

## URBANSHIFT COUNTRY PROJECT: VACANCY ANNOUNCEMENT

### **PROJECT: UrbanShift (Livable Cities in India: Demonstrating Sustainable Urban Planning and Development through Integrated Approaches)**

#### **PROJECT DESCRIPTION:**

NIUA and United Nations Environment Programme (UNEP) are jointly implementing a GEF 7-funded project titled UrbanShift (Livable Cities in India: Demonstrating Sustainable Urban Planning and Development through Integrated Approaches). The project aims to transform Indian cities through integrated urban planning which would lead to reducing GHG emissions, air pollution and congestion, protecting and conserving ecologically sensitive areas by building capacity of state and city authorities. The objective of project is to demonstrate low emissions, resilient, nature-based inclusive sustainable urban development in selected cities and support scale-up nationally. The project would provide technical assistance and investment for undertaking the following activities in the target cities (Pune & Surat) and the replication cities (Agra & Puducherry):

- Evidence-based sustainable and integrated planning;
- Investments in low emissions, resilient, Nature-based Solutions (NbS) and mobility;
- Innovative financing solutions for cities; and
- Knowledge management and capacity development: Knowledge products, good practices and tools would be made available to national, state and city authorities as well as other stakeholders through the National Urban Learning Platform (NULP).

To maximise impact, the NULP will draw on the materials of the UrbanShift Global Project, providing the stakeholders with opportunities to learn from experiences both nationally and internationally. The project will also focus on enabling gender mainstreaming practices and processes through inclusion of gender expertise, stakeholder consultations with women, adoption of gender responsive planning and budgeting processes and mandatory gender assessment of all urban development projects.

#### **PROJECT STAFFING:**

The project will be implemented through a Project Management Unit at NIUA. Applications for the following PMU positions are being invited:

- 1. Urban Development Specialist (Project Implementation Lead /Team Leader)**
- 2. Asst. Project Manager/ Project Coordinator (PMU)**
- 3. Knowledge Management and Communication Specialist**
- 4. Urban Transport Expert**

The project tenure is 4 years (till September 2026).

For each of the above positions, one-year contract (renewable on a yearly basis, subject to performance evaluation) will be awarded at the time of employment.

5. **Sr. Project Officer (Knowledge Management and Communication)**
6. **Project Officer (Nature-based Solutions)**
7. **Project Officer (Transport)**

The Project Officers will be hired for 1 year. Based on the requirement of the project and performance evaluation, the employment contract may be renewed on a case-to-case basis.

**APPLICATION PROCESS:**

All applications should be submitted on the NIUA website and must contain a detailed resume, cover letter, writing sample and three professional references.

The last date for applying for the Urban Development Specialist (Project Implementation Lead /Team Leader) position is January 11, 2023. The last date for applying for all the other positions is January 20, 2023.

Only shortlisted candidates will be contacted to appear for an interview. Candidates are encouraged to participate in the interview process in person. However, if a candidate is unable to travel for the interview, this should be mentioned in the cover letter so that necessary arrangements for a virtual interaction can be made.

Interested candidates can apply for more than one position. That being the case, the candidate must mention the interested positions (in the order of priority) in the cover letter.

## 1. URBAN DEVELOPMENT SPECIALIST (PROJECT IMPLEMENTATION LEAD/ TEAM LEADER)

PROJECT	UrbanShift: Livable Cities in India (Demonstrating Sustainable Urban Planning and Development through Integrated Approaches)
EXPERIENCE	Min. 15 years
REMUNERATION	As per NIUA standards
DUTY STATION	NIUA, New Delhi, India; with willingness to travel
LAST DATE OF APPLICATION	January 11, 2023
NO. OF VACANCIES	01

### A. DUTIES AND RESPONSIBILITIES:

The role of **Urban Development Specialist (Project Implementation Lead/ Team Leader)** is central to effective planning and implementation of GEF-7 projects. S/he will play an extremely critical role in coordinating all activities pertaining to the long-term planning/ reporting/ execution of the identified projects and ensure their timely, quality implementation. The incumbent shall responsible for the following activities:

- i. Work as team leader of Project Management Unit (PMU) at NIUA and the Project Implementation Unit (PIU) at the city-level.
- ii. In consultation with the National Project Director at NIUA and Task Manager, UNEP, take lead in planning, coordinating, and monitoring the activities of the Project and reporting to NIUA and UNEP including but not limited to the following:
  - a. Responsible for development of work plans and budget plans for the project.
  - b. Facilitate and support project performance monitoring - Responsible for preparation of all technical, progress and expenditure reporting under the project.
  - c. Responsible for all procurement under the project.
- iii. Actively coordinate with the project implementing agencies, other responsible parties and contracted institutions, monitor their activities, and collate feedback on progress of implementation. S/he will also be responsible for flagging any potential risks and suggest its mitigation measures.
- iv. Ensure that project implementation is carried out according to the project design and the outputs are delivered and outcomes achieved to the required standard of quality within the approved timeframe and budget.
- v. Regular communication with relevant ministries, governmental agencies, project cities, project steering and executive committee members and all other key stakeholders.
- vi. Organize and facilitate the Inception Workshop, Project Steering Committee and Project Executive Committee meetings and other project meetings.
- vii. Supervise staff, experts, subcontractors, and executing partners working on the project.
- viii. Foster partnerships with National and State Level Training Institutions. Liaise with concerned State and local government bodies on a regular basis to ensure their active participation in the project.
- ix. Identify capacity development needs of implementing partners and arrange for necessary trainings. Facilitate technical assistance/support for project partners in all relevant areas as appropriate.
- x. Facilitate and support knowledge-sharing and learning amongst the project stakeholders. Ensure that knowledge products prepared under the Project are of high quality and are disseminated and used by the relevant institutions and stakeholders.

- xi. Undertake field visits to track progress made in implementation of the project and take corrective action as required.
- xii. Identify risks, preparing of mitigation strategies and implementation of mitigation measures.
- xiii. Track project achievements against the Results Framework, Core Indicator worksheet and Gender Action Plan.
- xiv. Ensure effective financial management and reporting as per the UNEP financial guidelines.
- xv. Ensure receipt of quarterly progress reports and quarterly financial reports from all project sites, check for slippage against work plan and take corrective action.
- xvi. Participate in the periodic review meetings and discussions related to project implementation, monitoring, and follow-up.
- xvii. Any other responsibility assigned by the National Project Director and Task Manager, UNEP.

**B. EXPECTED OUTPUTS AND DELIVERABLES:**

Project Management and Coordination

- i. On-time and high-quality delivery of project outputs, deliverables, and required reports;
- ii. Up-to-date presentations for internal and external audiences; and
- iii. Frequent coordination meetings with all project staff, project cities for output delivery.

Knowledge Management

- i. Delivers and ensures quality reviews of knowledge products;
- ii. Ensures coherent curriculum for building capacities, including a structure and methodology in consultation with NIUA for the participating cities; and
- iii. Oversees the production of quality modules on strategic urban planning, data governance, Nature-based Solutions (NbS), urban finance, climate action planning, circular economy, neighborhood approach, and managing urban growth.

**C. QUALIFICATION & EXPERIENCE:**

- i. Master's degree (preferably in Urban Planning/ Environment/ Water/ Engineering/ Public Policy/ Economics/ International Relations, or related fields) with an understanding of the integrated sustainable planning, Nature-based Solutions (NbS), gender-sensitive planning, low-carbon mobility, etc. and previous experience in program implementation or project management.
- ii. Experience in managing big projects, handling partnerships including funding.
- iii. Good understanding of issues pertaining to urban infrastructure and services, urban development, waterfront development, inclusive urban planning.
- iv. Good understanding of development issues i.e. livelihood, gender, etc.
- v. Experience in the usage of computers and office software packages (MS Word, Excel, Power Point, etc.).
- vi. Good communication, interpersonal and presentation skills, with an ability to work in a multi-cultural environment.
- vii. Ability to work independently and under pressure.

**D. DESIRABLE:**

- i. Experience of working with Central Govt./ State Govt./ National Urban Missions (SMART City, AMRUT, etc.)/ Multilateral and bilateral organizations/ Local Bodies/ Resource centers/ NGOs/ Communities.

- ii. Have knowledge and Experience as Quantity Surveyor / Estimating/ Costing of Urban Infrastructure Projects
  - iii. Working knowledge of GIS softwares (ArcGIS, AutoCAD, etc.) will be an added advantage.
  - iv. Proficiency in spoken and written English. A good command over regional language (of project cities) and Hindi is desirable.
- E. AGE LIMIT:** Upper age limit for the post shall be less than 50 years.
- F. REPORTING STRUCTURE:** The PIL will report to the National Project Director at NIUA and to the Task Manager of the Lead Implementing Agency – UNEP.