



## VACANCY ANNOUNCEMENT FOR INDIVIDUAL CONSULTANT (*several positions*)

*Issued on 13 January 2025*

<b>Project Title:</b>	Towards Inclusive and Resilient Urban Recovery in Ukraine
<b>Post Title:</b>	Individual Consultant for Thematic Papers Development (several positions)
<b>Duration of assignment / or end date (if applicable):</b>	The duration of the assignment is from February 2025 to March 2025
<b>Duty Station/ Country:</b>	Home based
<b>Expected places of travel (if applicable):</b>	Not applicable
<b>Supervisor's name and functional post:</b>	Chief Technical Advisor
<b>Payment arrangements:</b>	Lump-sum (payments linked to deliverables)
<b>Administrative arrangements:</b>	The contractor will rent/use at his/her own expense any equipment, materials, or premises that may be required for the completion of the task
<b>Selection method:</b>	Desk review of applications, with interviews for shortlisted candidates for further assessment.
<b>Deadline for applications:</b>	20 January 2025, 17:00 hrs (CET)

### 1. Background

#### 1.1 Overview of UN-Habitat

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations programme for human settlements and sustainable urban development. UN-Habitat promotes socially and environmentally sustainable environments, working with partners to build inclusive, safe, resilient, and sustainable cities and communities. UN-Habitat promotes urbanisation as a positive transformative force for people and communities, reducing inequality, discrimination, and poverty. The main objective of UN-Habitat is the promotion of sustainable urbanization as a driver of development and peace, with a view to improving the living conditions of all, in accordance with the Sustainable Development Goals (SDGs) and New Urban Agenda (NUA). More information is available here: <https://unhabitat.org/>

#### 1.2 Introduction to the project

Following the full-scale invasion of Ukraine in February 2022, the built environment and critical infrastructure in Ukraine have been severely impacted also causing large humanitarian concerns for millions of civilians, including internally displaced persons and refugees.

The Ukrainian Government (GoU) has a strong ambition to 'build back better', making progress towards the SDGs with a specific focus on addressing climate change. This includes a desire for an overhaul of existing towns and neighbourhoods, which typically are mono-functional with inadequate provision of public space

and access to public services and functions. Considerations need to be directed towards the changing demographics (including rapid aging and the increased number of people with disabilities) and economics in the country. National, regional and local economic development strategies need to be developed and implemented, including approaches for urban and territorial regeneration on local level. A sustainable reconstruction of Ukraine calls for the introduction of a systemic shift in the recovery planning and design of cities, towns and neighbourhoods in Ukraine, while also embedding measures to build capacity within the built environment professions, including urban planning.

The war has affected the availability of Ukrainian expertise within urban development, which was already scarce before the war, increasing the risk to jeopardise the ambition of Ukraine to Building Back Better. While several organisations have emerged to support the development of capacities in Ukraine on urban and territorial development and management, the access to knowledge and best practises on these issues is still limited.

The project aims at providing contextual analysis on urban related issues in Ukraine, to better inform decision makers, and enhance knowledge and expertise of Ukrainian stakeholders engaged in the urban recovery and reconstruction efforts.

### **1.3 UN-Habitat's response to Urban Recovery in Ukraine**

In response to the urban recovery needs, UN-Habitat has established a country programme in Ukraine to support the Ukrainian government in its recovery efforts. The project "Towards Inclusive and Resilient Urban Recovery in Ukraine" aims to contribute to the ongoing recovery and reconstruction efforts of the Government of Ukraine.

UN-Habitat collaborates with the Ministry for Communities and Territories Development, providing strategic and policy advice to inform recovery and development. UN-Habitat has also established an Urban Lab in Ukraine, to support participatory urban recovery planning that promotes an effective, inclusive and resilient urban recovery through the creation of an enabling environment. The Urban Lab functions as a platform for engagement of local and international expertise and collaborators, addressing solutions for immediate (short-term), medium and long-term (strategic) recovery efforts.

