

**Promotion of peace building in South Serbia – UN Joint Programme financed by the Spanish MDG Achievement Fund**

**TERMS OF REFERENCE**

<b>Title:</b>	Local Consultant
<b>Duration:</b>	3.5 months over the period of 6 months from September 2010 until February 2011 – with possibility of extension
<b>Starting date:</b>	September 1 <sup>st</sup> 2010
<b>Duty station:</b>	AOR (Leskovac, Vlasotince, Bojnik, Lebane) with travels to the designated municipalities

**Background**

The Peacebuilding and Inclusive Local Development PBILD joint programme is a United Nations initiative in South Serbia. PBILD is implemented by six UN Agencies working in partnership in the Pcinjski and Jablanicki districts: UNDP, UN-HABITAT, UNICEF, UNHCR, ILO and IOM. PBILD will undertake a range of activities aimed at strengthening capacity for peace and development, facilitating economic development and reducing unemployment, and improving public services for all social groups.

At the central level, lead partner of the PBILD is the Ministry of Public Administration and Local Self Government. At the local level, PBILD is implemented in partnership with the 11 municipalities of Bojnik, Crna Trava, Lebane, Vlasotince, Medvedja, Bosilegrad, Bujanovac, Presevo, Surdulica, Trgoviste and Vladicin Han, and the two cities of Vranje and Leskovac.

Two joint programmes comprise PBILD. One of them is the joint programme “*Promoting peace building in South Serbia*” funded by the Spanish MDG Achievement Fund.

The main outcome of the programme *Promoting Peace Building in South Serbia* is increased community cohesion and human capital, in order for communities in south Serbia to be stronger, more integrated and better able to reduce inter-ethnic tensions and conflict risk.

As one of the UN partner agencies working together on PBILD, **UN-HABITAT** will co-operate with the 13 local authorities to contribute to the achievement of this outcome through strengthening capacities of local administrations, institutions and civil society to engage in conflict/violence prevention planning through participation, dialogue and partnership for improved safety, and integrating safety concerns within development efforts, fostering long term stability, reintegration and good governance.

**UN-HABITAT** will adapt the methodology of its Safer Cities Global Programme ([www.unhabitat.org/safer\\_cities](http://www.unhabitat.org/safer_cities)), already successfully used in other municipalities of Serbia in the frame of the SIRP Programme ([http://www.unhabitat.org.rs/programmes/sirp/safer\\_cities.htm](http://www.unhabitat.org.rs/programmes/sirp/safer_cities.htm)), to provide a structured process of capacity building measures to support municipal administrations and civil society partners.

This will help them develop and upgrade strategies and plans, through participation and partnership building (including with police), which will address issues related to safety, conflict and security concerns at local level and integrate them within the development efforts, fostering social cohesion, and conflict management capacities. Vulnerable members of the communities, as well as women, youth and ethnic minorities will be involved from the beginning in the planning process for the development of safety strategies and action plans and benefit of capacity building activities. These partnerships and coalition groups should become formal part of the municipal structures by the end of the programme. Small grants will support the implementation of key relevant pilot initiatives through partnerships, as identified by the local communities, targeting the community as a whole, including women, youth, minorities and vulnerable groups.

In the frame of the programme *Promoting Peace Building in South Serbia* and specifically Output 1.3 aimed at strengthening capacities of local self-governments LSGs, institutions and civil society to engage on conflict/violence prevention planning through participation, dialogue and partnerships for improved safety in municipalities’,

**UN-HABITAT**’s activities will aim at achieving the following results:

- A)** Baseline safety diagnosis carried out in the 13 cities/municipalities;
- B)** LSGs engaged in participatory planning processes and developed institutional mechanisms, instruments and tools to address community safety, conflict and violence prevention and integration;
- C)** partnerships established among key local actors, LSGs, Safety boards, local police, CSWs and CSOs, to improve community safety and interethnic dialogue through joint actions.

In this frame, Safer Cities municipal Focal Points have been officially appointed in all partner municipalities.

The formulation of Local Safety Diagnosis in the 13 cities/municipalities is being undertaken by a contracted civil society project’s partner.

Stakeholders analysis were formulated with support of Focal Points and local partners in all thirteen municipalities in order to identify and assess the importance, influence and operational capacities of key people, different interest groups, or institutions that may significantly influence the final outcome of Safer Cities component, but also those who could indirectly benefit from programme activities.

Within the foreseen activities to develop appropriate capacity building programs to support the planning process in partner municipalities, a Training Needs Assessment (TNA) was carried out. The assessment targeted representatives and civil servants of local authorities, public companies mandated for urban planning, Safety Councils, Youth Offices, and Centers for Social Welfare, among others. The TNA will be finalized with the outcomes of focus/working groups meetings which will see the engagement of local municipal officials and partners and which will inform the development of the training programmes tailored to the local context.

## Objectives of the Post

The Safer Cities Local Consultant will support and contribute to the implementation of Safer Cities activities in the municipalities of Leskovac, Vlasotince, Bojnik, Lebane. Within the framework of strengthening capacities of local partners to engage on conflict/violence prevention planning and support to partnerships for implementing local initiatives, the SC local consultant will play a key role in building municipal-wide partnerships for crime prevention, supporting the contracted Project's civil society partner in formulation/finalization of the Local Safety Diagnosis, forging strategic alliances and developing the municipal strategies and action plans, based on the results of the Diagnosis. Local teams, with the SC Coordinator, Civil Society Project partners and municipal Safer Cities Focal Points appointed in each municipality, will take the lead in the outreach work to partners and stakeholders.

