



United Nations Human Settlements Programme
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FOR A BETTER URBAN FUTURE

VACANCY ANNOUNCEMENT

issued on 10 December 2024

Functional Title:	International Expert for Urban Transport Data and Planning– in support of Sustainable Urban Mobility Planning Project in the Western Balkans, Eastern Europe, and Central Asia
Duty Station of Assignment:	Home office
Type of Contract:	Individual Contract (Consultancy Assignment)
Duration of Assignment:	140 working days over the period 15 January 2025– 15 December 2025
Closing Date for Applications:	10 January 2025

BACKGROUND

The United Nations Human Settlements Programme, UN-Habitat, 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. UN-Habitat works with varied partners including cities, central governments, local authorities, non-governmental organizations, and the private sector in the implementation of the Habitat Agenda and Sustainable Development Goals (SDGs) in particular, Goal 11 of “*Making cities and human settlements inclusive, safe, resilient and sustainable*”.

As cities around the world rapidly urbanising, they are increasingly facing urban mobility challenges key among them traffic congestion, pollution and road traffic crashes. The transport sector also significantly contributes to global energy related carbon emissions. Public transport comprising efficient bus systems, trams, metros and non-motorised mobility such as walking, and cycling are emerging an ideal mix to curb the growing urban transport challenges and meet the transport needs of citizens. UN-Habitat collaborates with governments at city, regional and national levels on development and implementation of policy, guides and tools for sustainable urban mobility; provides technical support for development of effective transport systems and supports knowledge, advocacy and capacity building.

UN-Habitat is the lead implementing agency for the Project on: “Building back safe, sustainable and resilient transport and urban mobility systems in Western Balkan and Central Asian landlocked developing regions”. This initiative is funded by the 15th tranche of the United Nations Development Account with the primary objective to strengthen the capacity of local and national governments within the Western Balkan, Eastern Europe and Central Asia Regions in sustainable urban mobility planning. The focus is on establishing durable, long-term investment strategies that improve accessibility and connectivity for all while concurrently addressing climate emissions and reducing road fatalities. Specifically, this project aims to support three cities in Western Balkans and Eastern Europe - Chisinau in Moldova, Kragujevac in Serbia, Vushtrri in Kosovo¹ - and two cities in Central Asia - Bishkek in Kyrgyzstan and Almaty in Kazakhstan - the focus is on establishing durable, long-term investment strategies that improve accessibility and connectivity for all while concurrently addressing climate emissions and reducing road fatalities.

¹ References to Kosovo shall be understood to be in the context of Security Council Resolution 1244 (1999).

A programme implemented by:



Along with UN-Habitat, this project is co-implemented with the United Nations Environment Programme (UNEP) and the United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP).

GENERAL SCOPE OF THE ASSIGNMENT

The International Expert will undertake activities regarding capacity building on transport data management; provision of strategic and operational guidance; and implementation of data collection and analysis to enable data-informed transport planning for the target local and national governments, taking into account the following parameters:

1. On capacity building

- 1.1. Assessing the level of skills and experiences for collecting, managing and utilising transport data in the relevant team for each city;
- 1.2. Reviewing the existing human resources and capacities in the relevant team for each city and assess the future human resources requirements;
- 1.3. Plan capacity building and training activities according to the identified future human resources requirements while ensuring alignment to each city’s priorities and policies;

2. On strategic and operational guidance

- 2.1. Guide the cities define and identify data-informed transport vision;
- 2.2. Lead the conceptualisation of the survey programmes/ projects required to achieve the baseline data and milestones associated with the transport vision;
- 2.3. Guide the cities develop the transport survey programmes/ projects;
- 2.4. Guide the cities with the set up of the survey instruments, methodologies, teams, training, data processing, data cleaning, data visualisation;
- 2.5. Instill the transport survey implementation, data processing, analysis and visualisation capacity within the cities through the survey activities;

3. On implementation of data collection and analysis

- 3.1. Activate the Capacity Building, Strategic and Operational Guidance Initiatives through Field Work Projects – Web-based survey targeted to understand mobility patterns and public transport on-board surveys;

GOALS AND OBJECTIVES

The objective of the assignment is to support the efforts of UN-Habitat under the above-mentioned project to strengthen local and national capacity in Western Balkans, Eastern Europe and Central Asia Regions on long-term, sustainable urban mobility planning and robust investment decisions towards public transport, walking and cycling, with co-benefits in terms of improved urban air quality and resilience. This would be achieved through the following two Outcomes.

