



TERMS OF REFERENCE

Conference Registration Assistant - Individual Contractor (2 positions) Bilingual (English - French/ English - Spanish)

Consultancy reference: CCD/22/AS/IC/07

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 secretariat is in charge with facilitation of participation (invitations and visa issues) as well as accreditation and registration (list of participants) of delegates.

Accordingly, the Administrative Services Unit will recruit two (2) bilingual (English-French/English-Spanish) conference registration assistants to assist in these tasks for the forthcoming COP15.

Objective of consultancy

Technical support on notifications, visa and travel issuance, registration and accreditation is successfully provided.

Duties and Responsibilities:

Under the overall supervision of the Chief of AS and the direct supervision of the Procurement Associate, the contractors will join the notification and visa follow-up team.

The assignments of the incumbent will include the following:

Follow-up on submission of general invitation letters

- Follow-up and monitoring on the receipt of the invitations; and
- Follow-up with the concerned units of the secretariat on the expedition of invitations to focal points.

Travel arrangements for funded participants

- Monitoring the status of funded participants' nomination and countercheck with the Science Technology and Implementation unit for officially appointed National Focal Points, and Science and Technology Correspondents;
- Assistance in the acquisition of index numbers in UMOJA for new participants to the meeting;
- Liaison with the travel unit and assistance with the travel arrangements for funded participants including payments of daily subsistence allowances in accordance with the rules and



procedures of the United Nations for travel. Follow-up for late nominations or amendments on the travel is to be ensured, as required; and

- Assistance with additional travel arrangements required for the acquisition of visas for participants that do not have host country embassies in their country and/or subsequent issuance of landing visa request as appropriate.

Visa arrangements

- Prepare and update database on the host countries diplomatic missions for visa acquisition of participants;
- Preparation of nominative letters of invitation for participants in English, French and Spanish, ensuring liaison and follow-up, as required; and
- Preparation of verbal note and liaison with corresponding embassies/consulates of the host country to assist in the facilitation of visa issuance to participants, as required.

Registration and Accreditation

- Sorts and files accreditation letters of participants;
- Input and amend delegate's personal data on the database as appropriate and control accuracy of information on participant profiles;
- Assists in updating and processing corrections/additions to the list of participants based on the corrections/amendments provided by respective participants; and
- Assists in the registration desk during the meetings by welcoming and accrediting participants and issuing badges.

Administrative tasks

- Preparation of status reports on the overall arrangements for the participation of funded participants as required;
- Maintenance of a unified, efficient filing system both paper and electronic in connection to the work given; and
- Other tasks as required.

Contractual terms

The contractor should normally work from UNCCD office in Bonn. The services of the selected individual contractors will be required for a period of 2 months, starting as soon as possible. All products resulting from this contractual arrangement are the exclusive property of the UNCCD.

Required qualifications

- High school education supplemented by secretarial or equivalent school courses. Good drafting skills in English and French /Spanish.
- Excellent working knowledge of Word and Excel.
- Ability to take initiative and make independent judgements. Capacity to take on responsibilities, and work under pressure. Good inter-personal skills, ability to work in a team.
- Previous secretarial experience in a United Nations organization would constitute a strong asset.

Submission of the 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/22/AS/IC/07](#).

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



The deadline for applications is **25 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: 16 Feb 2022