## Main tasks

Under the overall supervision of UN-HABITAT Technical Adviser, and technical guidance and supervision of the Safer Cities Project Coordinator, the Safer Cities Local Consultant will be part of the national/international team and will work in close collaboration with PBILD Safer Cities team.

The Local Consultant will plan and perform in the municipalities of Leskovac, Vlasotince, Bojnik, Lebane the following tasks in close consultation with the Safer Cities Project Coordinator and in collaboration with the PBILD Safer Cities Team:

- Identify the capacity building needs of the local teams and involved partners during the planning process in matters of methodology, approach, communication and management skills, knowledge of institutions and understanding of civic integration, groups at risk, gender violence, family violence and youth delinquents.
- Building **coalition partnerships** among community groups, governmental and local institutions, civil society organizations and private sector organizations.
- Contribute to the formulation of the **Local Safety Strategies and Plans of Action** that will be based on the results of the Local Safety **Diagnosis** of local insecurity, on identified priorities, and on available financial as well as human resources of the members of the partnership, in collaboration with the coalition partnership. The process leading to the strategy formulation and endorsement will be based on broad-based consultation with the municipalities and community level partners and stakeholders, through a set of consultations as well as other discussions on specific issues e.g. social inclusion, violence against women, youth at risk, etc. with the local more concerned partners.
- Developing in particular a close collaborative working relationship with the criminal justice system (judiciary, police but also the local community justice system) that will facilitate the exchange of needed information, and a working partnership in the implementation of the Plans of Action.
- Supporting local municipal partners and facilitating the identification, selection, and launching of **pilot projects**, based on identified preferences, priorities and initiatives that will address crime prevention within the communities in specific relevant areas; as well as facilitating the selection of **existing initiatives** to be further supported.
- Provide support for the implementation of the municipal strategies and **action plans**, providing assistance to the partners and communities in identifying, formulating, mobilizing resources for, implementing and evaluating civic integration and crime prevention activities.
- Contribute and participate in the formulation of **institutionalization mechanisms** for the sustainability of the approach.

## Specific tasks

- Contribute to the finalization of the Local Safety Diagnosis, as well as develop the background documents under the guidance of the SC Project Coordinator for the validation workshops, with the

full involvement of the local communities, and which will identify the priority areas of intervention and thereafter launch the Action Plan.

- Contribute to/and update the analysis of the general characteristics of the municipality
- Study and analyse the relevant public documentation on crime (including budget allocation/expenditure of municipality/state on crime prevention, reports of Local Safety Councils if applicable, etc)
- Prepare various reports for the project and/or local partners, as required.
- Document the urban crime prevention practices identified in the diagnosis phase of the initiative.
- Liaise on a daily basis and communicate with the municipal Counterparts and the Coalition Partnerships, and report to the Project Coordinator (substantive progress report to be submitted every two months. The substantive progress reports will include the description of activities and will highlight the results, difficulties, and obstacles and, if needed, propose solutions to overcome possible problems).
- Monitor the implementation of the pilot initiatives related to Safer Cities.

### **Outputs**

1. Safety Diagnosis finalized and validated by the local communities
2. Draft Local Safety Strategies and/or Plans of Actions, identifying pilot initiatives in designated Municipalities
3. Establishment of municipal safety coalitions
4. Documenting the progress, good practices, lessons learnt, etc.
5. Monthly progress reports
6. Substantive progress reports every two months

Progress reports and analysis produced shall be written in English language. Strategic documents and plans developed in partnership with the Local Authorities may be in Local language, providing detailed outlines in English as required.

### **Competencies**

The UN-HABITAT Safer Cities Local Consultant should reflect the following characteristics:

- The candidate shall be **fluent in spoken and written English** and Serbian languages. He/she should be able to work under pressure (when needed) and in a flexible manner.
- The candidate should be available to travel independently to all designated municipalities and when necessary to other PBILD Safer Cities municipalities.
- A professionally independent, intelligent and creative urban development professional, with proven track record in local social, community or institutional development at municipal level.
- A committed and stable team player, ready to learn
- A good communicator, able to become an advocate of the project with local partners.

### **Requested qualifications and experience**

- University Degree in social sciences, criminology, law, urban planning, or a subject related to the field of social or human security or urban safety or delinquency prevention, or youth work.
- Minimum 3 years of relevant practical experience in urban development/governance, community development, youth policy, or local crime prevention.
- Experience in the field of social prevention, conciliation, mediation and prevention for groups or communities "at risk" will be an asset.
- Ability to work with others harmoniously, good inter-personal and relationship-building skills.
- Proven ability to analyze, synthesize, and to write reports.
- Demonstrated capacity to work effectively under pressure

- Demonstrated aptitude for public/external relations and advocacy.
- Knowledge of institutional actors and local community structures in the designated municipalities and/or in the region is a requirement.
- Minimum knowledge of computer applications.

### **Remuneration and payments**

Remunerations will be determined in accordance with UNDP scales based on qualification and experience.

### **Application**

Qualified candidates shall submit an application including a motivation letter and full CV in electronic format to UN-HABITAT Office in Belgrade, e-mail: [office@unhabitat.org.rs](mailto:office@unhabitat.org.rs)

**Only pre-selected candidates will be contacted for interview**

**The deadline for applications is 9 August 2010**