- Outcome 1 Strengthened capacity of local governments to plan for sustainable, resilient and low carbon mobility systems based on evidence- and data-based planning approaches and in alignment with international best practice methodologies
- Outcome.2 Improved and streamlined transport data collection and management frameworks for informing investment decisions for urban land-use and mobility planning

The two Outcomes shall be achieved through 5 activity components described in the table below:

No.	Activity Component	Aim	Related Outcome
1-1	Training and Capacity Building	To equip the cities with essential skills and knowledge in transport planning, data collection, technology, GIS, data privacy, and project management, enabling sustainable, data-driven decision-making for transport enhancements.	Outcome 1
1-2	Strategic Guidance	To guide city officials in defining a clear transport vision, establishing measurable milestones, and conceptualising survey	

		programs that support data-driven planning and align with each city's unique strategic goals.	
1-3	Operational Guidance	To assist city officials in designing and implementing public transport survey programs that align with their transport vision and strategic goals	
2-1	Web-based survey implementation	To design, deploy, and guide to enable a web-based and/or intercept survey across five cities, gathering baseline data on citizens' mobility patterns and demand-side needs. This survey aims to inform urban transport planning with accurate, localised data.	Outcome 2
2-2	Public transport on-board survey	To guide onboard surveys across bus routes. This survey aims to map public transport routes, fares, fleet characteristics, and passenger boarding/alighting patterns, providing a detailed baseline for transport planning and policy initiatives.	

METHODOLOGY

The methodology of conducting the five activities regarding capacity building on transport data management; provision of strategic and operational guidance; and implementation of data collection and analysis mentioned above is as outlined below:

1-1) Capacity Building and Training

- **Skills Audit and Training:** Conduct skills audits to identify gaps, followed by tailored workshops on public transport planning, GIS, data privacy, and project management.
- **Workshops and Practical Modules:** Focus on survey design, technology in data collection, route optimization, and data visualization.
- **Quality Assurance (QA) and Data Privacy:** Train teams on QA protocols and compliance with data privacy regulations like GDPR.
- **HR Resource Mapping:** Assess staffing needs and policy alignment for long-term capacity development.
- **Evaluation and Reporting:** Pre- and post-training assessments evaluated knowledge gained, with recommendations for sustainable capacity retention.

1-2) Strategic Guidance

- **Transport Vision Workshops:** Facilitate workshops to align transport goals with sustainability and efficiency targets.
- **Milestone Setting:** Establish measurable, data-driven targets for improving transport systems.
- **Survey Program Design:** Define objectives, methodologies, and sampling plans for surveys to support strategic transport goals.
- **Pilot Testing and Refinement:** Validate survey tools through pilot studies, incorporating feedback for scalability.
- **Capacity Building for Survey Management:** Train city teams on survey deployment, data analysis, and visualization.

1-3) Operational Guidance

- **Survey Program Frameworks:** Design detailed survey plans tailored to each city's transit needs.
- **Technology and Tools:** Provide recommendations on tools for efficient data collection.
- **Team Formation and Training:** Structure survey teams with defined roles and delivered modular training programs.
- **Field Implementation:** Support pilot testing with real-time troubleshooting and data QA protocols.
- **Knowledge Sustainability:** Created documentation, training resources, and mentorship plans for long-term operations.

2-1) Web-Based Survey Implementation

- **Intercept Surveys:** Deploy citizen mobility surveys in five cities using web-based and field-intercept methods.

- **Localized Customization:** Adapt surveys according to contextual relevance and unique needs of the cities.
- **Data Collection and Privacy Compliance:** Ensure secure, anonymized data storage and processing.
- **Capacity Transfer:** Provide training and guides for cities to independently manage future surveys.
- **Actionable Reporting:** Summarize mobility data for insights into travel patterns and policy recommendations.

2-2) Public Transport On-Board Surveys

- **Onboard Data Collection:** Provide training and guidance to the local field teams on conducting surveys in two selected cities mapping routes, fares, and transit patterns.
- **Enumerator Training:** Train local teams on survey tools, ensuring consistent and accurate data collection.
- **Data Processing and Analysis:** Deliver cleaned datasets and visualizations to inform transport policy.
- **Skill Sustainability:** Provide workshops and documentation for long-term autonomous data collection and analysis.

