

**Draft AGENDA  
CITIES ALLIANCE STEERING COMMITTEE**

**15 April 2007: 4:30–7:00 p.m.**

**Room N-103  
UN-Habitat, Girgiri  
Nairobi, Kenya**

1. Cities Alliance Medium Term Strategic Plan

The CA Secretariat will make a progress report on the development of a MTSP, which is to be distributed electronically to the CG for consideration during June 2007.

2. Staffing/ Personnel matters

- > Review of the nomination of Güenter Meinert to be seconded from GTZ (to replace Jörg Haas). Guenter's CV and proposed TOR are attached.
- > Briefing on other possible secondments
- > Administrative staffing update

3. Membership update.

4. Review of funding proposals

- > Large Proposals – no proposals are ready for SC review at this time
- > Briefing on other proposals

5. Briefing on the April 2007 PAB meeting to be held in Tunis and hosted by the African Development Bank, and on planning for the November 2007 CG meeting to be held in Manila.

# **Notes on Agenda Items**

## **CURRICULUM VITAE GÜNTER LORENZ MEINERT**

**PERSONAL DATA** Meinert, Günter Lorenz  
Feinbergweg 16  
61440 Oberursel  
guenter.meinert@gtz.de  
born on December 29<sup>th</sup>, 1957  
German national  
married, two daughters (born 1993 and 1998)

### **KEY QUALIFICATIONS**

- Specialized in urban and local development, decentralization, governance
- Working experience on advising at community level as well as local, intermediate and national governments and institutions
- Working experience on policies, instruments and procedures; institution and capacity building; project cycle management; knowledge management, monitoring, dissemination
- Working experience in public sector institutions, private consultancy, universities, international cooperation

### **EDUCATIONAL BACKGROUND**

- 2001 University of the Americas, Quito, Ecuador;  
postgraduate Master in Decentralization and Local Development
- 1987 University of Kaiserslautern, Germany;  
Engineer in Environmental and Spatial Planning

1978 Abitur (German High School Diploma)

1976 High School Diploma, Illinois, USA

## **PROFESSIONAL EXPERIENCE**

2006 to date Lecturer at Technical University Berlin,  
International Postgraduate Master Course “Urban Management”

2005 to date Head of Unit “Decentralization, Regional and Local  
Governance”, GTZ German Technical Cooperation, Headquarter  
Eschborn, Germany  
project appraisal and evaluation,  
technical backstopping of field staff,  
knowledge management

2004 - 2005 Priority Area Manager “Sustainable Urban Development“,  
GTZ Headquarter, Eschborn, Germany  
business plan for urban projects,  
advisory concept development

2001 - 2003 Lecturer at the University of the Americas, Quito, Ecuador;  
postgraduate Master in Decentralization and Local Development

1998 - 2004 Team Leader of GTZ projects in La Paz, Bolivia,  
public policy (PRSP) communication and concertation  
strategy, i.e. intercultural communication,  
poverty reduction strategies at local level,  
participatory local development,  
legal framework for spatial planning,  
disaster prevention

1995 - 1998 Adviser of GTZ project in Santa Marta, Colombia  
resource management of Rio Magdalena Delta Area,  
concertation and conflict resolution,  
local planning

since 1993 Short term assignments to Chile, China, Egypt, Guatemala,

Honduras, Indonesia, Mongolia, Peru, Philippines, Syria, Yemen,  
project appraisal and evaluation

- 1991 - 1995 Head of Division at Frankfurt Metropolitan Area Association,  
Germany  
land use planning for the Frankfurt Metropolitan Area
- 1988 - 1991 Researcher at the Faculty of Spatial Planning, University of  
Kaiserslautern, Germany  
Environmental impact assessment in local and regional  
planning
- 1986 - 1987 Urban Planer at incopa consultants, Saarbrücken, Germany  
Urban renewal projects
- 1978 - 1979 Administration officer at Federal Employment Agency  
(Arbeitsamt), Ludwigsburg, Germany

