



TERMS OF REFERENCE

Individual contractor to support technical, technological & substantive work of the UNCCD Capacity Development & Innovation Office (CDIO)

Consultancy reference number: CCD/21/STI/32 re -advertised.

Background

The need for relevant capacity development for efficacious implementation of the Convention as a whole; for the implementation of the UNCCD 2018-2030 Strategic Framework, and to support country Parties in their efforts to achieve Land Degradation Neutrality (LDN) is universally recognized. Indeed Article 19 of the Convention stresses that, “Parties recognize the significance of capacity building - institution building, training and development of relevant local and national capacities - in efforts to combat desertification and mitigate the effects of drought. They shall promote, as appropriate, capacity-building.”

Capacity development has always featured as essential to the efficacious implementation of the Convention at all levels as is confirmed by the many decision concerning the same, adopted by the COP (see: <https://knowledge.unccd.int/cbm/cops-and-process-capacity-building-unccd-throughout-years>). Further, with the adoption of LDN as one of the targets of Sustainable Development Goal 15, the UNCCD has been mandated by paragraphs 9 and 10 of Decision 3/COP.12 to provide assistance to country Parties so as to enhance their capacity to achieve this target.

Parties attending COP13 adopted for the first time a standalone decision on capacity building requesting the Secretariat to inter alia, “Continue targeted capacity building to support the implementation of the Convention, including land degradation neutrality by Parties.” And, at COP14, Parties adopted Decision 2/COP.14 with the aim of enhancing the effectiveness of capacity building within the UNCCD process.

It is with the intention of supporting the capacity development process as mandated by the COP that the Secretariat has designed, developed and launched several essential tools including the Capacity Building Marketplace (CBM), and its exclusive E-learning Platform. These tools along with others are meant to assist affected country Parties in their efforts to create, build, strengthen, deepen and broaden relevant capacities for a more effective implementation of the Convention.

Consultant tasks

Under the direct supervision of the Head of the UNCCD Capacity Development and Innovation Office (CDIO), the individual contractor shall provide technical, technological and substantive support to the CDIO in all areas of its work. This shall include daily maintenance of the Capacity Building Marketplace (CBM), (see: <https://knowledge.unccd.int/cbm/capacity-building-marketplace>), and the exclusive E-learning Platform (see: <https://unccd-capacitybuildingmarketplace.moodle.school/>) as regards creation of and updates to their contents, and advising on all technical aspects and operating technologies. The Individual contractor shall also shoot and edit all videos to be produced by the Capacity Development and Innovation Office for the implementation of its work programme.

In performing these functions, the incumbent will carry out the following concrete tasks:

- 1) assist in keeping the CBM up to date, including the entering of the collected and approved information into the databases for publication,



- 2) do video recordings and all other technical work necessary for the functioning of the CBM and E-learning platform,
- 3) technical training of new interns as regards CBM content creation, uploading and management,
- 4) facilitating all technical operations of both the CBM site and the new e-learning platform; ensuring that content and format are of the required standards,
- 5) assist in the organization of the CDIO outreach activities,
- 6) ensure that all e-learning courses presently available on the e-learning platform are readily accessible and useable,
- 7) support the technical design and development of new e-learning courses,
- 8) support the design and development of the UNCCD virtual museum,
- 9) any other pertinent duties relating to this consultancy as determined by the supervising officer.

Requirements

- At least a bachelor's degree, in an IT related field,
- sound knowledge of and ability to use Microsoft Office Suite and Adobe Photoshop. Knowledge of HTML, general knowledge of Content Management Systems and in particular Drupal is necessary,
- good experience in producing and editing text content,
- good experience in producing content (images, and movies) for internet publications and social medial,
- research skills: ability to perform effective and efficient internet searches, and desk research,
- ability to work with minimum supervision and set own deadlines, as well as in a team,
- experience in having worked on the development and posting of content on the internet sites,
- good knowledge of videotaping and editing is essential,
- experience using social media such as Twitter and Facebook,
- fluency in written and spoken English is essential.

Deliverables

- Provide day-to-day technical, technological and administrative work to support the daily operation of the CBM.
- 6 new interns are trained to use all the systems of the CBM.
- A minimum of 8 videos for two new learning courses are shot and edited.
- 200 pieces of information -prepared by interns for inclusion on the CBM- are reviewed and uploaded each month.
- 3 awareness-raising videos for promotion of the capacity building and innovation work being done by the Secretariat are prepared.
- Support for the technical and technological organization of two webinars is provided.
- A comprehensive review of the e-learning platform and a complete report of this revise is conducted.

Contractual terms

This consultancy shall run for four (4) months starting 01 September 2021. The individual contractor shall be mainly home based but shall be required to work at the UNCCD offices from time to time. The 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, CV and cover letter, specifying the reference number): **CCD/21/STI/32 re-advertised.**

Applicants who have already send their applications to CCD/21/STI/32 do not need to re-apply.

The **deadline for applications is 06 August 2021**. 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: 07 July 2021

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