Through its work, the Urban Lab operationalises the SDGs, the New Urban Agenda and other development frameworks into the built environment through localisation, development of strategies for urban transformation, and by bridging the gap between policy and physical implementation. The Urban Lab addresses the complexity of cities and regions' challenges by developing spatial and non-spatial strategic solutions, through evidence-based data analysis, in partnership with stakeholders, that will ensure sustainable urban development outcomes.

UN-Habitat also ambitions to support the establishment of an Urban Recovery Framework (URF) at the national level, as a key tool to create an enabling environment for urban recovery. The URF aims at facilitating the implementation of immediate and medium-term urban recovery interventions while laying the foundations for long-term resilience, based on diagnostics of key areas for urban recovery, including capacities for urban planning and built environment management, regulatory frameworks for recovery and reconstruction planning, housing, Housing, Land and Property rights, multi-level governance systems, smart cities and digital governance. The thematic papers for this call will directly contribute to the development of the URF by providing in-depth sectorial analyses, technical support, and insights to refine the framework's approach and ensure its comprehensive application across urban recovery efforts.

## **2. Objectives of the assignment / Scope of services**

UN-Habitat seeks qualified professionals who can draft thematic papers on nine distinct topics related to Ukraine's built environment. These papers should provide insightful, well-researched, and contextually relevant analyses that can enhance understanding of Ukraine's current situation, inform policy decisions and contribute to academic discourse on the country's challenges and opportunities.

Each paper should aim to:

- Contribute to an informed understanding of Ukraine’s context.
- Foster dialogue around Ukraine’s future in the face of its ongoing challenges.

The targeted audience for the project encompasses all stakeholders involved in recovery and reconstruction efforts in urban areas in Ukraine. This includes, but is not limited to:

- National, regional and local governments;
- Practitioners and professionals;
- National and international organisations;
- General public.

The project aims at increasing the availability and accessibility of knowledge in nine distinct topics, relevant to the Ukrainian built environment, following the below principles:

- **Accessibility:** The papers should be written in clear, jargon free language, ensuring they are accessible to both experts and general audiences. Furthermore, all deliverables should be made accessible free of charge (e.g. published on the UN-Habitat website).
- **Contextualization:** The papers should be rooted in the Ukrainian context, drawing on recent developments, historical insights, and current trends. References to international experience should be used only if relevant to inform interventions in Ukraine.
- **Inclusivity:** The papers should recognise the experiences of marginalised or underrepresented groups within Ukraine. These include women, youth, older persons, persons with disability, veterans, Roma community, among others.

UN-Habitat requests that proposals align with one or more of the following themes. The sub-topics are indicative, and there is flexibility for further discussion and adaptation within the proposals.

Topic 1: Housing
<ul style="list-style-type: none"> <li>• Historical context</li> <li>• Household patterns (demographics, rural, urban, aging, multi-generational)</li> <li>• Typologies of housing (house/apartment plans, standards), typologies of buildings, contexts of typologies</li> <li>• Settlement pattern/ urban form, densities, street/object</li> <li>• Private, semiprivate, shared open space, common areas and facilities, public amenity</li> <li>• Implications for ownership</li> <li>• Implications for infrastructure, services, and their management</li> <li>• Implications for construction</li> <li>• Implications for adaptation, diversity, autonomy</li> <li>• Universal access, elderly, disability, wraparound and support services</li> <li>• Repair, retrofit, upgrade, regeneration of the housing stock, design and feasibility issues in various typologies and contexts.</li> <li>• Values, influences, culture, priorities, aspirations</li> </ul> <p>This paper will focus specifically on the relation of housing with urban planning and urban management. For this it will be interesting to explore among others the following points:</p> <ul style="list-style-type: none"> <li>• A quick historical overview of housing pattern and typologies and how they evolved over time.</li> <li>• Existing settlement patterns and urban forms and how they affect density and influence urban life.</li> <li>• For different housing typologies, what are the various status of open spaces and shared spaces and how it affect their management.</li> <li>• For different housing typologies, what are the implications for provision of infrastructure, access to services, and their management ?</li> </ul>

