

TERMS OF REFERENCE FOR CONSULTANTS

Issued on: February 2016

ORGANIZATIONAL LOCATION:	Habitat for Humanity on behalf of the GLTN
DUTY STATION:	Home-based
FUNCTIONAL TITLE:	Consultant((s) for the Scoping Study of Land Tenure and Land Governance Issues in Latin America and the Caribbean
DURATION:	45 - 60 working days
EXPECTED START DATE:	March 15 th 2016

1. GLTN

The Global Land Tool Network (GLTN), within UN-HABITAT's Land and GLTN unit under the Urban Legislation, Land and Governance (ULLG) Branch, has the mandate to develop, test and disseminate pro-poor and gender responsive approaches in regard to urban land, innovative residential tenures, affordable land management/administration systems, and land related regulatory/legal frameworks and tools. The Unit hence focuses on research and tool development also to supply technical advice to Member States and backstop the regional offices and other sections of UN-Habitat. Land tools provide a resource for enabling action. While there has been extensive global discussion around land policies that work for the poor, there has been insufficient attention paid to the development of methods for developing and implementing these pro-poor land policies. Consequently what are required are land tools that are affordable and accessible for all sections of the population in countries around the world. This is essential for creating societies that have equal and sustainable access and use of land. Work has already started on these approaches, both for developing and post-conflict societies. Incremental expansion of this work over time, as capacity is developed, will take place through the Global Land Tool Network (GLTN), the Secretariat of which is located at UN-Habitat (see www.gltn.net).

Phase 2 (2012-2017) of the GLTN's global programme emphasises country level support which will involve value-adding support to on-going country initiatives and in some cases there may be full-scale support requiring high levels of investment. GLTN is thus in the process of expanding its activities in a selection of targeted countries and cities/municipalities through intensified support for the testing and implementation of pro-poor and gender-responsive tools in the land sector. This work will be done in conjunction with government and other in-country partners; regional and country offices in UN-Habitat; and international partner organisations with their national networks. It does this through five main interconnected activity areas: knowledge and awareness building; land policy reform; donor coordination; capacity development; and land tool development, testing and implementation.

2. SCOPING THE LAND TENURE AND LAND GOVERNANCE ISSUES IN THE LAC REGION

Scoping the land tenure and land governance issues in Latin America and the Caribbean will ensure relevance of GLTN Phase 2 implementation in the region. In light of resource and other considerations, GLTN, working jointly with the key GLTN partners in the region, particularly Habitat for Humanity in this initiative, is strategic in its selection of target countries, by identifying priority areas of opportunity for catalytic change and joining forces with existing country-based initiatives that have the potential to deliver maximum capacity development and implementation impact. Each country has its own history, context, support requirements and collaboration opportunities.

Accordingly, Land and GLTN Unit and Habitat for Humanity International have identified a need for furthering the understanding of land governance and land tenure security issues, the institutional dynamics, land tools methodologies, policies and actors and entry points for framing the support to countries in strengthening land administration and management for tenure security in the Latin America and the Caribbean region. For this regional scoping study, three sub-regions are recommended for analysis and recommendations:

1. Mexico and the Central American nations of Costa Rica, Guatemala, Honduras, Nicaragua, Panama and El Salvador;
2. The Caribbean including Cuba, Haiti, the Dominican Republic, Trinidad and Tobago, Belize, Guyana, Suriname and French Guiana ; and the OECS countries
3. South America, which comprises the Andean countries of Bolivia, Colombia, Ecuador, Peru, the Bolivarian Republic of Venezuela, Argentina, Brazil, Chile, Paraguay and Uruguay.

The sub-regions are proposed to address the varied rates of urbanization, development¹ and governance systems in LAC. Furthermore, urbanization rates vary significantly –from 93% in Venezuela to 42% in Haiti. The LAC region is however the most urbanized, with 540 million residents living in cities out of which 113.4 million live in slums (ONU-Habitat). These are the scenarios that the Scoping Study targets and challenges in terms of policies, land administration/management, disaster risk reduction and resilience building, urban planning, security of tenure, urban-rural linkages.

