

TERMS OF REFERENCE

Reference: IC 01-01-2018

Avis de report 3

ORGANIZATIONAL LOCATION:	UN-Habitat, Regional Office for Arab States
DUTY STATION:	Rabat, Morocco
FUNCTIONAL TITLE:	Programme Development - Inclusive and Sustainable Neighbourhoods (National Consultant)
GRADE:	Specialist
POST DURATION:	44 working days (over the period of 3 months)
CLOSING DATE:	26 March 2018 at 15h30 GMT
EXPECTED START DATE:	ASAP

Organizational Setting and Reporting Relationships

The United Nations Human Settlements Programme (UN-Habitat) is the United Nations agency for human settlements. It 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. This consultancy is located in Rabat, Morocco and will collaborate closely with the UN-Habitat Regional Office for Arab States (ROAS) based in Cairo, Egypt. Under the overall supervision of the Human Settlements Officer for Arab States in charge of Morocco, the consultant will work with relevant UN-Habitat colleagues (Programme Division, Liaison Office in Brussels) aligned with UN-Habitat’s mandate, objectives, focus areas and expected results.

Background

Morocco is one of the countries expected to suffer the most from the adverse effects of climate change. In addition Morocco has one of the largest and most active Diasporas in the world, which has vigorously participated in development initiatives. Recognizing that diaspora investments have a high potential to contribute towards sustainable development initiatives and climate change adaptation and mitigation, this project aims at guiding diaspora investments in order to support local sustainable development in Morocco, particularly in urban areas.

Morocco’s diaspora engagement strategy fosters host country integration and home country loyalty and promotes the high potential of Diasporas to contribute to human and economic development that goes beyond the remittances and includes business creation, trade links, investments, technical and intellectual capital, and socio-cultural norms. Moroccan diaspora organizations diaspora actively engage towards development projects in their places of origin in the agriculture, real estate and business sectors, which have significantly expanded as a result of diaspora investments in their territories of origin. Migrants play a central role in forging the links between cities of origin and of destination and in mainstreaming migration into local development planning. City-to-city links are often created or maintained due to the presence of large migrant populations. Migrant and diaspora communities can play an important role in supporting local decentralized development partnerships between cities and in facilitating or undertaking some of the related activities such as the provision of expertise and information on the communities of origin. In the real estate sector, investments tend to be in property for either the diaspora member or family or for rental purposes. Considering the enormous amount of capital flowing into Morocco from the diaspora (7% of the GDP), it seems important to consider its impact and potential contribution to sustainable development.

Alignment with National Policies:

The Government of Morocco recognizes the significance of environmental protection and has stressed in its national strategies the incorporation of environmental dimensions into policies and legislations across the different of economic sectors. Although Morocco's share of greenhouse gas emissions is insignificant compared to the global total, the country has shown commitment to mitigation measures in its policy documents. Since the COP 21 in Paris, Morocco has developed ambitious objectives for climate change mitigation through transition to renewable energy sources, for which Morocco has significant potential. In the urban context, the environmental aspects of building and transportation sectors have been addressed in a number of ways. The country has set a target of 15% reduction in energy use by 2020 in several sectors through its National Energy Efficiency Programme towards green economy. In the building sector, which constitutes around one third of national energy consumption, the Programme aims to implement an energy efficiency code to promote the use of low-consumption light bulbs, insulation materials and double glazing and the installation of solar photovoltaic kits and pumps. The Ministry of Housing, Town Planning and Urban Policy developed a best practices guide for energy efficiency and renewable energy in housing and urban development. These policies coincide with the New Urban Agenda that commits to promoting climate change mitigation measures, and supports the efforts of cities and human settlements, their inhabitants and all local stakeholders as important implementers.

International Processes:

Implementation of *United Nations Framework Convention on Climate Change* (COP21 – Paris Agreement; COP22 – Marrakech Agreement);

Localization of *2030 Sustainable Development Agenda* and *Sustainable Development Goals* (SDG), particularly SDG10 “Reduce inequality within and among countries”, SDG11 “Make cities and human settlements inclusive, safe, resilient and sustainable”, SDG13 “Take urgent action to combat climate change and its impacts”;

Implementation of the *New Urban Agenda* (National Urban Policies, Urban Legislation and Governance, Urban Planning and Design, Urban Economy, Planned City Extensions/ Densification).