- For different housing typologies what are the implications for the construction sector. Which kind of artisans, local small and medium enterprises, national or international building companies are involved in construction and maintenance ?
- For various housing typologies and contexts what are the issues related to repair, retrofit, upgrade, regeneration of the housing stock?
- In relation to housing in Ukraine, what are the values attached to housing ? what are the influences that shape housing options ? How the culture influence housing choices ? and What are the people housing priorities ?

## Topic 2: Land and Property

- Historical context
- Land registry/cadastré, involved authorities
- Property registry, state, private collective
- Status of housing, municipal, public, private
- Ownership, acquisition, disposal, eminent domain
- Privatisation process
- Public private partnerships
- Individual, condominium, management systems of collective
- Vacancy, dereliction, danger and demolition
- Rights, responsibilities, taxes
- Mortgages, property related
- Insurance sector, commercial, risks

In the context of decentralisation, democratisation, recovery and reconstruction there are a number of issues related to land and properties that need to be clarified and better understood. For this purpose, the paper may clarify among others the following points:

- A quick historical overview of the evolution of the land and property tenure systems
- What are the current status of land and housing (private, municipal, public, etc.)?
- What are the current legal and administrative mechanisms and instruments to manage housing and land tenure? What is the current practice?
- For land and housing what are the processes for acquisition, disposal, eminent domain?
- What are the procedures to address housing vacancy, dereliction, danger and demolition?
- What are the rights and responsibilities as well as taxes in relation to housing?

## Topic 3: Planning: how does planning work in Ukraine?

- Historical context
- Urban form: Pre Soviet, Soviet, Post Soviet, villages, small towns, larger towns, cities
- Processes: industrial development, transportation, urbanization, residential development, services
- Evolution of planning thinking, values, influences
- Planning systems and governance (central, local, forward planning, development control, compliance, state/private, direct/enabling, public participation, from control to clientelism)
- Planning legislation, policies, instruments, processes, how is regulation developed or applied, compliance, e-planning
- Expertise and the preparation of plans (state/consulting, cartography/GIS/diagnostic/strategic/, staffing and role of Local Self-Governments)
- Data, digitisation
- Spatial planning, urban planning, strategy, development planning

- Demographics, migration, urbanization, shrinking and growing
- Economic development, old and new industries, services
- European trends/ similarities / differences

Urban planning in Ukraine is rapidly evolving, from centralised planning practices to decentralization reforms. In addition, there is currently a need to address post-conflict recovery, and to align with EU standards. In order to better understand how does urban planning work in Ukraine, the paper may clarify among other the following points:

- A quick historical overview of the evolution of urban planning practices in Ukraine and inherited urban forms.
- How planning thinking is evolving? Based of which key values? Which influences are reshaping planning?
- What are the current planning legislation, policies and instruments. How is regulation developed? How is it disseminated and understood? How is it applied through which processes?
- Which expertise is required for planning? Is current urban planning expertise fit for purpose? Is adequate expertise available and accessible for local self-governments?
- How new technologies such as E-data collection, digitisation, GIS, etc. support urban planning?
- How demographics trends such as aging, displacement, emigration, return are taken into consideration by urban planning ? How are addressed the issues of urban shirking, urban sprawl and urban integration?
- For urban planning what can be learnt from European countries experience?

