

TERMS OF REFERENCE
(Individual Contract Agreement)

Title:	Project Management Support - Senior Analyst(Urban Planning)
Project:	Greater Banjul Area: Sustainable Urban Development Programme 2020 - 2040
Duty Station:	Home based
Section/Unit:	AFR/Ghana Multi-Country Office (GMCO)
Duration:	5 months (full time)
Contract/Level:	ICS 9 / IICA 1

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

The Project Management Support - Senior Analyst(Urban Planning) will support the team with the formalisation of the *Greater Banjul 2040* urban plan. After 18 months of data collection and stakeholder engagement, the raw data needs to be arranged and presented in a user-friendly format understandable to non-specialized audiences. The Analyst will support this process by:

- Leading the formulation of specific chapters of the urban plan alongside other team members
- Ensuring the integrity of the final document by reviewing other team members' production

The Analyst 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, in particular:

Urban planning:

- Analyse urban planning data provided by the Gambia-based team.
- Synthesize and finalise specific chapters of the urban plan, including narrative production and diagrams.
- Review all chapters for consistency and completeness, track and address repetitions.
- Ensure adequate and consistent usage of specialised vocabulary.
- Build the document's bibliography and verify adequate referencing.
- Ensure correct grammar and spelling.

Reporting and Communication:

- Provide timely and comprehensive inputs to the monthly progress report as relevant.
- Participate in online project-level coordination meetings as relevant.

Procedures:

- Comply with Project Document Archive as required by the UNOPS Organisational Directive.
- Contribute to work planning, monitoring and adaptation of work plans for effective delivery tracking and project reporting.

Knowledge Management:

- Participate in the relevant UNOPS Communities of Practice.
- Actively interact with other relevant 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 Support - Senior Analyst(Urban Planning) 's performance will be measured against the following criteria:

- ✓ Timely reporting on progress of tasks assigned
- ✓ Effective and timely deliverable production as per the project implementation plan
- ✓ Satisfactory quality of urban planning outputs

4. Qualifications and Experience

A. Education

- Advanced University Degree in Urban/City Planning, Regional Planning, Urban Development, Geography, International Development, Communication or other relevant disciplines.
- University Degree (bachelor's degree / first level) with a combination of 2 additional years of relevant professional experience may be accepted in lieu of the advanced university degree
- A relevant combination of academic credentials and/or industry certifications and qualifying experience may be accepted in lieu of the university education.

B. Work Experience

- Minimum 2 years of professional experience in urban or regional planning is required.
- Demonstrated report writing experience is required.
- Previous experience working with UN Agencies or other international development partners is an asset.
- Previous experience working with local governments is an asset.
- Knowledge of Sustainable Development and SDGs is an asset;

C. Language Requirements

- Full working knowledge of English is required.
- Knowledge of another official UNOPS language is an asset.

D. 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

Public sector experience
Working with Local Governments
Sustainability Focus

Project Management Skills

Risk analysis
Gender analysis
Disaster Risk Reduction / Disaster Risk Management - CCA
Sustainable Development
Strategic planning
Climate Change

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