Objectives

The focus of this vacancy is the planning and development of a project document as well as pilot project for a joint initiative between UN-Habitat and the International Organisation for Migration (IOM) on “Diaspora engagement and Investment Models Towards more Inclusive and Sustainable Neighbourhoods in Morocco”. It is the major output of the *Migration and Inclusive Cities in the Arab Region* project, contributing to a toolkit for local governments on policy and capacity building at local, regional and national level to better measure, manage and encourage inclusion of migrants. The anticipated results of the joint initiative are:

Overall Objective:

Multi-stakeholder partnerships in Morocco mainstream, adopt and implement diaspora investments to integrated urban policies and plans towards inclusion, resource efficiency, mitigation and adaptation to climate change, resilience to disasters.

Specific Objectives:

- i. Raising the awareness of members of Moroccan diaspora towards understanding the potential environmental impacts of their investments in country of origin (awareness).
- ii. Promoting successful sustainable and energy efficient development initiatives and best practices that have involved diaspora investments through conferences, seminars, trainings and information campaigns (capacity development).
- iii. Building the capacity of local government capacitated to enhance integration of energy efficiency principles to local area development (at city and neighbourhood levels) guided by environmental assessment framework (planning).
- iv. Developing multi-stakeholder partnerships to better target diaspora investment to green economy sectors, especially in the real estate and construction sector (financing).
- v. Engaging private sector and civil society in partnership with local government to implement local area development plans following energy efficiency principles on exemplary basis, including the

- extension of energy efficiency principles to private sector (vocational) training modules (implementation).
- vi. Supporting national government in mainstreaming environmental and climate change aspects in national urban and sector policies, and outlining financial mechanisms for diaspora investments (legislation).

Responsibilities and Tasks

The focus of this vacancy is the planning and development of background paper, case study and project document for a joint initiative between UN-Habitat and the International Organisation for Migration (IOM) in Morocco on “Diaspora Investments Towards more Inclusive and Sustainable Neighbourhoods in Morocco”. In addition to that, the incumbent is expected to identify a pilot intervention and approach to sustainable neighbourhoods, both in case of planned city extensions and urban upgrading initiatives in metropolitan areas as well as other cities taking into consideration aspects of “green neighbourhoods” planning, financing, implementation and management.

Outputs and Deliverables

The Consultants will be responsible for:

1. Mobilization of key stakeholders;
2. Preparation of background paper on approach to sustainable neighbourhoods, both in case of planned city extensions and urban upgrading initiatives in metropolitan areas as well as secondary cities taking into consideration aspects of “green neighbourhoods” planning, financing, implementation and management.
3. Development of Moroccan case study for insertion in the “City Leaders Guide for Inclusive Cities in the Arab Region”.
4. Preparation of project document on “Diaspora Investments Models Towards more Inclusive and Sustainable Neighbourhoods in Morocco”, including the identification of pilot intervention areas and approaches.
5. Elaboration of fundraising strategy for resource mobilization.
6. Preparation of presentation on project document for promotion of project approach at conferences and with donors.

Duration of Assignment and Remuneration

The overall assignment is expected to take 44 work days over the period of 3 months, inclusive of field missions as required and agreed upon with the Project Manager. Payments will be made according to the consultant’s deliverables and as certified by the Project Manager; the remuneration will be categorized at Level B according to the United Nations guidelines for remuneration of consultants.

Competencies

The consultancy requires a result oriented, motivated and talented professional who demonstrates integrity, leadership quality, managerial competence, and ability to work with multi-disciplinary teams. More specifically, the position requires the following 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 develop sources for data collection. 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.
- *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.
- *Creativity:* Actively seeks to improve programmes 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.

Qualifications, Skills, Competencies and Experience

- *Education:* Advanced university degree (Master’s and/ or PhD degree or equivalent) in architecture/ urban development, social sciences, business administration, economics, geography or development related field.
- *Experience:* At least 10 years of practical experience related to urban planning and field research. Solid understanding of issues concerning housing and sustainable urban development, with a focus on participatory processes and cross-cutting issues (human rights, gender, youth, climate change). Knowledge of urban development paradigms and socio-political situation of the Arab Region.
- *Language:* Fluency in French and English as well as Arabic (oral and written) is required. Knowledge of another UN language such as French is an advantage.
- *Other skills:* Considerate towards politically-sensitive issues and the plight of vulnerable groups – including ethnic minorities, women and children. Excellent analytical skills and proven experience in drafting and editing high quality technical reports relevant UN-Habitat’s mandate. Excellent oral and written communication skills, technical report writing skill. Good personal organization, interpersonal and communication skills.