URBAN TRANSPORT DATA AND PLANNING EXPERT TASKS AND RESPONSIBILITIES

Duration: The start of the consultancy is scheduled for **15 January 2025** and the last deliverable must be submitted by **15 December 2025**.

Reporting: The International Expert will work under the overall supervision of the Coordinator of the Urban Basic Services Section of UN-Habitat, and in close collaboration with the thematic team on mobility - reporting to the Programme Management Officer, Urban Mobility.

Duty Station: The International Expert shall provide service principally from the home office.

Coordination: The International Expert for Transport Data and Planning will work in close collaboration with the International Expert for Sustainable Urban Mobility Plan (the SUMP Expert) to coordinate the project process, while implementing the project activities in collaboration with the National/Regional Consultants in the target cities.

Travel: The International Expert is expected to undertake several travel missions to perform training for local and national governments and/or transport survey implementation. The travel and accommodation costs shall be covered separately by the project budget. The anticipated number of trips and duration are 2-4 trips and 5 days per trip. The travel plans would be adjusted upon discussion according to the progress and needs of the project. Consultation and approval from UN-Habitat are required for travel arrangements. International Expert is expected to optimize costs by consolidating missions while maximizing impact on project outcomes or processes when making travel arrangements.

Work plan / Activities - Tentative Implementation Schedule for the International Expert for Transport Data and Planning

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

Tasks	Deliverables	Duration (working days)	Tentative Dates
<i>1-1 Project Kick-Off and Institutional Capacity Building for Transport Data Generation</i>			

<ol style="list-style-type: none"> Project Kick-Off Meeting: Initial alignment meeting with key stakeholders, covering project objectives, scope, methodology, and expected outcomes. Capacity Assessment: Evaluation of local institutional capabilities to generate transport data. Capacity Building Framework Development: Development of the Transport Data Generation Framework that will serve as a foundation for training. 	<p>[D.1.1.1] Inception Report</p> <p>[D1.1.2] Capacity Assessment Report</p>	40	15 January-15 March 2025
<ol style="list-style-type: none"> Training Workshop: Conduct training workshops covering methodologies, tools, and best practices. <p>* The above activities (1-4) are for the five target cities</p>	<p>[D1.1.3] Workshop Training Materials & Skills Transfer Report</p>	15	15 March – 15 May 2025
1-2 Strategic Guidance for Public Transport Vision and Survey Program Design			
<ol style="list-style-type: none"> Vision Document Development: High-level guidance for the Transport Vision Document aligned with city and national goals. Survey Program Design: Develop a strategic survey design, identifying key indicators, sample sizes, and data collection methodologies. Stakeholder Engagement: Host consultations with city officials and stakeholders to refine survey objectives. Roadmap Creation: Create the phased Survey Program Roadmap for implementation, outlining resource allocation, timelines, and milestones. <p>* The above activities (1-4) are for the five target cities</p>	<p>[D1.2] Strategic Guidance Document</p>	25	15 March – 15 May 2025
1-3 Operational Guidance for Survey Program Development and Capacity Building			
<ol style="list-style-type: none"> Operational Program Manual Creation: Development of an Operational Program Manual covering fieldwork coordination, quality assurance, and data management. Enumerator Training: Assemble Enumerator Training Toolkit for local enumerators and conduct high-level training. Quality Assurance Procedures: Establish protocols for quality control during data collection. M&E Framework and Sustainability Planning: Develop an M&E Framework and Operational Sustainability Plan to support continuous evaluation and sustainable program practices. <p>* The above activities (1-4) are for the five target cities</p>	<p>[D1.3] Operational Guidance Document</p>	15	15 August – 15 December 2025
2-1 Web-Based Survey Implementation			
<ol style="list-style-type: none"> Intercept Survey Design and Setup: Finalise Intercept Survey Design Document and configuration of the intercept survey tool. Data Collection: Conduct intercept surveys with local enumerators in selected cities. Data Analysis and Reporting: Summarise insights, including key patterns and implications for city transport. <p>* The above activities (1-3) are for the five target cities</p>	<p>[D2.1] Web-Based Survey Report</p>	25	15 August – 15 December 2025
2-2 Public Transport On-Board Surveys			
<ol style="list-style-type: none"> Onboard Survey Preparation: Detail roles, sampling methods, and survey logistics. 	<p>[D2.2] On-Board Survey</p>	40	15 June – 15 August