#### **Topic 4: Municipal Infrastructure and Services (residential related infrastructures)**

- Historical context
- Typical systems in different settlement contexts (rural, villages, towns, cities, older/newer: specifications, conditions, planning, installation, operation and maintenance, management, lifespan, capacity, efficiency, viability and financing of infrastructure and services)
- Water supply, including source and transportation, water treatment, storage, quality control
- Drainage: rain and storm water management, catchment management, environmental standards, pollution
- Sewerage: collection, treatment, disposal, on site treatment
- Solid waste management, collection, treatment, disposal
- Energy systems, supply, storage, distribution, gas, electricity, district heating, facilities such as lifts, combined heat and power, lighting
- Circulation and transportation: roads, rail, etc.
- Munitions, safety, demining, decontamination
- Demolition, debris management, disposal, treatment, reuse

Residential areas and housing require municipal infrastructures and services. This paper will specifically focus on municipal infrastructure and services related to residential areas and will not address services such healthcare, education, childcare, etc. the paper will review the following municipal infrastructures and services: Water supply, Drainage, Sewage, Solid waste, Energy, Mobility. The paper may clarify among other the following points

- A quick historical overview of the evolution of providing municipal infrastructure and services related to residential areas.
- For each residential related infrastructure and services the paper will clarify among key aspects: specifications, conditions, planning, installation, operation and maintenance, management, lifespan, capacity, efficiency, viability and financing, etc.

- When relevant, the paper will specify differences for residential related infrastructure and services provisions in different contexts such as rural, villages, towns, cities.
- The paper will also clarify new municipal challenges linked with residential areas related to the full-scale invasion such as munitions, safety, demining and decontamination and related to destruction cause by the conflict such as: demolition, debris management, disposal, treatment and reuse.

### **Topic 5: Municipal Government**

- Historical context
- Structures and relationships (national, oblast, hromada, sub hromada)
- Types and differences (large, small, rural, urban, large urban, occupied areas, damaged areas, IDP hosting areas, richer/poorer areas, other factors, cultural etc.)
- Local government associations and platforms, unions etc. (City to City Cooperation, exchange etc)
- Roles and responsibilities, service provision, functionality, direction, oversight, support
- Resources: premises, assets and liabilities, property, divestment, functionality
- Human resources (staffing, recruitment, organigram, terms of reference, functionality, consultants, capacity development)
- Local elected officials (process)
- Interaction with communities, citizens, stakeholders, communication channels
- Conflict, martial law, adaptation, humanitarian response
- E-governance, E-services, data, digitisation, transparency
- Financial management, budgeting, procurement
- Local Self-Government involvement in recovery planning and implementation

Municipal governance in Ukraine has dramatically evolved since the decentralisation reforms initiated in 2014. The paper may clarify among other the following points:

- A quick historical overview of the evolution of municipal governance.
- A rapid description of the multi-level governance system in Ukraine
- Categorising the various types of communities and the current issues they are facing with the conflict
- What are the key roles and responsibilities of local self-government?
- What are the financial resources of local self-government? Are they commensurate with responsibilities and needs?
- What are the human resources of local self-government? Do they correspond adequately to key functions?
- What are the obligations and the practices for interaction and engagement of local stakeholders? And which channels are used for citizen information?
- What has been the impact of the full-scale invasion on municipal governance? With the martial law? How local self-government adapted to the situation?
- How modern technology such as E-governance, E-services, data, digitisation, influenced local governance? Did they improve transparency and strengthen trust in local self-government?

### **Topic 6: Built Environment Professionals and Education**

- Historical context
- Definition and regulation of disciplines (architect, urban planner, civil engineer, etc.)
- Professional bodies, unions, guilds, structures, roles and responsibilities, capacities, activities, relationships with international professional bodies, challenges, priorities and perspectives for practice

- Third level education, undergraduate and postgraduate, public and private, capacity, curricula, regulation, challenges, priorities and perspectives
- Exchange and support programmes, professional bodies, educational institutions, etc.
- Continued professional development, education and upskilling, through professional bodies and practice, through third level education, through government and civil society initiatives, aim, scope, modalities, challenges, priorities and perspectives for Continuous Professional Development (CPD)
- Conflict impacts, interruptions to/constraints on education, restrictions/conscription, interruptions in employment/practice, construction sector reductions, alternative practice/humanitarian
- Built environment professionals response to the conflict, continuing democratisation, EU accession
- Diaspora, remote practice, upskilling and exposure, education and practice

