



## UNITED NATIONS DEVELOPMENT PROGRAMME TERMS OF REFERENCE / SERVICE CONTRACT

### I. Job Information

<b>Job title:</b>	Programme Officer for UN-Habitat technical assistance to the implementation of Participatory Slum Upgrading Program – PSUP
<b>Functional Designation:</b>	Urban and regional planner, with experience in project management, participatory planning and policy formulation
<b>Agency:</b>	UN-Habitat
<b>Grade/Level:</b>	SB4
<b>Duration of the service:</b>	12 months
<b>Work status:</b>	full time
<b>Reports To:</b>	Kerstin Sommer, OIC Housing and Slum Upgrading Branch
<b>Duty Station:</b>	Praia, Cabo Verde

### II. Background Information

#### Background and Problem Statement

Cabo Verde is a country where the urbanization process, especially for African standards, is well advanced, with about 68% of the population currently living in cities. Although there is no precise diagnosis of the total number of families and dwellings in the informal settlements of Cabo Verde, it is possible to argue that this phenomenon is present in much of the country's cities, with emphasis on those who have shown more dynamism in terms of urbanization, such as Praia, Mindelo, Espargos and Sal Rei.

The Participative Slum Upgrading Programme (PSUP) is initiated by the Secretariat of the African, Caribbean and Pacific Countries, financed by the European Commission and implemented by UN-Habitat. The programme's overall objective is linked to the SDG 11.1 "ensure access for all to adequate, safe and affordable housing and basic services and upgrade slums" and aims at the delivery of the the New Urban Agenda.

The PSUP I supported the development of urban profiles and national urban profiles which guided the way for a revised participatory, integrated and pro-poor urban development framework. The PSUP II set a methodology of participatory planning and an action plan to upgrade the slums. PSUP III (2017-2021) aims at the implementation of citywide slum upgrading strategies through neighbourhood planning, inclusive legislation, diverse financing strategies and local implementation in community-driven projects.

To guide the implementation, the global PSUP III has been tailored to the Country's priorities and needs. In this context, the UN-Habitat technical assistance to the government will be oriented to support the development of competencies for participatory informal settlements upgrading for improved resilience at local level, the strengthening of institutional capacity, the reform of urban legislation, the planning, production and dissemination of knowledge, and as well the implementation of specific interventions to enable participatory slum upgrading and to foster urban resilience. The

PSUP III in Cabo Verde will be implemented together with the Government of Cabo Verde through its Ministry of Infrastructure, Housing & Land Management (Ministério de Infraestrutura, Habitação e Ordenamento do Território – MIHOT).

In order to guarantee a coherent implementation of the PSUP in the country, UN-Habitat will align itself with the 5 years Strategic Plan consolidated in the Habitat Country Programme (HCP) document fully in line with the recently approved United Nations Development Assistant Framework (UNDAF) 2018-2022 and its five Strategic Priorities were set, namely: 1) Sustainable Development of Human Capital; 2) Sustainable Management of Natural Resources and Biodiversity; 3) Economic Transformation and Inclusive Sustainable Growth; 4) Governance, Public Policies and Rule of Law; and 5) Mobilization, coordination and efficacy of development aid resources. In parallel UN-Habitat is promoting, on behalf of the UN Resident Coordinator and under the request of the Minister of Infrastructure, Housing & Land Management a UN Joint Programme on Sustainable Urban Development in Cabo Verde.

All these normative and operational activities of UN-Habitat aim at supporting Cabo Verde on the implementation of the New Urban Agenda in the country as well as to mainstream the SDG 11 to make cities and human settlements inclusive, safe, resilient and sustainable.

#### **Objective and Expected Accomplishments in Cabo Verde**

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UN-Habitat is expected to provide technical assistance to the implementation of the Participatory Slum Upgrading Programme in Cabo Verde all aligned with PSUP I and II achievements and outcomes, the national policy frameworks including particularly the National Urban Policy and national Programmes related to slum upgrading such as the Government's National Programme on Informal Settlements Upgrading (Programa Nacional de Melhoria dos Assentamentos Informais- PNMAI), and the Programa de Requalificação, Reabilitação e Acessibilidades (PRRA).

The programme implementation in Cabo Verde sits in the 4 year framework of the global PSUP III (2017-2021) but only the first year (2018) has been defined in detail for the implementation in Cabo Verde.

The Expected Accomplishments of the Project in Cabo Verde are:

**EA0. GLOBAL LEARNING:** Cabo Verde participates in global networks, global and regional trainings and is part of platforms of knowledge exchange.

**EA1 POLICIES AND FRAMEWORK:** The Government has a stable framework for technical assistance to implement the inclusive National Urban Policy in line with the SDGs, the NUA and the PSUP principles.

**EA2 PLANNING AND UPSCALING SLUM UPGRADING:** The Government receives technical for participatory city wide and neighbourhood planning for slum upgrading, resilience and community empowerment for selected cities with big prevalence of informal settlements.

