

**TERMS OF REFERENCE FOR THE PROJECT
IMPLEMENTED BY
THE CONSULTING AND DEVELOPMENT AGENCY “CONUS”
“Programme Implementation Unit”**

A. Background

In April 2006 UN-HABITAT has signed a new Agreement of Cooperation with the Ministry for Regional Development of the Russian Federation. This agreement identifies the main areas of cooperation and introduces new modalities of cooperation between UN-HABITAT and the Russian Federation in following areas:

- Sustainable urban planning and management;
- Accountable urban governance, in compliance with the Global Campaign on Urban Governance;
- Protection of citizens’ housing rights, in compliance with the global Campaign for secure tenure;
- Strengthening of local authorities through capacity building and effective decentralisations;
- Sustainable housing and urban development financing;
- Public-private partnership infrastructure development and management;
- Sustainable development of Arctic cities;
- Monitoring of urban conditions and trends through a network of urban observatories;
- Publishing the State of the Russian Cities Report on a biennial basis and the Russian version of the quarterly “Habitat Debate”.

The Cooperation is organised on the basis of Agreement of Cooperation and a Biennial Cooperation Programme (hereinafter “Programme”) which gives a list of priority projects.

As part of new modalities, UN-HABITAT together with Federal Agency for Construction, Housing and Utilities (Rosstroy), entrusted by the Ministry for Regional Development its unction to prepare and supervise Biennial Cooperation Programmes in the territory of the Russian Federation and other joint activities, selected in July 2006 through a local tender a Russian legal entity to perform as a Programme Implementation Unit (hereinafter “PIU”) for the 2006-2007 cycle. The name of a selected entity is “Consulting and Development Agency “CONUS”.

The PIU will coordinate the implementation of the Programme for 2006-2007 financed by UN-HABITAT out of the contribution of the Russian Federation to the United National Habitat and Human Settlements Foundation, participates in the preparation of the Programme of Cooperation for the next biennium and provides informational support to the Programme including publication of the Russian version of quarterly Habitat Debate and other agreed activities as specified below.

B. Description of activities

The activities covered by this project are related to coordinating the implementation, under the direct supervision of UN-HABITAT, of a Biennial Cooperation Programme for 2006-2007 and other joint activities of UN-HABITAT and Rosstroy in the year 2006, including:

- Feasibility study on establishment of UN- HABITAT (sub-regional) office;
- Support to a network NUO/LUOs in Russia;

- “State of the Russian Cities” Biennial Report;
- Dilapidated/Social Housing projects;
- Implementation of Resolution 20/8 for Arctic Cities;
- Information activity (including publishing a Russian version of quarterly Habitat Debate).

The head of the PIU - the Project Manager (PM) – will be responsible for the following specific activities:

In Programme Management:

1. Select the staff for the PIU and organise training related to technical aspects of working with UN-HABITAT;
2. Organize, coordinate and supervise activities performed within the framework of the Biennial Cooperation Programme for the relevant year;
3. Provide technical advice on issues of further strengthening cooperation between UN-HABITAT and Russia including preparing final draft of adjusted Cooperation Programme for 2007 subject to a size of Russian contribution for 2007;
4. Identify potential new areas of cooperation and priority topics and advise on potential sources of funding through central and local authorities and the private sector;
5. Providing necessary support to other joint activities of UN-HABITAT and Rosstroy as and when needed;
6. Provide necessary support to UN-HABITAT missions;
7. Mobilizing the national expertise on substantive issues to be addressed by Cooperation Programmes as and when necessary subject to funds availability;
8. Follow-up on procedures pertaining to the management of tenders, subcontracts and cooperation agreements;
9. Assist project managers as and when required on technical issues and in reporting to UN-HABITAT headquarters;
10. Coordinate through UN-HABITAT and UNDP Moscow timely payments/instalments for projects of the Programme of Cooperation in accordance with project documents;
11. Monitor the implementation of Programme of Cooperation on a regular base;
12. Produce result based regular reports to UN-HABITAT Headquarters;
13. Self-evaluation of activities and identification of bottlenecks.

In Information Activities:

1. Participate in the World Habitat Day 2006 Observance in Russia and prepare a narrative
2. Prepare and organise printing of the Russian version of quarterly Habitat Debate;
3. Create and maintain a web site, publicize and monitor media coverage of Programme implementation and other joint activities in Russian and English and maintain a database of media contacts and regularly send them newsworthy the information;
4. Compile and disseminate through a quarterly [electronic](#) newsletter information related to the projects and other joint activities undertaken within the Cooperation Programme to all stakeholders including regional and local authorities, the private sector, professional associations, academic institutions, NGOs and representatives of poor and vulnerable groups and interested international partners;
5. Compile information related to the Russian legislation and norms in the sphere of housing and urban development;

6. Create and maintain an up-to-date database of key partners in Russia and regularly disseminate UN-Habitat's publications, reports and promotional materials and keep partners informed about UN-HABITAT meetings and events including World Habitat Day, the World Urban Forum, and UN-Habitat's Governing Council;
7. Coordinate celebrations of World Habitat Day in Russian Federation;
8. Create and maintain a database of Best Practices from Russia and contribute to the overall Best Practices database.

C. Products (outputs) in 2006

1. Recruiting and Training PIU staff;
2. Participation in the Observance of the World Habitat Day;
3. Organising and coordinating the implementation of the Programme;
4. Project(s) for 2007 and project(s) implementing teams identified;
5. Organising information activities;
6. Launching production of a quarterly newsletter in English and Russian;
7. Creation of a website;
8. Translation, publication and dissemination of the quarterly Habitat Debate, 4 issues for 2006, 1000 copies each;
9. Data bases launched;
10. Enhanced contacts with different stakeholders being established;
11. Progress narratives and financial reports;
12. Report for the 2006 activities including self-evaluation.

D. Inputs from UN-HABITAT

Inputs from UN-HABITAT in 2006 will include:

1. A budget of USD _____ from the year 2006 Russian contribution to the United Nation Habitat and Human Settlements Foundation;
2. Technical assistance of the UN-HABITAT Technical Advisory Branch (TAB) and the Regional and Technical Cooperation Division (RTCD);
3. Technical assistance and support of RTCD Programme Management Officer;
4. Technical assistance of UN-HABITAT Information Services Section and other Divisions of UN-Habitat when required

E. Duration

One year since signing the contract with further extension for the next year subject to funds availability.