

**TERMS OF REFERENCE
(Individual Contract Agreement)**

Title:	Project Management Support - Senior Associate
Project:	Greater Banjul Area: Sustainable Urban Development Programme 2020 - 2040
Duty Station:	Banjul, The Gambia
Section/Unit:	AFR/ Ghana Multi-Country Office (GMCO)
Contract/Level:	ICS 7 / LICA 7

1. General Background

The Gambia has one of the fastest urbanisation rates in sub-Saharan Africa, with the GBA already accounting for 68% of the total population. This has resulted in several environmental and socio-economic problems including deforestation, soil erosion, pollution and waste generation, as well as stress on health, education and employment services. These have been exacerbated by the lack of an urban masterplan for Banjul (which has not been updated for nearly 20 years) and the absence of a planned response to the growing economic activity of the city. Likewise the absence of an updated cadastral map and insufficient data on taxable properties in the Greater Banjul Area has resulted in the municipalities being able to collect only a small portion of their potential revenue from property taxes. With inadequate funding available from the central government, there is increased pressure on the municipalities to explore innovative revenue generation mechanisms to effectively deliver basic services.

Despite these challenges, the investment climate in The Gambia is growing in attractiveness to investors and is expected to improve with accelerated investments via the next prospective flagship project of the Port Expansion and the current opening of the new trans-Gambian bridge. It is imperative that the city has the proper instruments in place to prepare for increased urbanization, traffic flows and vulnerability to climatic change.

To respond to this potential and address these issues, the African Development Bank (AfDB) has affirmed its support to the Government of The Gambia for the development of a comprehensive, digitized master plan for the Greater Banjul Area. The overall aim of the Greater Banjul Area: Sustainable Urban Development Programme 2020-40 (GBA-SUDP) is to put in place innovative mechanisms to support an increase in local revenue generation and collection, improve the delivery of basic services and roll out the decentralised approach as stated in the National Development Plan (2018-2021). The project can be defined in two main service lines (a) Urban Master Plan Development and (b) Technical Assistance to institutional capacity development; covering 6 main outputs:

1. A digital masterplan for the Greater Banjul Area, integrating the Port and linking it with the immediate area of Barra Esau (opposite the River Gambia)
2. 5-year urban development investment plans for the 3 municipalities in Greater Banjul Area
3. Study tour to Senegal for knowledge exchange
4. Technical Assistance (TA) and capacity building, including training for Banjul City Council (BCC), Kanifing Municipal Council (KMC), Brikama Area Council (BAC) and the Ministry of Land and Regional Government (MoLRG).
5. Institutions' (Gambia Port Authority, BCC, KMC, BAC, and MoLRG) staff trained in project management
6. Procurement of ICT and office equipment to support the facilitation of municipal management

2. Purpose and Scope of Assignment

Provide embedded basic Technical Assistance to the Ministry of Lands and Regional Government (MoLRG) for optimal co-creation of project deliverables and knowledge exchange, the Project Management Support - Senior Associate (Urban Planning) will contribute to the successful delivery of Output 1 and 2. S/he will be located in the Department of Physical Planning and Housing (DPPH) and will be integrated in a team of planners and any service providers as required.

S/he will work with the support and guidance of an international urban planning expert and will report to the Project Management Senior Officer (Urban Planner). S/he must be results-oriented towards the delivery of Output 1; a team player, ready to support the Project Manager and the team in the delivery of the overall project objectives. S/he must be able to perform the below duties and responsibilities in support of the project success criteria:

Stakeholder Management:

- Contribute to strengthen the working relationship between UNOPS and the MoLRG.
- Assist in engaging the active participation of other stakeholders in the urban planning process (e.g. Brikama Area Council, Banjul City Council, Kanifing Municipal Council, Gambia Ports Authority, Gambia Tourism Board, National Environment Agency, National Disaster Management Agency).
- Assist the team in their communication with the MoLRG and other stakeholders, including drafting meeting minutes and correspondence.

Urban planning:

- Assist the urban planning team on gathering and analysing relevant data on the MoLRG's policies, plans, strategies, and documents in support of the overall project outputs and outcomes.
- Assist the project team in the preparation of the GBA 2040 Master Plan.
- Assist with drafting project's planning reports, deliverables and presentations.
- Assist with the coordination and preparation of stakeholders and public consultation sessions and other project events.
- Assist with research, field work, site analysis, policy reviews, land use studies and strategic planning.

Capacity building

- Assist the Institutional Capacity Building Team Leader in the successful implementation of the Technical Assistance Action Plan.
- Assist in documenting progress on the Technical Assistance Action Plan.

Reporting and Communication:

- Provide timely and comprehensive inputs to the monthly progress reports.
- Participate in project-level coordination meetings (Capacity Building Team meetings, Planning Team meetings, project team meetings) as relevant.

Procedures:

- Comply with Project Document Archive as required by the UNOPS Organisational Directive.
- Comply with UNOPS Contract Management procedures.
- Contribute to work planning, monitoring and adaptation of work plans for effective delivery tracking and project reporting.
- Contribute to procurement activities as per UNOPS Procurement Manual as required.
- Follow UNOPS financial management procedures. In this respect, active collaboration with the support services team is required.

Knowledge Management:

- Participate in relevant UNOPS Communities of Practice.
- Actively interact with other professional communities to share case studies, lessons learned and best practices.
- Share knowledge of past experience that may enrich the impact of project activities.
- Incorporate lessons learned from others in project activities.

3. Monitoring and Progress Controls

The Project Management Junior Officer - Urban Planning's performance will be measured against the following criteria:

- ✓ Timely and quality provision of draft research notes, reports, meeting minutes and presentations as required
- ✓ Timely reporting on progress of tasks assigned
- ✓ Effective and timely project progress and deliverables production as per the project implementation plan
- ✓ Satisfaction of MoLRG with technical assistance provided

4. Qualifications and Experience**A. Education**

- A first University Degree in Urban Development, Urban and Regional Planning, Geography or other relevant disciplines such as Architecture, Economics, Environmental Design, Political Science, Transport Planning.
- Masters degree is an asset
- A relevant combination of academic credentials and/or industry certifications and qualifying experience may be accepted in lieu of the university education.

Additional:

- Strong report writing skills (technical and communication documents) are highly desirable.

B. Work Experience**Standard:**

- Minimum three (3) years of experience required in the field of urban planning, transport planning, infrastructure planning, architecture or construction.
- Work experience related to the elaboration, implementation or management of development plans, especially urban/regional plans is a distinct advantage.
- Experience and knowledge of urban planning processes and related policies in The Gambia is an asset.
- Knowledge of international best practices in urban governance, legal and regulatory frameworks and policies is highly desirable.
- Knowledge of global frameworks around sustainable urban planning and infrastructure development is an asset.
- Previous experience working with UN Agencies or other international development partners is an asset.
- Knowledge of Sustainable Development and SDGs is an asset.

C. Key Competencies



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. (**Applicable only for levels ICS-10 and above**)



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.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles



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 behaviour. 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.



Contextual Skills

Working with Local Governments
Sustainability Focus
Facilitation

Project Management Skills

Advisory services
Capacity building
Risk analysis
Gender analysis
Disaster Risk Reduction / Disaster Risk Management - CCA
Sustainable Development
Coordination
Strategic planning
Geographic Information Systems (GIS)
Mapping
Climate Change

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