2. Data Collection: Local teams gather transit route, fare, and service frequency data	Report		2025
3. Final Data Analysis and Report: Analyse the route and frequency data, providing actionable recommendations for local transport.			
* The above activities (1-3) are for the two pre-defined cities			
TOTAL		140	

FINAL DELIVERABLES

During the assignment, the consultant will deliver the following documents:

Tasks	Deliverables	Estimated time
1-1 Project Kick-Off and Capacity Building		
1. Project Kick-Off Meeting	[D1.1.1] Inception Report detailing methodologies, tools, and best practices for public transport data collection, customised for local contexts	31 January 2025
2. Capacity Assessment	[D1.1.2] Capacity Assessment Report Assessment of current capabilities of local institutions in data generation, with recommendations for enhancing capacity.	31 March 2025
3. Capacity Building Framework Development		
4. Training Workshop	[D1.1.3] Workshop Training Materials & Skills Transfer Report (1) training modules, presentations, and reference materials for capacity-building workshops on data collection; (2) Documentation of knowledge transfer processes, highlighting the progress of skill-building efforts and specific competencies gained by local staff.	31 May 2025
1-2 Strategic Guidance for Transport Vision and Survey Program Design		
1. Vision Document Development	[D1.2] Strategic Guidance Document (1) <u>Transport Vision</u> that outline goals, objectives, and key performance indicators for an improved transport system, aligned with city and national goals; (2) <u>Survey Program Design Guide</u> that includes key data indicators, sample sizes, and methodologies for designing survey program tailored to specific city contexts; (3) <u>Stakeholder engagement result</u> , summarising consultations and engagements with city officials, community stakeholders, and other relevant parties; (4) <u>Survey Program Roadmap</u> that outlines implementation roadmap for the survey program, providing a clear timeline, milestones, and resource allocations required.	31 May 2025
2. Survey Program Design		
3. Stakeholder Engagement		
4. Roadmap Creation		
1-3 Operational Guidance for Survey Program Development and Capacity Building		
1. Operational Program Manual Creation	[D1.3] Operational Guidance Document (1) <u>Operational Program Manual</u> covering selected strategic aspects of survey program implementation, including data management, quality assurance protocols, and field coordination procedures; (2) <u>Enumerator Training Toolkit</u> with instructional materials, checklists, and assessment criteria for training local enumerators in data collection and quality control techniques; (3) <u>Quality Assurance result</u> with documentation of quality control measures implemented during data collection, including field observations, enumerator performance reviews, and data validation processes; (4) <u>Monitoring and Evaluation (M&E) Framework</u> for ongoing monitoring and evaluation of the survey program, including indicators for assessing progress, data quality, and outcomes; (5) <u>Operational Sustainability Plan</u> which outlines strategies to maintain and scale survey operations post-project, focusing on institutional support, funding, and continuous training needs.	15 December 2025
2. Enumerator Training		
3. Quality Assurance Procedures		
4. M&E Framework and Sustainability Planning		
2-1 Web-Based Survey Implementation		

1. Intercept Survey Design and Setup	[D2.1] Web-Based Survey Report (1) <u>Intercept Survey Design</u> including objectives, target locations, sample size, and question sets; (2) <u>Survey Instrument description</u> , explaining deployment, and implementation of the intercept survey app or tool configuration, including technical specifications and user guidance; (3) <u>Intercept Survey Data</u> from intercept surveys, including summaries of commuter demographics, travel patterns, and user experiences; (4) <u>Data Analysis and Insights</u> analysing survey findings with visualisations, highlighting key patterns and implications for transport planning; (5) <u>Operational Review</u> assessing survey program execution, noting challenges, solutions, and improvements for future data collection initiatives. * This Survey Report shall cover the five target cities	15 December 2025
2. Data Collection		
3. Data Analysis and Reporting		
2-2 Public Transport On-Board Surveys		
1. Onboard Survey Preparation	[D2.2] On-Board Survey Report (1) <u>Survey Instrument description</u> , explaining deployment, and implementation of the intercept survey app or tool configuration, including technical specifications and user guidance; (2) <u>Onboard Survey Data Collection</u> producing a data report containing route maps, fare data, and service frequency summaries; (3) <u>Route Mapping and Frequency Analysis</u> producing a spatial analysis of route maps, dwell times, and service frequency across surveyed routes, identifying operational efficiencies and high-demand routes; (4) <u>Pilot Survey result</u> on the initial pilot phase, noting outcomes, refinements made to survey methods, and local project manager feedback; (5) <u>Final Survey Findings and Recommendations</u> synthesising of onboard survey data findings with recommendations for public transport optimization based on current route and fare data, commuter behavior, and service efficiency insights. * This Survey Report shall cover the two pre-defined cities	30 September 2025
2. Data Collection		
3. Final Data Analysis and Report		