The professions of architecture, urban planning, civil engineering and other construction specialists play an essential role in rebuilding and shaping Ukraine's future. The paper may clarify among others the following points :

- The official status of built environment professionals? And how they are organised and represented through for example unions, guilds, etc.
- How many professionals are there? and How many are needed for addressing current challenges: recovery, reconstruction, EU accession?
- How they are trained? And how many are trained per year? Is training responding to current challenges, new trends and regulations?
- What is the offer of continuous professional development to adapt to rapidly changing situation?
- What are the impacts of the conflict on the professionals and their practice?
- What is potentially their role in response to the conflict, to continuous democratisation and to EU Accession?
- What could be the specific contribution of professionals currently abroad?

#### **Topic 7: EU Accession: Urban and Building**

- Historical context
- Institutional structures
- Status of binding and advisory, process of compliance, adoption etc. Guiding policies and programmes: Green New Deal, New Leipzig Charter etc.
- Implications of EU accession for:
  - land regulations and administration, land use planning, environmental regulations
  - urban governance and administration
  - urban planning and development, standards, guidance, practices
  - urban services, standards, operation, management
  - architecture, standards, guidance for building design, building services and performance.
  - construction standards, guidance, construction management, materials, etc.
  - reconstruction: demolition, debris, asbestos, retrofit, disability
- Implications of EU accession for built environment professional practice, regulation
- Implications of EU accession for built environment education, 3rd level, Continuous Professional Development (CPD)
- Ukraine compliance with or adoption of other / global policies and guidance related to urban and built environment? NUA, SDG, etc.

Ukraine's EU accession process has significant implications for urban development and building practices. The paper may clarify among others the following points:

- A quick historical overview of the EU accession process and the Ukrainian institutional architecture related to accession.
- Review of bidding and guiding documents related to urban and building e.g. EU Acquis, Green New Deal, New Leipzig Charter, New European Bauhaus, etc. and how they relate to the EU - Ukraine Plan?
- What are EU accession implications in terms of standards, guidance, practices for: Land, urban governance, urban planning, urban services, architecture, construction, reconstruction?
- What are EU accession implications for built environment professionals practices and built environment education?

### **Topic 8: Decentralisation and Recovery: Local Recovery Planning**

- Historical context
- Guiding principles, references, approaches
- Democratisation, Decentralisation and Local Self-Government development 1990/2014-2022+
- Recovery planning, participatory planning, urban forum, CSOs 2014-
- Stakeholders, major programmes and platforms, resources, links
- Lessons learned, issues, constraints, achievements
- Complementarities, challenges, prospects

The paper may clarify among others the following points:

- A quick historical overview of the governance and the role of local authorities
- In depth analysis of Democratisation, Decentralisation and Local Self-Government development from 1990 to 2014 – between 2014 and 2022, especially emphasising the speed and the depth of changes since the 2014 decentralisation reform and from 2022 the impact of the full-scale invasion on decentralisation and the role of decentralisation in responding to the conflict.
- What are the guiding principles, references, approaches for decentralization in Ukraine?
- How is Recovery planning organised? How many Hromadas have engaged in recovery planning? How much recovery planning is based on participatory planning? Which stakeholders are involved? How recovery planning is being implemented at local level?
- How is recovery planning being discussed among government, parliamentarians, local authorities, practitioners and Civil Society Organisations?
- What are the major national and international programmes supporting local recovery? How many hromadas are being supported? Which type of recovery related technical resources these programmes are producing and how they are accessible?
- In terms of local recovery planning what are the lessons learned? What are the issues, constraints, challenges, achievements and prospects?