Cost and Time Implication Table

Payments upon satisfactory completion of assignment and submission of deliverables as certified by the Project Manager.

Task	Percentage %	Days
(1) Mobilization of key stakeholders; (2) Preparation of background paper and Moroccan case study for “City Leaders Guide for Inclusive Cities in the Arab Region”.	45.5 %	20 days
Preparation of (1) Project document and identification of pilot intervention areas; and (2) Fundraising strategy for resource mobilization.	45.5 %	20 days
Preparation of presentation on project document.	10%	4 days
Total	100	44 days

Work implies frequent interaction with the following:

Counterparts, officers and technical staff in UN-Habitat headquarters, (sub)regional and country offices, relevant UN specialized agencies and regional entities. Representatives and officials in national and local governments, international organizations, host and migrant communities, and civil society. partners

Submission of Offers

The technical offer must include the following elements:

- A proposed methodology for carrying out the requirements, including a chronogram
- Consultant's Form P11 highlighting his or her experiences and skills related to consultation (As per Annex 3 - P11 modified for SCs and ICs)
- List of similar references.
- Letter of interest and availability (as per template in Annex 2)

The financial offer for the service must include a total lump sum (including all other expenses related to the performance of services, travel, etc.). To assist UNDP/UNHABITAT in the comparison of financial proposals, the financial proposal will include a breakdown of this lump sum.

NB: The currency of the offer: local currency (Moroccan Dirham - MAD)

Currency conversion conditions, for the purposes of comparing all submissions UNDP/ UN-Habitat will convert the currency indicated in the UNDP/ UN-Habitat preferred currency submission using the United Nations operational rate of exchange to be in force on the bid submission deadline. Consultants governed by Moroccan law are required to submit their bids in local currency (MAD).

Criteria for Evaluation of Consultancy

The consultant will be evaluated on a combination of technical and financial criteria. The technical criteria score will be 70% (70 points), while the financial criteria will be 30% (30 points). The technical evaluation (70% or max 70 points) will be made on the basis of the following notation:

Criteria of Evaluation	Points
1. Methodology a. Methodology (40 points) b. Chronogram (10 points)	50
2. Profile of the candidate: CV/ P11 a. Skills (20 points) b. Expertise on the field (20 points)	40
3. References (5 points per reference)	10
Total	100

The candidate who will receive the highest technical and financial rating will be selected for the consultation.

Important

A technical score lower than the minimum technical score of 70 points which represents 70% of the maximum score of the technical offers (100 points) will be systematically eliminated at the end of this phase. Technical offers will be evaluated on the basis of their degree of response to the Terms of Reference.

Comparative Financial Analysis of the Offers

At the end of this stage, each financial offer will be given a score (F) out of 100: The score of 100 will be awarded to the offer that is technically valid and the lowest bid. For other offers, the score will be calculated using the following formula:

$$F = 100 \frac{P_{\min} \text{ (Bid Price technically valid and the lowest Bid)}}{P \text{ (Financial Offer)}}$$

Technical-financial Analysis

The technical (T) and financial (F) scores obtained for each candidate will be weighted respectively by the following coefficients:

70% for the technical offer

30% for the financial offer

$$N = 0.7 * T + 0.3 * F$$

The Contract will be awarded to the bid with the highest "N" score.

ANNEXES

Annex 1- Individual consultant general terms and conditions

Annex 2- Letter of interest and availability (as per template in annex II)

Annex 3- P11 modified for SCs and ICs

Interested candidates should submit their offer for the consultancy vacancy to:

UNDP General services

Email: procurement.morocco@undp.org or

Address: PNUD, Avenue Ahmed Belafrej, 13, Souissi, Rabat

Deadline for applications: **26 March 2018 at 15h30 GMT**

NB: Please refer to the title of the procurement notice IC 01/01/2018 in the e-mail subject

Only short-listed candidates will be contacted. A written test may be conducted to assess the candidates in addition to an interview.