



TERMS OF REFERENCE

Procedural Secretary (2 positions)

Reference number: CCD/22/EDM/C/03

Background

The functions of the secretariat of United Nations Convention to Combat Desertification (UNCCD) are to make arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies established under the Convention and to provide them with services as required.

In addition, in line with the rules of procedures of the Conference of the Parties as adopted by decision 1/COP.1, the secretariat shall notify Parties of the dates and venue of an ordinary session at least two months before the session is due to commence.

As per decision 33/COP.14 and in accordance with the deliberations of the COP Bureau and after consultations between the Government of Côte d'Ivoire and the UNCCD Secretariat, it has been decided that the fifteenth session of the Conference of the Parties (COP15) will take place from 9 to 20 May 2022 in Abidjan. Consultations of Regional Implementation Annexes in preparation for the session and other training activities will be held prior to the meeting.

The Governing Bodies & Legal Affairs Office of the UNCCD secretariat is in charge with planning and general coordination of core meetings of the UNCCD process. Among its main responsibilities, one of the tasks refers to provision of technical procedural support to the meetings of COP' subsidiary bodies (CST and CRIC) and sessional meetings of the Committee of the Whole (CoW).

Accordingly, the Unit will recruit two (2) short-term Procedural Secretaries to assist in providing technical support to the meetings of the COP's subsidiary bodies (CRIC and CST) and sessional meetings of the Committee of the Whole (CoW) for the forthcoming COP15.

Objective of consultancy

Technical procedural support to the meetings of COP' subsidiary bodies (CST and CRIC) and sessional meetings of the Committee of the Whole (CoW) is successfully provided.

Duties and Responsibilities:

Under the general supervision of the Chef de Cabinet and daily guidance of the Conference Affairs Officer, the assignments of the consultants will include the following:

Pre-session

- Feedback from substantive officers on the proposed agenda items¹ to be allocated to the meetings of the COP's subsidiary bodies (CoW, CRIC and CST);
- Identify emerging issues pertaining to the intergovernmental process and the mandates of the secretariat, analyse implications and make procedural recommendations;
- Develop scenarios for, and schedule the proceedings of CoW, CRIC and CST meetings with Plenary meetings and informal consultations;
- Prepare procedural notes for the Chairpersons of the CoW, CRIC and CST for each meeting and on each corresponding agenda item;

In-session

¹ Draft provisional agendas for COP15, CRIC20 and CST15 will be provided to this end



- Provide guidance and advice to the Chairpersons of the CoW, CRIC and CST as well as to other elected officers on the organization of work, status of negotiations, conduct of business, rules of procedure and the established practices and participate to this end in the respective Bureaus meetings;
- Prepare the official programme of the CoW, CRIC and CST meetings and summaries of proceedings for inclusion in the daily Official Journal of the session;

Post-session

- Provide relevant records related to sessional proceedings of the CoW, CRIC and CST meetings and include them in the COP15 Report Part I on Proceedings in liaison with the COP15 Rapporteur.

Deliverables

Key deliverables are:

- ✓ Procedural notes for the Chairpersons of the CoW, CRIC and CST for each meeting and on each corresponding agenda item are timely prepared;
- ✓ Official programme of the CoW, CRIC and CST meetings and summaries of proceedings are prepared and included in the Official Journal of the session;
- ✓ Records related to sessional proceedings of the CoW, CRIC and CST meetings are successfully included in the COP15 Report Part I on Proceedings

Contractual terms

In view of the identified workload, the proposed consultancy should cover a total period of approximately three (3) weeks between 1 April to 31 May 2022, home based. Travel to the COP 15 in Abidjan, Ivory Coast is envisaged during the contractual period. All products resulting from this contractual arrangement are the exclusive property of the UNCCD.

Requirements

- Advanced university degree in international relations, law, environmental science or related area is required
- First-hand experience in delivery of procedural support to intergovernmental processes, including insights into the application of rules of procedure, mandates and relevant procedural provisions
- Demonstrated organizational capacity to manage and improve interconnected workflows;
- Good inter-personal skills, ability to work in a team
- Fluency in oral and written English and knowledge of another official UN language would be an asset.

Special notice

Only individuals who can act as independent, individual economical operators are qualified to apply. Individuals who can provide their services only on account of an institution or enterprise not in their individual capacity are not eligible under this procedure.

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations Secretariat and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultant and individual contractor is responsible for determining tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

Submission of application



Applications should be submitted by e-mail to staffing@unccd.int with a UNCCD Personal History Form², CV and cover letter, specifying the reference number: **CCD/22/EDM/C/03**.

The deadline for applications is **11 February 2022**. Only applications submitted by the deadline and with complete documentation will be taken into consideration.

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: 12 January 2022

² UNCCD P-11 form in electronic fill-in .pdf OR .docx format available: <https://www.unccd.int/about-us/secretariat/vacancies/applying-unccd>