Park and meetings with relevant stakeholders	Pristina and Prizren region, Kosovo	1	Aug/Sep 2024
1.7 Conduct workshop for ISP teams and counterparts on the methodology, scoping report, baseline environmental assessment findings, and the way forward for the SEA process	Pristina or Prizren region, Kosovo	1	Aug/Sep 2024
1.8 Integrate all comments derived from the Mission 1 in the draft report (scoping report and baseline environmental assessment report)	Prishtina, Kosovo	0.5	Aug/Sep 2024
End of Mission 1, Departure <i>Deliverable 1 submitted</i>	-	1	Aug/Sep 2024
<b>2. Drafting of the Strategic Environmental Report (SEA) report, including technical summary</b>			
1.8. Draft the SEA report, including scenarios, action plan and monitoring and evaluation framework/indicators for discussion with the project team and counterparts	Home based	10	Sep 2024

<u>Arrival in Kosovo, Mission 2</u>	Pristina, Kosovo	1	Sep/Nov 2024
1.9 Presentation of the draft SEA report to the ISP/KEPA/National Park Sharri authorities and UN-Habitat working team	Prizren, Pristina, Kosovo	1	Sep/Nov 2024
1.10 Meetings with counterparts and stakeholders related to the draft SEA report (if needed)	Prizren, Kosovo	1	Sep/Nov 2024
1.12 Integrate comments in the draft SEA report	Pristina, Kosovo	0.5	Sep/Nov 2024
End of Mission 2, Departure <i>Deliverable 2 submitted</i>	-	1	Sep/Nov 2024
<b>3. Presentation of the final SEA report to relevant counterparts</b>			
Draft the monitoring and supervision framework (with indicators) and circulate for review to the ISP/KEPA/National Park Sharri authorities and UN-Habitat working team	Pristina, Kosovo	2	Nov/ Dec 2024
<u>Arrival in Kosovo, Mission 3</u>	Pristina, Kosovo	1	Nov/Dec 2024
1.13 Presentation of the final SEA draft Report (including scenarios, action plan and monitoring and evaluation framework/indicators) to UN-Habitat, ISP teams, and relevant counterparts	Pristina, Kosovo	0.5	Nov/Dec 2024
1.14 Integrate comments in the final draft SEA report (including comments of the SEA training expert)	Pristina, Kosovo	0.5	Nov/Dec 2024
1.15 Submission of the final SEA report and Technical Summary			
Final debriefing, end of Mission 3 <i>Deliverable 3 submitted</i>	-	1	Nov/Dec 2024
<b>TOTAL</b>		<b>30</b>	

*\*The schedule of missions is adjustable based on prior agreement with UN-Habitat management*

### Final deliverables:

During the assignment, the consultant will deliver three mission reports and the following documents:

Deliverables:

1. Initial scoping report;
2. Initial/baseline Environmental Assessment Report (in line with draft spatial plan of National Park of Sharri)
3. Draft SEA report (with all integrated comments), action plan and technical summary
4. Monitoring and Supervision Framework (with indicators)
5. Power point presentations
6. Final version of the Strategic Environmental Assessment Report (SEA) for Sharri National Park spatial plan (including technical summary, action plan and monitoring and supervision framework).

The exact timing of the deliveries will be determined during the course of the assignments.

### Duty Station

The work shall be performed from the Prishtina/Pristina Office, home office, and several field visits in Prizren region (Sharri National Park). Tasks requiring consultation or work with the team will be performed at the Prishtina/Pristina Office. Transport (flight tickets) and accommodation for three field and technical missions to Kosovo, including traveling other relevant municipalities (related to Sharri National Park) will be covered by the programme.

### Progress Controls and Payment Instalments

The fees will be paid in installments upon completion and acceptance of the outputs as specified in section Final Deliverables (and workplan) above.

### Competencies

**Professionalism:** Demonstrates professional competence and mastery of subject matter. Good research, analytical and problem-solving skills. 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.

**Planning and Organizing:** Proven ability to plan, coordinate and monitor own work and that of others. Ability to work under pressure and uses time efficiently. Identifies priority activities and assignments, adjust priorities as required.

**Teamwork:** Works collaboratively with colleagues to achieve organizational goals. Solicits input by valuing others' ideas and expertise and is willing to learn from others.

## Qualifications

### Education

Masters Degree in Spatial and Urban Planning, Environmental Studies or equivalent relevant academic degree.

### Work experience and other requirements

- A minimum of ten years professional practical experience in related field
- Excellent knowledge of international experience and best practices in the assessment of the environmental impact and practice in conducting social, economic and environmental assessments of municipal and/or urban development plans, particularly with reference to EU requirements in this field
- Excellent knowledge of Strategic Environmental Assessment and practice in related fields such as monitoring and evaluation and strategic planning, municipal development plans;
- Familiarity with spatial planning practices
- Experience in scenario development and analysis, including gender equality considerations;
- Experience in developing and facilitating workshops and public presentations for stakeholder involvement;
- Good knowledge of local development processes, climate change, green economy and green accounting concepts, environmental conservation and green infrastructure concepts;
- Ability to work in a team and to undertake initiative to ensure smooth relations and open communication within the team and with partners
- Good analytical, solution defining and creative skills
- Previous experience from the South East Europe region would be an added value
- It is essential that the candidate be able to meet deadlines for reporting and all project work.

### Special consideration

The candidate should:

- Be familiar with and loyal to the goals of UN-Habitat and the UN
- Express enthusiasm and willingness to share experiences and transfer knowledge
- Take responsibility and make sure tasks are fully completed
- Be sensitive to gender issues and issues of concern to vulnerable groups
- Be flexible and prepared to pursue goals through teamwork
- The incumbent should be available for the suggested schedule

### Language

For the post advertised, excellent proficiency in spoken and written English is required.

## Progress Controls and Payment Installments

Payments will be based on deliverables over the consultancy period. The fees will be paid in installments upon completion and acceptance of the outputs as specified in section Deliverables above. Travel expenses related to three missions to Kosovo of 5 working days each shall be included in the lump sum – per diems for three travels to Kosovo, ticket cost (economy class for air tickets), other travel expenses (visa, terminals).

## **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**

the following documents/information to demonstrate their qualifications:

- **Cover letter** explaining why they are the most suitable for the work
- **Completion of a CV in P11 Form** which can be downloaded at [https://unhabitat-kosovo.org/wp-content/uploads/2019/08/p11\\_form.doc](https://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.
- **Financial Proposal.** The form for the financial proposal can be downloaded at [https://unhabitat-kosovo.org/wp-content/uploads/2019/08/Financial\\_proposal\\_IC.docx](https://unhabitat-kosovo.org/wp-content/uploads/2019/08/Financial_proposal_IC.docx)
- **Copy of Diplomas and copy of Passport or National ID Card.**

**Deadline for applications:** 23 July 2024

*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](mailto:recruitment@unon.org)*