3. HABITAT FOR HUMANITY (HFH)

As an active member of the GLTN and lead of the Urban Cluster, Habitat for Humanity will be implementing the management of the scoping study for the LAC region. HFHI will manage the consultant's work, contribute to the development of the scoping study facilitate consultations and expert meetings, coordinate communications and awareness and ensure alignment with ongoing global, regional, and national activities, among them:

This scoping study will not be a standalone initiative but will create synergies with, and be supported and influenced by existing and ongoing global and regional initiatives such the work of the Urban and Rural Clusters; the Research and Training Cluster); “Solid Ground”, a Global Land Advocacy Campaign led by HFHI; the Sustainable Development Agenda; and the Habitat III/ New Urban Agenda process where HFHI is actively engaged at both global and country levels. At regional level, we look for synergies and alignment with other studies such as the Global Housing Research (a partnership of HFHI and Cities Alliance); the "Assessment of national land governance and land tools against VGGTs" in the Caribbean led by the University of West Indies. Finally this Scoping Study will orientat and be nurtured of scoping studies at national levels.

The LAC Urban Cluster - The Urban cluster seeks to build an open collective space for urban stakeholders (civil society, governments, private sector, academia) who aim to activate and promote partnerships, mobilize capacities and experiences, motivate decision makers to implement innovative land tools (existing or new) to respond to the challenges associated with security of tenure for women, poor urban communities, and equitable and sustainable cities in the region.

“Solid Ground” Global Land Campaign - The goal of the Campaign s to change policies and systems and, therefore, to directly improve access to land for shelter for more than two million people over a three year period. The campaign will incorporate three themes (secure tenure; gender and property rights; and land access in connection with slum upgrading and disaster resilience).

Habitat III – Habitat for Humanity is taken part in the events leading up to Habitat III, including the Prep Com events, the World Urban Campaign Urban Thinkers Campuses. HFH leads the Civil Society Organizations major group within the General Assembly of Partners, and is co-leading the Housing Policy Unit with IDB.

¹ While the average regional GDP is \$4,044 (CEPAL, 2005), LAC presents great inequality in the distribution of wealth. Almost 40% of the population lives below the poverty line. This inequality is reflected in the territorial, social and economic segregation in cities, and the lack of access to adequate housing, land, education, and health particularly for women and the most vulnerable.

4. THE CONSULTANCY

The Study Concept Paper included in Annex 1 frames this consultancy service, wherein key objectives and outputs, policy implications, target public, general contents, and central areas of policy recommendation are indicated.

The consultant will lead the regional research framework, liaise with contact persons, government agencies, civil society organizations in selected countries, including GLTN partners such as UN-Habitat, IFAD, FAO, World Bank, civil society, grassroots and other development partners working in the land sector.

	STEPS	Deadlines	Calendar Days
1	Present your proposal including a methodology that responds to the objectives and outputs of the Scoping Study as stated in these Terms of Reference and Annex 1. Please contact mzanelli@habitat.org if you may have questions or need clarifications..	March 15	
2	An interinstitutional group (GLTN, Lincoln Institute of Land Policy, HFHI, IDB and independent experts) will qualify the proposals, with emphasis in the methodologies proposed, and select the one that better fits the objectives and outputs of the Scoping Study	March 18	
3	Feedback on the proposal is delivered to the selected consultant, with emphasis in the methodology proposed. Agreements taken.		
	Contract, administrative procedures, and start-up	March 21	0
	An inception report detailing the methodology, work programme, related timing and schedule, roles and responsibilities, potential countries for case studies, list of resource persons or organisations and other related details.		
	A desk-based literature review and analysis on land for the LAC region to inform the research.	ongoing	
3	Online conferences, and meetings will be organized by the coordination team for the selected consultant to connect with land experts engaged in studies as the “Global Housing Research”, the “Land Tenure in Asia and the Pacific: Challenges, Opportunities and Ways Forward”, the "Assessment of national land governance and land tools against VGGTs" in the Caribbean; key HFHI players in the Habitat III; Solid Ground Global Campaign, HFHI LAC Land Cluster; ongoing country level (Honduras, Dominican Republic, Brazil, Haiti) researchers. As well as external advisors and other key stakeholders at national and regional levels for consultations, feedback, validations, and endorsements. This does not limits the selected consultant to outreach other key global, regional, and national land players.	ongoing	
4	First Draft submitted for feedback with findings on key issues, actors, policies, programs, tools, challenges barriers and opportunities	Mayo 2	32
5	Second draft with set of recommendations presented in a regional experts meeting	May 23	47
6	Final Document	June 10	60

