

Terms of reference

National Liaison Officer of the UN Local 2030 Coalition Knowledge and Scientific Network

The Local2030 Knowledge and Scientific Network (KSN), an initiative anchored to the Local 2030 Coalition, aims to connect knowledge and research with policy and decision-making at the local level through a multilevel and multistakeholder approach. The KSN will specifically build a cluster of Ph.D. researchers in Jordan and Tunisia and connect it with local administrations to support evidence and knowledge-based policy development, with the objective of strengthening local-level capacities to deliver on the SDGs.

The National Liaison Officer (NLO), who will report to the director and legal representative of CeSPI ETS as the person responsible for the contract, will work under the direct supervision of the Scientific Coordinator of the Local 2030 Coalition Knowledge and Scientific Network (K&SN) and the coordination of CeSPI ETS PhD cluster's tutor, and under the overall guidance of the Chief of the Urban Practices Branch, UN-Habitat senior focal point for SDG localization and KSN Project Manager. In addition, the NLO will work in close coordination with the UN-Habitat's Regional and Country Offices and linked to all implementing partners and offices.

Duties and Responsibilities

In accordance with the plan set by the KSN Scientific Coordinator and with the coordination of CeSPI ETS PhD cluster's tutor, the NLO will carry out the following tasks and responsibilities:

1. Ensuring regular on-site dialogue with local KSN academic partners (PhD programs and/or MA programs in the country eligible to be part of the K&SN community), based on the mechanism of consultation agreed.
2. Ensuring regular dialogue with key stakeholders in the country to be engaged as active partners of the KSN community.
3. Developing and maintaining a roster of experts on SDG localization in the country (at local, national and international level).
4. Supporting the development of the study plan of 2024-2025 Program on SDG localization cluster (list of all training activities and content – workshops, seminars, modules, etc. – with the list and the preliminary list of invited speakers and participants in the country).
5. Tutoring the activities of 2024-2025 Program on SDG localization cluster in the country (being the main point of contact for PhD students, academic staff and teaching staff, assisting and supporting learning in programme sessions).
6. Being the focal point and responsible for the management and implementation activities of the Local Labs in the country.
7. Reviewing summary notes of modules, seminars and workshops that capitalize on what emerged, brief summaries of the activities and repositories of regulations, lessons learned and case studies prepared by the PhD students with scholarship in the country.
8. Contributing to preparing and presenting the outcomes of research-action projects, with KSN recommendations and proposals to support development strategies, prepared by the PhD students with scholarship in the country.

Deliverables

1. Mapping and engagement of stakeholders in the country of focus
2. Realization of the 2024-2025 training Program on SDG localization cluster (modules and international event)
3. The completion of the 2024-2025 capacity building Local Labs with two cities in the country.
4. The delivery of training material, concept notes and agendas as required.
5. The delivery of reports on policy-oriented recommendations as well as progress activities.
6. The delivery of regular reports of activities.

Requirements and skills

1. Work experience as an academic tutor or in coordinating research teams and working groups.
2. Ability to proactively engage and communicate with students, academic staff and teaching staff.
3. Flexibility, intercultural and teamwork skills.
4. Ability to take supervision and correction constructively.
5. Post-graduate (Masters or PhD) degree preferred.
6. Academic competence in development studies preferred.
7. Good knowledge of the country context of coordination is preferred.
8. Project, workshops and event management skills
9. For Jordan, fluency in oral and written English is required. Knowledge of French/Arabic and Italian, oral and written, is desirable.
10. For Tunisia, fluency in oral and written English and French is required. Knowledge of Arabic and Italian oral and written is desirable.
11. Residency in the country (respectively, in Jordan and in Tunisia).
12. Personal bank account holder.

Expected duration of assignment

The task is expected to start within 10 working days from the date of signing of the contract.

Overall Contract Duration: 18 months (from 02 September 2024 to 02 March 2026).

Estimated amount of actual time to worked (days, weeks, months): 3 days per week, 4 week per 15 months (180 days=8,2 months with 22 days per month).

Regular Working Hours (if applicable): upon delivery of outputs.

Total Remuneration: gross USD 40,000 (Tunisia); USD 45,000 (Jordan), including insurance coverage.

The selected individual shall not be required to be present at any office and may work in his/her own office with coordinated visits to the UN-Habitat country offices. As and when required, he/she

should visit partners of the initiative while undertaking the assignment. The consultant should draw up a weekly work plan (including scheduled visits to partners) and get it agreed to by supervisors (the KSN Scientific Coordinator, CeSPI ETS PhD cluster's tutor, KSN Project Manager, Un-Habitat national officer) and by director and legal representative of CeSPI ETS as the person responsible for the contract. This will help monitor work in progress.

The recruited individual is required to prepare and submit the entire work plan in a way that allows the achievement of all deliverables within the time frame, guaranteeing the required performance.

Payment Terms: upon delivery of outputs, subject to UN Habitat Payments Schedule.

Please submit the applications with the requested documents to: cespi@cespi.it, with cc pietro.ceppi@un.org by August 22nd

The selection procedure must be completed by Monday, August 26, 2024.

Applications will be evaluated by the Local 2030 Knowledge and Scientific Network, CeSPI ETS and UN-Habitat.