### **Topic 9: Citizenship: Urban Future**

- Historical context
- Citizen status, rights and responsibilities, laws, taxes
- Access to information, municipal communications, regulatory, public, right to information, obligation to inform, formats, scope, transparency, e-government
- Representation, starostas, committees, business, CSOs
- Service providers (state/semi state/private), schools, health, water, waste,
- Groups formal and informal, self-organised, guilds, unions, chambers of commerce, residents' groups
- Associations, artists, culture, heritage, sport,
- Interest groups, young people, elderly, veterans, women, IDPs, diaspora



- Who explains the city and how? Municipal/urban professionals, lawyers
- Who reports the city and how? how, media, social media
- Who discusses the city and how? fora, channels, in person processes
- Lessons learned from above
- Examples from above
- Links to sources /resources from above
- Constraints, challenges, issues, potential, opportunities

This paper theme is quite open. It may explore among others the following points:

- A quick historical overview of the relation between citizenship and urban issues
- What are the current legal aspects of citizenship?
- What are the channels of information for citizen on urban issues? Investigate information obligations, current practices and innovations?
- What are the mechanisms for engagement of the full range of local stakeholders? How are they applied in practice and innovations?
- Who explains the city and how?
- Who reports the city and how?
- Who discusses the city and how?
- For the above, explore constraints, challenges, issues, potential, opportunities, and aspirations.

The papers should be between 15 and 20 pages (excluding illustrations, references and appendices), typed in 12-point Roboto, with 1.5 line spacing. On top of the 15-20 pages, each paper should include a cover page with the title, author(s), and contact details; a one-page summary; and a final page with key takeaways, including the limits of the paper's research and areas for further investigation. The papers will be published in both English and Ukrainian. The applicant should indicate in their offer in which language the papers can be drafted. Ideally, the consultant will be able to develop the paper in English and to translate it into Ukrainian, or vice-versa.

Applicants may propose to deliver one, several, or all thematic papers. In addition to the deliverables, the appointed individual(s) will be required to attend regular progress review meetings with UN-Habitat.

### **3. Scope of work and the measurable outputs of the work assignment/deliverables**

The consultant will undertake the following tasks:

- Conduct desk research and literature reviews to gather relevant data and insights on the assigned topics.
- Collect data from relevant organisations in Ukraine, through surveys, interviews, group discussions, as deemed relevant for the preparation of the paper.
- Develop detailed outlines for (each) thematic paper and seek approval from the supervisor.
- Draft thematic papers (between 15-20 pages each) that include:
  - Context and relevance of the topic.
  - Identification of challenges and opportunities.
  - Case studies or examples illustrating the analysis.
- Incorporate feedback provided by UN-Habitat and finalize the paper(s).
- Ensure all outputs are delivered in a clear, concise, and well-structured manner.

Hence, it is expected that the Individual Consultant for Thematic Papers Development will deliver the following:

<b>Deliverable #</b>	<b>Deliverable essence</b>	<b>Indicative deadline</b>
<b>Deliverable #1</b>	Detailed outline of the thematic papers <b>Expected Result:</b> A comprehensive outline covering key sections, proposed structure, and preliminary research findings (min. 3 pages).	7 working days after signing the contract (no later than 11 February)
<b>Deliverable #2</b>	Draft of the thematic paper <b>Expected Result:</b> A well-researched and complete draft of the thematic paper addressing all key elements (15-20 pages).	18 working days after acceptance of Deliverable 1 (no later than 7 March)
<b>Deliverable #3</b>	Finalized thematic paper <b>Expected Result:</b> Finalized thematic paper incorporating all feedback and meeting publication standards. (15-20 pages)	15 working days after acceptance of Deliverable 3 (no later than 31 <sup>st</sup> March)

\* The consultant should provide his/her proposal regarding the quantity of working days needed for each deliverable, based on the tentative deadlines indicated above, and indicate in the financial proposal amount distribution by deliverable section.

