

Posting Title : Writer-Handbook on "Promoting Innovation for Inclusion of Vulnerable Groups and Leaving No One Behind
Department/ Office : Department of Economic and Social Affairs
Location : Home-based
Posting Period : 23 September 2021 - 29 September 2021
Job Opening number : 21-Department of Economic and Social Affairs-164714-Consultant

United Nations Core Values: Integrity, Professionalism, Respect for Diversity

Duties And Responsibilities

Under the supervision of the Division for Public Institutions and Digital Government (DPIDG) and its Project Office on Governance (UNPOG), the consultant will be responsible for performing the following tasks:

- To conduct a preliminary desk research on: i) identifying the major challenges of local government officials and other relevant stakeholders in promoting inclusion of vulnerable groups and ensuring leaving no one behind at local level; and ii) compiling diverse innovative approaches, strategies and practices for promoting innovation for inclusion of vulnerable groups at local level – with a particular focus on the background and the five key themes mentioned above.
- To develop a Handbook based on the above knowledge content with specific innovative approaches, strategies, tools and practices for providing a practical guideline for local government officials and other relevant stakeholders. Each thematic chapter of the Handbook will contain: i) key concepts, strategies and cases; ii) actions/steps; iii) exercises; and vi) key takeaways/messages. Visual materials, such as graphs, diagrams, tables, infographics, etc., can be used where needed for effective presentation and delivery of the contents. The Handbook will also include specific policy recommendations as well as an annex with reference materials/tools and cases.

Work Location

Home-based

Expected Duration

40 working days within the period of 15 October 2021 to 31 December 2021.

Result Of Service

Develop a Handbook on "Promoting Innovation for Inclusion of Vulnerable Groups and Leaving No One Behind"

This Handbook aims to contribute to developing capacities and skills of local government officials and other relevant stakeholders in promoting innovation for inclusion of vulnerable groups and ensuring leaving no one behind at local level to advance the implementation of the 2030 Agenda for Sustainable Development. It will introduce diverse innovative approaches, strategies, tools, and practices/cases from around the world, including from the United Nations Public Service Awards (UNPSA) winners, on key themes and policy issues related to the inclusion of vulnerable groups and leaving no one behind for practical use of the readers. The Handbook will also provide policy recommendations for concrete policy actions by local governments and other relevant stakeholders.

Qualifications/Special Skills

Academic Qualifications: Advanced university degree in the area of public policy and administration, social sciences or related, preferably with a focus on building equal and inclusive societies.

Experience: • A minimum of ten years of established research and capacity development experience in the relevant areas such as governance, public administration, social inclusion, and sustainable development, including the development of major reports/publications and the delivery of training contents for government officials on the 2030 Agenda and inclusion of vulnerable groups, is required;

- Experience in conducting research with excellent understanding and overview of the academic literature in the areas of reducing social inequalities, social inclusion and cohesion, building inclusive state, stakeholder engagement, public service delivery, ICT, digital government and innovation, sustainable development, and local governance;
- Experience in drafting and preparing publications/reports and capacity development materials in the areas of SDG implementation, social inclusion, inclusive governance, public service delivery, inclusion and empowerment of vulnerable groups, preferably in the contexts of local governance and developing countries;
- Proficient in the use of all MS Office programs, incl. MS Word, and proficiency with internet research tools

Language: Fluency in verbal and written English is required. Knowledge of additional UN languages is an asset

United Nations Considerations

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs. (Charter of the United Nations - Chapter 3, article 8). The United Nations Secretariat is a non-smoking environment.

As per UN policy, Consultants and Individual Contractors may not apply for or be appointed to any position in the Professional or above categories and for positions at the FS-6 and FS-7 levels in the Field Service category within six months of the end of their current or most

recent service. This restriction does not apply to associate experts(Junior Professional Officers) appointed under the Staff Rules.

No Fee

THE UNITED NATIONS DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, PROCESSING, OR TRAINING). THE UNITED NATIONS DOES NOT CONCERN ITSELF WITH INFORMATION ON APPLICANTS' BANK ACCOUNTS.