TERMS OF REFERENCE

To support the administrative and other arrangements for the organization and holding of the Capacity building workshop for African Countries (Ankara Turkey, 15-18 June 2020)

Consultancy reference: CCD/20/STI/13

Background
The United Nations Convention to Combat Desertification (UNCCD) was established in 1994 to support the combat of desertification and mitigate the effects of drought. Through effective action on multiple levels, supported by international cooperation and partnership arrangements, the UNCCD contributes to the achievement of sustainable development in affected areas.

The Convention and various decisions of the Conference of Parties (COP) (see: https://knowledge.unccd.int/cbm/cops-and-process-capacity-building-unccd-throughout-years) mandate the Secretariat to facilitate including through partnerships, the implementation of initiatives to support capacity development for the efficacious realization of the UNCCD process.

In keeping with the above-outlined mandate, and in the context of the SDGs with a commitment to achieve Land Degradation Neutrality (LDN) by 2030, the UNCCD Secretariat shall, in close cooperation and collaboration with the Government of Turkey, and within the framework of the Ankara Initiative, organize a Capacity building workshop for African Countries in Ankara, Turkey, 15-18 June 2020. The main objective of this exercise is supporting capacity building activities to assist selected African countries in their efforts to implement their LDN and drought amelioration programmes, with a focus on the nexus between climate change, land degradation and drought; and within the context of supporting the achievement of sustainable development in Africa.

Duties and responsibilities
Under the direct supervision of the Head of the UNCCD Capacity Development and Innovations Office, and working collaboratively with all staff, the incumbent shall perform the following main duties:

- Provides logistical support and prepares background materials for use in workshop, training sessions, meetings, etc.
- Contributes to the preparation of status and progress reports by collecting information, preparing tables and drafting selected sections;
- Drafts and/or types correspondence, notes, documents, reports, prepares required contracts, keeps the necessary flow of correspondence;
- Organizing the list of participants and the schedule for participation;
- Coordinate and assist in making travel and visa arrangements for participants of the workshop, including logistics arrangements;
- Support coordination of the exercise by working with all other persons concerned;
- Responsible for all content appearing on the special website for the event;
- Maintain general office files and keep information and reference material in a manner that allows easy reference retrieval;
- Perform all necessary secretarial services such as photocopying, collection and distribution of incoming mail, dispatching outgoing mail; locating files, etc.
- Perform other duties as may be required
Requirements

- High school diploma is required. University degree in business administration or management is desirable;
- Proven experience of at least 1 year in organizing events and/or in the administration of training events;
- Good knowledge of the UN and the general working of the Secretariat;
- Knowledge of Microsoft Office;
- Fluency in oral and written English is required;
- Ability to write reports;
- Good organizational skills;
- Excellent interpersonal skills, interactive and professional attitude, ability to work well in a team setting and with multiple partners.

Contractual terms

The duties listed herein shall be carried out at the offices of the UNCCD in Bonn, Germany for a duration of one (1) month beginning 1st April 2020. The fee shall be based on qualifications and the level of experience. All resulting products 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 Form and cover letter, specifying the reference number: CCD/20/STI/13.

The deadline for applications is 25 March 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. Candidates who do not receive any feedback within two weeks of the deadline should consider their application as unsuccessful.

Date of issuance: 11 March 2020

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1 UNCCD P-11 form in electronic fill-in.pdf OR .docx format available: https://www.unccd.int/about-us/secretariat/vacancies/apply-unccd