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

DUTY STATION

The work shall be performed from home office.

PROGRESS CONTROLS AND PAYMENT INSTALLMENTS

The fees will be paid in four installments upon completion and acceptance of the outputs as specified below, in line with the Final Deliverables.

Payment		Milestones
1 st Payment	25%	Upon completion and acceptance of: <ul style="list-style-type: none"> • [D.1.1.1] Inception Report • [D1.1.2] Capacity Assessment Report
2 nd Payment	25%	Upon completion and acceptance of: <ul style="list-style-type: none"> • [D1.1.3] Workshop Training Materials & Skills Transfer Report • [D1.2] Strategic Guidance Document
3 rd Payment	25%	Upon completion and acceptance of: <ul style="list-style-type: none"> • [D2.2] On-Board Survey Report
4 th Payment	25%	Upon completion and acceptance of: <ul style="list-style-type: none"> • [D1.3] Operational Guidance Document • [D2.1] Web-Based Survey Report

- **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. Promotes a learning and knowledge shared environment. Excellent mentoring and training skills.
- *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.
- *Management and coordination:* Skills for co-implementing the activities with National consultants, counterpart organisations, or other entities such as NGOs, academic institutions, and Community-Based Organisations.
- *Teamwork:* Works collaboratively with colleagues to achieve organizational goals. Solicits input by valuing others ideas and expertise and is willing to learn from others.
- *Functional Competencies:* Preferably a minimum of five years' experience in the field of transport engineering/planning, civil engineering, or an urban-sector discipline. Experience in conducting travel demand analysis, including but not limited to: designing of transport surveys, transport data collection, transport demand data analysis, transport demand forecasting, and transport modelling. Having already led an external expert team on one or several projects in the transport and urban mobility planning or urban transport data collection and survey is an asset.

EDUCATION AND WORK EXPERIENCE

- Advanced University degree (Masters or Equivalent) in Transportation Planning or Engineering, Economics, Urban or Regional Planning or related fields with knowledge on sustainable urban transportation and mobility issues or a first degree with the relevant combination of professional and academic qualifications is required;
- At least 8 years of practical working experience in the fields of transport or urban planning, mobility, sustainable development, combined with demonstrated knowledge and experience of conducting transport demand analysis working with national and local governments is required;
- Substantial experience in transport modelling procedures and knowledge and fluency in modelling tools is desirable;
- Ability to work in a team and to undertake initiative to ensure smooth relations and open communication within the team and with partners;
- Experience of working in the relevant countries of Western Balkans/ Eastern Europe and/or Central Asia is an advantage;
- Excellent analytical and communication skills.
- Good interpersonal skills, previous exposure to cross cultural environments is advantageous.
- It is essential that the candidate be able to meet deadlines for reporting and all project work

LANGUAGE SKILLS

- Excellent proficiency in spoken and written English; knowledge of local languages will be considered an advantage.

SPECIAL CONSIDERATIONS:

- Knowledge of UN policies and procedures is an advantage;
- 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

HOW TO APPLY

Interested candidates must submit to the email address: unhabitat-kosovo.office@un.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 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.
- **Technical proposal** specifying how the project would be approached and providing a brief methodology on how they would approach and conduct the work
- **Financial Proposal.** The form for the financial proposal can be downloaded at http://unhabitat-kosovo.org/repository/docs/finproposal_form.doc

Deadline for applications: 10 January 2025, 17:00 hrs CET

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