

TERMS OF REFERENCE

(Individual Contractor Agreement)

Title: [Senior Interagency and Strategic Alliances Liaison Officer]
Project: [National Urban Policy of Bolivia]
Duty station: [La Paz , Bolivia]
Section/Unit: [UN HABITAT]
Contract/Level: [P 4 Fixed Term]
Supervisor: Elkin Velasquez Monsalve

1. General Background

(Brief description of the national, sector-specific or other relevant context in which the individual contractor will operate)

In the last few years, Bolivia has become a predominantly urban country. According to UN-Habitat data, 67,5% of Bolivia's population lives in cities and human settlements. This is a relevant fact that has direct implications on the "rural" country image that persisted and has changed within the last decade. This urban population remains lower than the average population (compared to the South American average 80%) and this fact gives Bolivia the opportunity to take advantage regarding of the urbanization process in order to create better life conditions for its citizens.

The urbanization process in Bolivia is based on three metropolitan agglomerations that surround the areas of La Paz-El Alto, Cochabamba and Santa Cruz de la Sierra. The well-designed planning processes create excellent trends and help in the development of small and intermediate sized cities.

The Bolivian plurinational state has already designed and owned a Social and Economic Development Plan (PDES 2016 – 2020), guided by the concept of the *Integral development for the improvement of life quality* (*Desarrollo integral para vivir bien*). This plan works as a strategic framework to prioritize the government actions. The PDES articulates the Patriotic Agenda 2025, and based on its 13 pillars, defines eradicating extreme poverty, Universal access to basic and public healthcare services, Guarantee access to education and sports, among others. Both instruments allow the road map with which Bolivia will reach the Bicentennial as a transformed country, great in happiness and harmony, in complementarity and solidarity, in spiritual and social wealth, without exclusions and with equality, as predicted by the Plan.

Recently, the Vice Ministry of Housing of Bolivia participated in the XXVI Assembly of Ministers and High Authorities of Urban Development and Housing in Latin America and the Caribbean, held in Buenos Aires in June 2017. In a bilateral meeting, Vice Minister Javier Delgadillo presented a formal request to UN-Habitat to support the actions of the New Urban Agenda of Bolivia and, within this process, the formulation and implementation of the National Policy for the Integral Development of Cities, based on the UN-Habitat methodology for the national urban policies and habitat.

On the other hand, the Swedish International Development Cooperation Agency (SIDA) has called and requested UN-Habitat, as a specialized entity of the United Nations in urban affairs, to exchange with the Government of Bolivia and local actors and provide global experience related with the New Urban Agenda. The articulation with SIDA is crucial for the Government of Bolivia, and not only from the perspective of the financial viability of the program.

SIDA has been a world leader in the promotion of a particular vision of development that promoted and achieved profound impacts in reducing poverty.

Sweden's cooperation has adopted a multidimensional approach to poverty that not only addresses basic and material needs, but also the lack of voice and power that affects the most vulnerable, focusing on the human rights-based approach, access to Opportunities and human security.

Taking into account the above, SIDA and UN-Habitat signed an international cooperation agreement which objective is to advise and guide the Government of Bolivia in the formulation and implementation of a National Urban Policy for the Integrated Development of Cities, within the framework of an urban agenda that contributes to the sustainable development of human settlements in Bolivia, applying the methodologies and experience developed by UN-Habitat and the United Nations System, with the aim of contributing to the achievement of the great purposes of Living Well of the Patriotic Agenda of the Government of Bolivia, including the fight against poverty.

This agreement will be implemented through three work packages: i) Formulation of the National Urban Policy for the integrated development of cities; ii) Strategy for local implementation through Integrated Urban Projects and Operations; and iii) Action plans for urban empowerment and inclusion.

For the development of the aforementioned agenda, UN-Habitat requires the hiring of a specialized professional with extensive knowledge in urban issues and international cooperation, to serve as Liaison Officer with the Office of the National Coordinator of United Nations in Bolivia.

2. Purpose and Scope of Assignment

(Concise and detailed description of activities, tasks and responsibilities to be undertaken, including expected travel, if applicable)

Advise the United Nations Resident Coordinator in Bolivia in the articulation of the Country Agenda with the Program for the Development of the National Urban Policy of Bolivia and facilitating alliances with counterparts of international cooperation, academia, civil society, the private sector, among other relevant actors. Specifically, support the formulation, management and implementation of the products and activities of the program that will be carried out in conjunction with other Agencies/Funds/Programs of the UN present in Bolivia.

RESPONSIBILITIES / ACTIVITIES

Within delegated authority, the Senior Interagency and Strategic Alliances Liaison Officer will be responsible for the following duties:

- a) Represent UN-Habitat before the Office of the Resident Coordinator and the UNCT.
- b) Advise the Resident Coordinator on urban development issues and on the interagency articulation of the Programme for the Development of the National Urban Policy of Bolivia.
- c) Support the Resident Coordinator in the structuring of initiatives and interagency projects for the Program for the Development of the National Urban Policy of Bolivia.
- d) Monitoring of the development of the activities and products of the Programme that will be in charge of the UN Agencies selected as implementing partners.
- e) Ensure the articulation and coherence of the interagency activities carried out within the framework of the Programme, with the activities and products developed by the UN-Habitat team.
- f) Participation in interagency groups of the United Nations System in Bolivia.
- g) Fundraising activities for the Programme aimed at international cooperation agencies, the private sector, and others identified during implementation.

