TERMS OF REFERENCE

Consultancy – Support the organizational work for the holding of the “First UNCCD/Bonn International Conference of Universities on Land and Sustainable Development”

Consultancy reference number: CCD/19/STI/85

Background

The UNCCD Secretariat is the custodian of one of the three Rio Conventions namely, the Convention to Combat desertification, land degradation and mitigate the effects of drought. The implementation of this Convention is crucial to the achieving the Sustainable Development Goals as it plays the vanguard role in helping countries to achieve Land Degradation Neutrality (LDN). And, taking care of the bio-productive lands of the planet through inter alia efficacious Sustainable Land Management is sine qua non if Agenda 2030 is to be realized.

As outlined in Article 19 and various decisions taken at every UNCCD Conference of the Parties (COP) thus far (see: https://knowledge.unccd.int/cbm/cops-and-process-capacity-building-unccd-throughout-years), capacity building is central to the efficacious implementation of the UNCCD. Consequently, included in its mandate as chief custodian, the Secretariat is required to facilitate capacity building to support the UNCCD process in general and at all levels. And, as part of its efforts to fulfil this mandate, the Secretariat shall -in partnership with the City of Bonn and other stakeholders-, hold in the autumn of 2020 the first UNCCD/Bonn International Conference of Universities on Land and Sustainable Development.

The main theme of this first conference shall be ways and means of achieving Objective 1 of the UNCCD 2018–2030 Strategic Framework which aims “to improve the condition of affected ecosystems, combat desertification/land degradation, promote sustainable land management and contribute to land degradation neutrality” within the overall framework of sustainable development and the implementation and realization of Agenda 2030. Consequently, the focus of this consultancy is supporting the organization and bringing to fruition a conference that shall inter alia play a significant role in the achievement of this objective.

Consultant tasks

Under the direct supervision of the Programme Officer of the UNCCD Capacity Development and Innovations Office, the consultant shall perform the following main duties:

1. Make the first draft of the content for the conference based on the indicated objectives for the conference;
2. Identify the possible roles of all partners involved in the exercise;
3. Prepare a list of universities and research institutions to be invited to the conference;
4. Identify possible roles (e.g. presentations) to be made by different universities based on their focus and in accordance with the objectives of and content for the conference;
5. Design the formats (plenaries, round tables, panels etc.) for the exercise based on the draft content;
6. Prepare a justified and feasible budget for the exercise;
7. Work with the relevant Secretariat staff on all preliminary arrangements for the conference;
8. Prepare the final draft of the content for the exercise;
9. All other duties relating to the organization of the conference as determined by the supervisor.

**Requirements**

- At least a master’s degree in an area related to sustainable development, environment, land management or forestry; and/or a master’s degree in a social science field preferable in administration, business management, communication or public relations;
- Good general knowledge of the issues of sustainable development;
- General knowledge of the UNCCD and/or the other sustainable development conventions;
- Proven experience in the organization of international conferences; and in the absence of a master’s degree, at least 5 years’ experience in the organization of such conferences;
- Demonstrated professional experience in the field of communications, external relations, or corporate communications;
- Excellent command of English language;
- Excellent research skills;
- Demonstrated ability to work independently, handle multiple tasks, and deliver assignments on time;
  - Able to adapt to an international, multicultural and multilingual environment;
  - Willing to take initiative and be a very good team player

**Contractual terms**

The consultancy shall be carried out at the offices of the UNCCD in Bonn, Germany for a duration of 1 (one) month, beginning 15th February 2020. The consultant shall work five days per week. The consultancy fee is based on qualifications and the level of experience. All products resulting from this consultancy are the exclusive property of the UNCCD.

**Submission of application**

Applications should be submitted by e-mail to staffing@unccd.int with a UNCCD Personal History Form1 and cover letter, specifying the reference number: CCD/19/STI/85.

The **deadline for applications is 20th January 2020.** Only applications submitted by the deadline will be considered.

Due to the volume of applications received, receipt of applications cannot be acknowledged individually. Please address your application as indicated above and please do not address or copy your application to an individual at the Secretariat or Global Mechanism. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.

Date of issuance: 18 December 2019

---

1 [https://www.unccd.int/sites/default/files/inline-files/UNCCD%20P-11%20Form_1.pdf](https://www.unccd.int/sites/default/files/inline-files/UNCCD%20P-11%20Form_1.pdf)