#### **4. Management arrangements**

The Individual Consultant for Thematic Papers Development will be responsible for achieving the objectives of the assignment. He/ She will be responsible for all personal administrative expenses associated with the assignment.

#### **5. Monitoring requirements / Terms of payment**

The Individual Consultant for Thematic Papers Development will work under the overall supervision of the UN-Habitat Ukraine Chief Technical Advisor.

All deliverables shall be approved by UN-Habitat in written form through e-mail. No documents should be published or distributed to third parties without the approval of UN-Habitat.

All documents should be submitted to the UN-Habitat in electronic form (\*.docx, \*.xlsx, \*.pptx, and \*.pdf or other formats accepted by UN-Habitat). The language of the materials and reports is English. Ideally, an Ukrainian version should also be provided.

UN-Habitat will provide payment upon provision of each deliverable duly certified by UN-Habitat in accordance with the schedule below:

- Deliverable 1 - 10%
- Deliverable 2 - 40%
- Deliverable 3 - 50%

All deliverables produced under this contract, including but not limited to thematic papers, reports, and supplementary materials, shall remain the sole property of UN-Habitat. UN-Habitat reserves the exclusive right to determine any crediting of authorship in publications or presentations of the deliverables. The consultant is expressly prohibited from using the deliverables for personal, academic, or professional purposes, including self-promotion, without prior written authorization from UN-Habitat. Furthermore, the consultant may not publish, share, or distribute the deliverables or any part thereof without prior written consent from UN-Habitat.

## 6. Organisational Competencies

- Demonstrates integrity by modelling the UN's values and ethical standards;
- 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.
- 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,  
Skills for co-implementing the activities with National consultants, counterpart organisations, or other entities such as NGOs, academic institutions, and Community-Based Organisations
- Promotes the vision, mission, and strategic goals of UN-Habitat;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favouritism;
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment.

## 7. Required experience and qualifications

- Advanced university degree (Master's or equivalent) in urban development, sustainability, public policy, or a related field.
- Minimum of 5 years of professional experience in research, writing, or policy analysis in Ukraine or on the Ukrainian context.
- Demonstrated experience in producing thematic papers, reports, or publications.
- Direct proven experience and expertise in one or more of the thematic areas in Ukraine (housing, land and property, planning, municipal infrastructure and government, built environment professionals and education, citizenship, decentralisation and recovery, EU accession) is required.
- Excellent analytical and writing skills in English (mandatory); analytical and writing skills in Ukrainian is desirable; knowledge of additional UN languages is an asset.
- Familiarity with UN-Habitat's mandate and urban development issues.

## 8. Documents to be included when submitting the proposal

<input checked="" type="checkbox"/>	A cover letter explaining their suitability for the role. When applying, candidates must clearly indicate on the application subject the thematic area they are applying for. Applicants may apply for more than one thematic area, however, a separate application must be submitted for each thematic area they wish to apply for.
<input checked="" type="checkbox"/>	A technical proposal outlining their approach to the assignment.
<input checked="" type="checkbox"/>	At least 2 (two) writing samples/examples (e.g., publication, report, or research paper) confirming the experience in related field (links to the respective projects to be included in the respective CV section or prepared as a separate document) – <i>mandatory requirement</i>
<input checked="" type="checkbox"/>	A detailed personal CV, including information about experience, as well as the email and telephone contacts of at least three (3) professional references;
<input checked="" type="checkbox"/>	Financial proposal in line with information presented in Section 3. Measurable outputs of the work assignment/deliverables;

## 9. Financial Proposal

### Lump sum contract

The financial proposal shall specify a total lump sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (please, refer to Section 3 Measurable outputs of the work assignment/deliverables). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of Cost by Components.

**Please take note that the currency of the proposal is USD.**

Payment for services shall be made through bank transfer to the Contractor's account during 30 (thirty) days from the date of services rendered.