- h) Promote strategic alliances for the Programme with international cooperation agencies, the private sector, academia, civil society and others identified during implementation.
- i) Accompaniment to meetings of the Programme, official missions and events related to the project and the other initiatives under its responsibility.
- j) Coordinate and supervise the production of reports and dissemination materials of the Programme for the Development of the National Urban Policy of Bolivia.
- k) Identify cooperation initiatives complementary to the Programme in issues of Sustainable Urban and Territorial Development.
- l) Establish periodic meetings with the Technical Programme Manager to discuss progress, obstacles and delays in the implementation of the interagency activities contemplated within the programme implementation plan.
- m) Develops, implements and evaluates assigned programmes/projects, etc.; monitors and analyzes programme/project development and implementation; reviews relevant documents and reports; identifies problems and issues to be addressed and initiates corrective actions; liaises with relevant parties; ensures follow-up actions.
- n) Performs consulting assignments, in collaboration with the client, by planning facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to manage the change.
- o) Coordinates policy development, including the review and analysis of issues and trends, preparation of evaluations or other research activities and studies,
- p) Organizes and prepares written outputs, e.g. draft background papers, analysis, sections of reports and studies, inputs to publications, etc.
- q) Provides substantive backstopping to consultative and other meetings, conferences, etc., to include proposing agenda topics, identifying participants, preparation of documents and presentations, etc.
- r) Initiates and coordinates outreach activities; conducts training workshops, seminars, etc.; makes presentations on assigned topics/activities.
- s) Coordinates activities related to budget funding (programme/project preparation and submissions, progress reports, financial statements, etc.) and prepares related documents/reports (pledging, work programme, programme budget, etc.).
- t) Performs other duties as required.

4. MAIN EXPECTED ACCOMPLISHMENTS

- a) Consolidation of methodologies and products of the Programme that are developed inter-agency;
- b) Dialogue and feedback with the experts assigned by the United Nations Agencies selected as implementing partners of the Program.
- c) Systematization and exchange of practices and successful experiences on interagency work.
- d) Establishment of networks and rosters of experts.
- e) Formulation of strategic documents for the development of alliances and fundraising for the Programme.
- f) Production of inputs that contribute to the national, regional and global cooperation strategies of UN-Habitat.

- g) Develops, implements, evaluates, effective leadership and management of major projects and teams; demonstrates timely delivery of outputs in accordance with overall objectives and policies. Plays a lead role in identifying significant issues and develops well-reasoned, innovative approaches to deal with these issues. Serves as an effective spokesperson internally and externally and forms strong partnerships with relevant parties.

3. Monitoring and Progress Controls

(Clear description of measurable outputs, milestones, key performance indicators and/or reporting requirements, which will enable performance monitoring)

4. Qualifications and Experience

(List the required education, work experience, expertise and competencies of the individual contractor. The listed education and experience should correspond with the level at which the contract is offered.)

a. Education (Level and area of required and/or preferred education)

- Postgraduate or Master Degree in Social Sciences, International Cooperation, Development, Public Policies or related is required.
- University Degree (bachelor's degree / first level) with a combination of nine (9) additional years of relevant professional experience in International Relations, Economics, Social Sciences, Business Administration, Engineering, Architecture, and Urbanism, Urban and Territorial Planning or other relevant discipline, may be accepted in lieu of the Postgraduate or Master degree
- Complementary studies in project management is a plus.

b. Work Experience

(List number of years and area of required work experience. Clearly distinguish between required experience and experience, which could be an asset.)

- Minimum of 7 years of work experience (plus a Postgraduate or Master Degree) in Social Sciences, International Cooperation, Development, Public Policies or related.
- 7 years of experience with international cooperation agencies and/or in the United Nations System.
- Previous experience with UN-Habitat is an asset.

c. Language

- Fluency in Spanish is required.
- Fluency in English is required

c. Key Competencies

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)

- **Professionalism:** Knowledge and understanding of theories, concepts and approaches relevant to particular sector, functional area or other specialized field. Ability to identify issues, analyze and participate in the resolution of issues/problems. 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, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **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; shares credit for team accomplishments and accepts joint responsibility for team shortcomings.
- **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; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Accountability:** Takes ownership of all responsibilities and honors commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.
- **Creativity:** Actively seeks to improve programs or services; offers new and different options to solve problems or meet client needs; promotes and persuades others to consider new ideas; takes calculated risks on new and unusual ideas; thinks "outside the box"; takes an interest in new ideas and new ways of doing things; is not bound by current thinking or traditional approaches.
- **Client Orientation:** Considers all those to whom services are provided to be "clients" and seeks to see things from clients' point of view; establishes and maintains productive partnerships with clients by gaining their trust and respect; identifies clients' needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the clients' environment to keep informed and anticipate problems; keeps clients informed of progress or setbacks in projects; meets timeline for delivery of products or services to client.
- **Commitment to Continuous Learning:** Keeps abreast of new developments in own occupation/profession; actively seeks to develop oneself professionally and personally; contributes to the learning of colleagues and subordinates; shows willingness to learn from others; seeks feedback to learn and improve.
- **Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Project Authority (Name/Title):		Contract holder (Name/Title):	
Signature	Date	Signature	Date