**LANGUAGE SKILLS** (1 = low competence; 4 = high competence; 5 = mother tongue)

	Reading	Speaking	Writing
German	5	5	5
English	4	4	4
Spanish	4	4	4

Günter Meinert  
Eschborn, 27<sup>th</sup> of February 2007

# Terms of Reference

**TITLE:** Senior Programme Officer, Cities Alliance Secretariat

**SUPERVISOR:** Manager, Cities Alliance Secretariat

**DUTY STATION:** Washington, D.C.

## ***PURPOSE AND SCOPE OF POSITION***

The Senior Programme Officer will lead the Cities Alliance Secretariat's efforts to strengthen and enhance the Cities Alliance's monitoring and evaluation system, in response to the findings and recommendations of the 2006 Independent Evaluation of the Cities Alliance, and serve as a key member of the City Development Strategy team.

## ***Cities Alliance Secretariat***

The Cities Alliance Secretariat is a small team of professional and administrative staff responsible for carrying out the Alliance's mandate and managing its day-to-day operations. The Secretariat is housed at the World Bank's headquarters, from where it serves the full membership of the Cities Alliance Consultative Group. The Secretariat receives guidance on policy matters and overall direction by a five-member Steering Committee of the Consultative Group. It also benefits from advice provided by the Alliance's Policy Advisory Board. The Secretariat works as a team; all team members are expected to have open communication lines and closely coordinate their activities to ensure that the highest quality standards are met in the execution of their responsibilities.

As per the Cities Alliance Charter, the Secretariat's key responsibilities include:

- Screen and evaluate project proposals in accordance with the criteria adopted by the Consultative Group
- Provide secretariat services to the Consultative Group and the Policy Advisory Board
- Establish and maintain effective relations with partners, including support of the Consultative Group in fundraising
- Draft the work programme and budget, and administer the disbursement of funds
- Monitor the implementation of projects and disseminate lessons learned on best practices
- Maintain a database of existing projects of relevance to the two main areas of activities of the Cities Alliance.

## ***DUTIES AND ACCOUNTABILITIES***

1. Provide leadership to Cities Alliance members, partners and Secretariat staff to design, and help implement, a monitoring and evaluation programme for the Cities Alliance, as part of the organisation's medium term plan;
2. Assist the CDS and Slum Upgrading Teams to develop a framework for the monitoring and evaluation of their respective portfolios, and for selecting indicators and an approach to monitoring and evaluating the impacts of CDS and SU projects;
3. Liaise with the knowledge management and communications staff to ensure that the results of the M&E framework are incorporated into all aspects of the secretariat's functions;
4. Provide support and participate as a member of CDS team, assessing new proposals, analyzing progress reports, and providing strategic advice on the portfolio;
5. As part of CDS team, maintain liaison with innovative cities, city associations and other Alliance partners to improve the efficiency and impacts of CDS activities;
6. Assist with the Project Final Evaluations conducted by the Secretariat;
7. Help broaden and deepen the Alliance's engagement with Cities Alliance members; and
8. Provide other assistance to the Secretariat in the discharge of its functions as may be requested from time to time by the Secretariat Manager.

## ***QUALIFICATIONS AND EXPERIENCE***

- A recognized leader in the fields of urban development, with substantial international experience and expertise in monitoring and evaluation and in the formulation and implementation of urban policies and strategies as well as broad knowledge of "state of the art" practices and theories in these fields;
- Proven ability to work independently, seeking guidance from other senior officers on complex issues as may be required;
- Proven ability to support learning processes, guide tool development and establish norms, standards and results management regimes for monitoring impacts;
- Ability to combine a strategic vision with a pragmatic approach and the capacity to select priorities;
- Strong analytical abilities, writing and communication skills;
- Client focus and commitment to results;
- Fluency in English required, knowledge of French and/or Spanish an asset.