TERMS OF REFERENCE

Consultancy to establish archiving and preservation guidelines for UNCCD/SDG reporting files and data

Consultancy reference number: CCD/20/STI/48

Background

Desertification, land degradation and drought, along with climate change and the loss of biodiversity, were identified as the greatest challenges to sustainable development during the 1992 Rio Earth Summit. Established in 1994, the United Nations Convention to Combat Desertification (UNCCD) is the sole legally binding international agreement linking environment and development to sustainable land management.

The UNCCD provides the foundation for its 196 country Parties and the European Union to work together to combat desertification, land degradation and mitigate the effects of drought; maintain and restore land and soil productivity, and improve the living conditions for people in drylands. Parties are required under the Convention to communicate, through the UNCCD secretariat, reports on measures undertaken to implement the Convention. The process of national reporting is an indispensable tool to bring forward effective planning and implementation of the Convention and the achievement of the strategic objectives at global and national levels. Due to advances in data and technology and in response to the political process undertaken by Parties designed to enhance the capacity of countries to collectively address desertification, land degradation and drought (DLDD), the Convention’s approach to reporting continuously evolves.

In 2017 the UNCCD Conference of the Parties (COP) adopted the UNCCD 2018–2030 Strategic Framework with five strategic objectives and an underlying indicator and monitoring framework.¹ In 2018 country Parties reported for the first time in a harmonized way on the trends in these indicators.² All submitted national reports are publicly available on the PRAIS platform (https://prais.unccd.int/unccd/reports).

In order to prepare official documents containing the analyses of submitted data, the secretariat has established a procedure that necessitates to distinguish between data submitted, data checked through a quality assurance process, data resubmitted and finally data that has been used to produce official documentation for the Committee charged with the review of that information. As the UNCCD is in the process of improving its reporting platform to handle reporting data based on spatial data, the secretariat


² For individual country reports, see https://prais.unccd.int/unccd/reports. For a synthesis of information reported by country Parties for each strategic objective, see documents ICCD/CRIC(17)/2 through ICCD/CRIC(17)/7 at: https://www.unccd.int/official-documents/cric-17-georgetown-guyana-2019
is recruiting a consultant to provide advice on the proper archiving and handling of the electronic files and data used in the reporting process, with the aim to support the long-term availability, integrity, usability and reliability of the data collected.

**Scope of work for the archiving and preservation guidelines for UNCCD/SDG reporting files and data**

After an initial desk top study on all relevant documents, files and data, the consultant would be expected to develop archiving and preservation guidelines for the UNCCD and SDG reporting process, particularly with regards to:

- Requirements for metadata, file formats and preservation standards
- Mechanisms for ensuring data integrity
- Archiving needs and requirements for long-term digital storage
- Documentation standards

Further the consultant is expected to draft the Statement of Requirements (SOR) for an archiving system or platform including:

- Technical and functional requirements
- Financial requirements
- Security, performance and sustainability

**Consultant tasks**

The UNCCD reporting process is in the process of being improved in particular with regard to integrating data sources, including geo-spatial data with the PRAIS portal and other reporting tools. While the archiving and preservation guidelines developed by this consultancy are supposed to properly address the needs of the last reporting round (2017-2018 UNCCD reporting process) it should also take into consideration all new elements of reporting that are currently designed i.e. new indicator frameworks for drought, and the financial flows.

In order to achieve this the consultant will be requested to liaise with staff of the Secretariat involved in the UNCCD and SDG reporting as well as the staff from the Global Mechanism as it concerns data on financial flows. In addition to consultations with responsible staff members, the consultant will also be requested to consult with another consultant hired to develop and design the new system architecture that combines data sources, including geo-spatial data, reporting tools and the reporting platform.

The consultant will be requested to:

1. Undertake a desktop study on all relevant information, files and data currently available that need proper preservation and archiving;
2. Undertake consultations with secretariat and Global Mechanism staff for reporting requirements so far not included in the last reporting process;
3. Consult with the other consultant working on designing the new system architecture for UNCCD reporting;
4. Prepare preservation and archiving guidelines;
5. Prepare a comprehensive document outlining technical and financial requirements to establish a UNCCD reporting archiving system

**Requirements**

The candidate should meet the following qualifications:
• Advanced university degree in computer science and Information Technology, or related disciplines;
• Working experience in land surface mapping and monitoring, including spatial and multi-temporal analysis of land cover, land productivity and/or SOC stocks, agro-ecological zones, rainfall and NDVI estimates, indicators, web mapping, GIS and programming tools would be an asset;
• Fluent ability to communicate in English;
• Flexibility and ability to work to tight deadlines;
• Attention to detail, and demonstrated ability to work independently;
• Good knowledge of applicable data privacy practices and laws;
• Basic understanding of the UNCCD’s goals and objectives is desirable;
• Superior written and oral communication skills, including ability to present ideas in user-friendly language.

**Deliverables**

By the end of the assignment the following deliverables should be provided:

• A report outlining the overall requirements and recommendations;
• A document describing the guidelines for filing and archiving;
• A document with the proposed statement of technical and financial requirements;

**Contractual terms**

This consultancy is funded for a period of 2.5 months starting mid-October. The consultant will be home-based, relying primarily on electronic communications. The consultant is required to prepare an overall work plan for the contract period at the beginning of the assignment to be agreed with the UNCCD secretariat. All products developed and delivered through this consultancy shall remain the exclusive property of the UNCCD secretariat and shall not be divulged and/or used without prior written authorization.

**Submission of application**

Applications should be submitted by e-mail to staffing@unccd.int with a UNCCD Personal History Form³, CV and cover letter, specifying the reference number): CCD/20/STI/48. The cover letter must include expectations for remuneration and an outline of the approach for producing the deliverables.

The **deadline for applications is 01 October 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 two months of the deadline should consider their application as unsuccessful.

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