## 10. Evaluation Criteria

- **Educational background – 10 pts max**
  - 10 pts – Ph.D. or similar in urban development, sustainability, public policy, or a related field.
  - 8 pts – Master’s/ Specialist degree in urban development, sustainability, public policy, or a related field.
  - 5 pts – Bachelor’s degree in urban development, sustainability, public policy or a related field, with a minimum of 5 years of relevant experience.
- **Direct Experience and Expertise in Thematic Areas in Ukraine – 10 points max**
  - 10 pts – Proven experience in at least one thematic area, with significant contributions (e.g., project leadership, policy design, or academic research).
  - 8 pts – Proven experience in one thematic area, with evidence of substantial involvement.
  - 6 pts – General experience in urban recovery or related fields, with limited but documented contributions to the thematic areas.
- **Experience in research, writing, or policy analysis – 15 pts max**
  - 15 pts – 10+ years of experience;
  - 13 pts – 5-10 years of experience
  - 10 pts – at least 2 years of experience;
  - 6 pts – less than 2 years of experience but meets minimum eligibility.
- **Examples producing thematic papers, reports, or publications - 10 pts max**
  - 10 pts – 5+ high quality and relevant thematic papers, reports, or publications samples/examples provided;
  - 8 pts – 3-4 high quality and relevant thematic papers, reports, or publications samples/examples provided;
  - 6 pts – 2 good quality and relevant thematic papers, reports, or publications samples/examples provided;
  - 3 pts – 2 examples provided but lacking quality/relevance.
- **Interview Performance – 10 points max**
  - 10 pts – Demonstrates exceptional understanding of the thematic areas, strong communication skills, and alignment with UN-Habitat’s objectives.
  - 8 pts – Demonstrates strong understanding of the thematic areas and good communication skills.
  - 4 pts – Demonstrates basic understanding of the thematic areas and satisfactory communication skills.
- **Technical Proposal Quality – 10 pts max**
  - 10 pts – Proposal demonstrates exceptional clarity and strong alignment with the objectives.
  - 6 pts – Proposal demonstrates good clarity and alignment.
  - 3 pts – Proposal demonstrates basic clarity and alignment with the objectives.
- **Language Skills – 5 pts max**
  - 5 pts – Native / fluent English and Ukrainian
  - 4 pts – Native / fluent English, intermediate Ukrainian proficiency;
  - 3 pts – Native/ fluent English

Maximum available technical score – **70 points**

## 11. EVALUATION METHOD:

### Cumulative analysis

Contract award shall be made to the incumbent whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) having received the cumulative highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

\* Technical Criteria weight: 70%

\* Financial Criteria weight: 30%

Only candidates obtaining a minimum 70% from the maximum available technical score (49 points) would be considered for the financial evaluation

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal and will equal to 30. All other price proposals will be evaluated and assigned points, as per below formula: 30 points [max points available for financial part] x [lowest of all evaluated offered prices among responsive offers] / [evaluated price].

The proposal obtaining the overall cumulatively highest score after adding the score of the technical proposal and the financial proposal will be considered as the most compliant offer and will be awarded a contract. In case of a tie, the candidate with the higher technical score will be preferred.

## **HOW TO APPLY**

Interested candidates must submit to the email address: **unhabitat-ukraine@un.org** no later than 20 January 2025, 17:00 hrs CET, including:

- **All required documents** as outlined in **Section 8**, including
  - Cover letter
  - Technical proposal
  - Writing samples/examples
  - Curriculum Vitae (CV)/P11: please use this format: <https://bit.ly/4adZ5ot>
- **Financial Proposal.** The form for the financial proposal can be downloaded at <http://bit.ly/42eReoM>

**Deadline for applications:** 20 January 2025, 17:00 hrs CET

### **IMPORTANT NOTES:**

- Ensure all submitted documents are in English, except where Ukrainian deliverables are specified.
- Shortlisted candidates will be contacted for further evaluation.
- 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)