**EA3 IMPLEMENTATION:** The Government and partners implement participatory slum upgrading of selected slum areas through community based projects

### III. Functions / Key Outputs Expected

#### Duties and Responsibilities

Under the supervision of the UN Habitat Human Settlements Officer (HSO) in the Regional Office for Africa and the UN Habitat Programme Manager in Cabo Verde, in collaboration with the UN Habitat team members in Cabo Verde and the UN Habitat team responsible of the implementation of PSUP at global level, the Programme Officer (PO) will be responsible of advising technically the implementing partners of the PSUP in Cabo Verde to ensure the successful implementation of the activities planned for 2018. The PO will be based at the ministry or other partner institution which is benefitting from his advice (INGT, local authorities of selected cities, etc.) 4 days a week and to ensure coordination with UN-Habitat team and on-going activities the PO will be present one day a week at the UN Habitat Office.

The PO will have to fulfil the following duties and responsibilities:

#### General duties and responsibilities

- Coordinating with UN Habitat team members and PSUP implementing partners in Cabo Verde through regular meetings and coordination with HPM and PSUP team. The
- Coordination of technical activities related to the Participatory Slum Upgrading Programme in Cabo Verde;
- Technical contributions to the assessment of annual proposal for the implementation of PSUP in Cabo Verde. Elaboration, in the framework of the PSUPIII, of a roadmap agreed upon by the Government, donors, stakeholders and civil society for the up-scaling and replication of the programme countrywide
- Advising technically the government of Cabo Verde at different levels and from different sectors in regard to the challenges and opportunities related to the on-going urbanisation process, the informal settlements and the sustainable urban development.

#### Block 1 (25% of time)

- Technical support to the government to facilitate the finalization of the NUP and development of action plan for the implementation of National Urban Policy with a focus on Slum Upgrading.

#### Block 2 (75% of time)

- Coordination of capacity development activities and participative workshops on city wide strategies, neighbourhood planning, and local economic development for improved living conditions, resilience and empowerment of women and youth
- Technical assistance to local authorities of 3 cities for the rewriting/reviewing city wide strategies
- Technical support to the community and municipality developing 3 neighbourhood plans (one per city);
- Selection of 6 community based pilot projects in the framework of the National Programme on Slum Programme on Slum Upgrading and contribution to the development of project documents;
- Technical advice for implementing partners of community projects in 3 neighbourhoods (2 projects per neighbourhood);

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- Assistance and advice to the government in the establishment of a mechanism to ensure the sustainability of the community driven projects;

Draft Cabo Verde's National Community Managed Projects Framework developed based on existing PRRA structure.

### **Expected Outputs**

The following outputs are under the responsibility of the PO but many will beneficiate of the inputs and work of other project team members and many of these outputs need to be elaborated by partner institutions since the role of the PO is advisory.

#### **Outputs block 1: policy review and elaboration (25% of dedication)**

- Final draft of NUP ready for adoption.
- Elaboration of NUP Implementation Manual
- Technical assistance to MIOTH on Legislation Reform, focusing on introducing the Right to the City, the Social Function of Property and other Slum upgrading-responsive principles in Cabo Verde's legal framework
- Action Plan of NUP on Slum Upgrading developed.

#### **Outputs block 2: Participatory planning and project implementation**

##### *Monitoring, evaluation and assessment (5% of dedication)*

- Assessment and revision of the strategy for PSUP implementation in Cabo Verde for the next year;
- Assessment report showing results at the end of the year and recommendations for revision of the strategy for the next years produced;
- Work plan and budget for Year 2 in coordination and consultation with the PSUP Country Team in Cabo Verde developed.

##### *City wide slum upgrading strategy (25% of dedication)*

- 3 reviewed and strengthened city wide strategies developed;
- Report on capacity building training with recommendations produced.

##### *Participatory neighbourhood planning (25% of dedication)*

- 3 Neighbourhood plans for selected neighbourhood (one per city) developed;
- Plan of action with priority and budget developed for each neighbourhood plan.

##### *Community managed funds / projects (CMF) identification (10% of dedication)*

- 6 CMF projects developed and implemented in 3 neighbourhoods;
- Midterm and final evaluation on CMF.

##### *Framework for sustainable CMF (10% of dedication)*

- Draft of CMF framework adapted to Cabo Verde based on the existing structure of the PRRA.

## **V. Competencies**



### Qualifications/Experience/Skills

The assignment is to be conducted by one individual with the following skills:

- Ability to work independently with a high degree of responsibility, in a flexible manner and often under pressure
- Good communication and writing skills
- Ability to write policy documents and conducting workshops
- Sound judgment and excellent analytical skills,
- Ability to plan and organize work
- Promotes knowledge management and a learning environment in the office through leadership and personal example
- Builds strong relationships with clients, focuses on impact and result for the client and responds positively to feedback
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities

#### Corporate Competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UN-Habitat
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability

### IV. Qualifications Requirements

Education:	Advanced university degree (Master or PhD) in urban planning, architecture, engineering, social science, law, economics or related field
Experience:	<ul style="list-style-type: none"><li>• Minimum 10 years of working experience in urban planning and development and institutional capacity development;</li><li>• Relevant working experience countrywide is an asset.</li><li>• Specific for block 1: training and experience in urban law and policy formulation.</li><li>• Specific for block 2: experience in participatory planning.</li></ul>
Language Requirements:	<ul style="list-style-type: none"><li>• Fluency in spoken and written Portuguese</li><li>• Proficiency in spoken and written English</li></ul>
Others:	NA

### V. Signatures

Incumbent (if applicable)

Name

Signature

Date

Supervisor:

Kerstin Sommer  
OIC Housing and Slum Upgrading Branch  
UN-Habitat



14 February 2018