DELIVERABLE

1. The consultant will produce a **regional report**, with annexed **country profiles/reports** for countries that will be jointly identified.
2. A four (04) pager briefing note including an infographic that summarizes the regional report.

COMPETENCIES

Professionalism: Knowledge of concepts and approaches relevant to land administration/management and various thematic areas that are typically supported by donors.

Communication: Excellent written and verbal communication skills and ability to communicate across different socio-cultural environments.

Planning and organizing: Ability to work under pressure, establish priorities and plan, coordinate own work plan, use time efficiently and apply judgment in the context of competing deadlines.

Technology awareness: Ability and confidence in the use of modern technology to achieve results, this includes the use of communication technology for global communication and achievement of research results..

EDUCATION

Advanced University degree (masters or similar) in a field deemed relevant to the subject areas covered by these Terms of Reference such as land administration, international development, or governance.

WORK EXPERIENCE

- A minimum of 10 years of experience working in the field of land management, land rights and innovative land tools is required
- Previous working experience with international development assistance agencies is required
- Demonstrated ability to conduct rigorous research into land and tenure issues in the global context.
- Demonstrated skill in both conceptual and practical analysis of complex issues, and in producing clear arguments and constructive recommendations for future action.
- Previous experience in undertaking land related research is preferred.
- Membership to global network of land practitioners would be an added advantage.

LANGUAGE SKILLS

For the post advertised, excellent proficiency in spoken and written English and Spanish is required.

OTHER SKILLS

- Proficient in use of Microsoft Word, Excel and PowerPoint.
- Ability to work to schedule, but where requested to be flexible with changes in timelines

SELECTION CRITERIA

- Relevance of the methodology proposed (50%)
- Research experience on land issues and governance (25%)
- Research Experience on the regional context (25%)

PAYMENT SCHEDULE

Consultant services will be paid in a lump sum of USD 22,500. Payments will be done in three stages, based on deliverables over the consultancy period:

- 20% upon signing of the contract and submission of the Inception report (work plan and methodology).
- 30% of the total is payable upon report submission of the Regional Experts Meeting summary (main research findings including feedback from LAC Experts meeting)
- 50% of the total is payable upon satisfactory completion of final scoping study.

Where applicable, travel costs of the consultant (air travel ticket economy class), transfers, and daily allowance as per the HFHI's rate is payable in addition to the lump sum.

Applications should include:

- Cover memo (maximum 1 page)
- Methodology proposed
- Summary CV (maximum 2 pages), indicating the following information:
 1. Educational Background (incl. dates)
 2. Professional Experience (assignments, tasks, achievements, duration by years/ months)
 3. Other Experience and Expertise (e.g. Internships/ voluntary work, etc.)
 4. Team that supports the consultant

All applications should be submitted to:

Maria Luisa Alvarado

Habitat for Humanity International- Latin America and the Caribbean region

Email: mzanelli@habitat.org

Please indicate the VA Title: “Land Security Tenure Adviser for Latin America and the Caribbean” in in your email subject.

Deadline for applications: **March 15th, 2016**