



TERMS OF REFERENCE

Operations Associate

Consultancy reference number: CCD/22/STI/IC/21

Background

Capacity building and innovation are two of the Secretariat main tools and mechanisms for fulfilment of its mandate and regards capacity development to facilitate the implementation of the Convention. They are also two of the organizations best doorways promoting interaction with direct stakeholders and the public at large as regards all aspects of capacity building within the framework of the UNCCD process as outlined in Article 19 of the Convention, and in the many relevant decisions adopted at various sessions of the Conference of the Parties (COP). (See: <https://knowledge.unccd.int/cbm/cops-and-process-capacity-building-unccd-throughout-years>).

With the expansion of the Secretariat's capacity development programme, and the coming on stream of the programme of innovation, there are greater demands to be met by the Capacity Development and Innovation Office (CDIO). Indeed, the CDIO has launched several major new initiatives including the following major projects:

- Women and the UNCCD through the years
- The UNCCD Children's project
- The development of the UNCCD innovation programme
- The development of a series of new e-learning courses
- A project on the CSOs and the post COVID-19 implementation of the UNCCD
- A global remote internship programme
- The distant internship for young professionals from the SIDS and LDCs.

The abovementioned projects are being undertaken while the CDIO continues to fulfil daily the tasks necessary for the realization of its standard work programme. There is consequently the need for additional support if the programme of the CDIO is to be realized within the timeframe planned. The CDIO is therefore seeking to recruit a consultant to assist in the realization of all tasks of the team.

Objective of consultancy

Through the work of the consultant, the CDIO will better deliver its programme of work both administratively and technically. Concrete projects such as the Children and the UNCCD, and the women and the UNCCD shall continue to be implemented and expanded and a dedicated landing page for each of the projects will be developed and deployed. The Capacity Building Marketplace and the e-learning platform shall receive some more of the technical, administrative and operation support that they need, and the UNCCD exhibition at COP 15 shall be successful held.

Duties and Responsibilities:

Under the direct supervision of the responsible Programme Officer, the consultant shall undertake the following tasks:

- 1) Provide technical and administrative expertise for the organization of training of UNCCD staff in preparation for COP15.
- 2) Provide organizational and technical expertise for the holding of the UNCCD
- 3) exhibition at COP15 and, support the day-to-day operations of the exhibition during the COP.
- 4) Conduct research for the preparation of content for all areas of the offers made on the Capacity Building Marketplace.



- 5) Reorganize the management of the CDIO's new social media channels, and promote the campaigns being done on the same, which shall include but not limited to:
 - The conceptualization, design, and development of products to be use on social media;
 - Constant monitoring, review and providing analysis of the performance of the social media channels, and advising the CDIO on possible action to take.
- 6) Conduct research on all activities undertaken for the "Children and the UNCCD" project and develop specific internet pages displaying the actual activities after they have taken place.
- 7) Conduct a mapping of all information received for the "Women and the UNCCD" project and develop specific internet pages to display the contributions, having ensured that they abide by the UN values.
- 8) Provide specialist expertise on the management and implementation of two projects: "Women and the UNCCD through the years" and "Children and the UNCCD" from the perspective of general project management and detailed work plans. Identify implementation's bottlenecks and advice, in close consultation with the responsible Programme Officer, on how to overcome them and improve the overall management of the projects.
- 9) Prepare, in close coordination with relevant staff, technical and administrative reports of the projects. Identify and extract the lessons learnt from the project and report them to responsible Programme Officer for the annual memories.
- 10) Provide support for the conduct of researches for the CDIO lecture series.
- 11) Provide expertise on the further development of internship training programmes.
- 12) Any other duties that may be assigned that are in keeping with the aims of this consultancy.

Deliverables

The incumbent will perform his/her duties in accordance with a work plan to be agreed upon at the start of the contract. The deliverables shall include:

- The UNCCD Exhibition for COP15 is organized and ready in time for the COP launch on 09 May 2022. The day-to-day management during the conference ensures a smooth operation.
- The day-to-day administration and operation of the CBM are enhanced, ensuring an expansion of its reach.
- The relevant internet pages for the "Children and the UNCCD" project are produced by end of June, covering a minimum of three of the exercises done under this project;
- The research for the Women's project is carried out, ensuring a steady increase in the website content (with a minimum of 5 new profiles researched and uploaded per month).
- The CDIO social media campaign is effectively run

Contractual terms

The services of the selected individual contractors will be required for a duration 2,5 months starting mid-April 2022. The consultant will work combination of office work at UNCCD HQ in Bonn and from home.

Requirements

- An advanced university degree (Master's or equivalent) from an accredited education institution in international relations, social sciences, political science, diplomacy, or another related field.
- A minimum of 1 year of progressively responsible experience in providing office operations support is required.
- Strong experience in producing and editing text content is required
- Proven experience in producing content (images, and movies) for internet publications and social media
- Experience in having worked on the development and posting of content on the internet sites is an advantage
- Excellent writing, editing and oral communication skills in English is required.



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 Form¹, CV and cover letter, specifying the reference number: [CCD/22/STI/IC/21](#).

The deadline for applications is **31 March 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 Initiative. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.

Date of issuance: 25 March 2022

¹ UNCCD P-11 form in electronic fill-in .pdf OR .docx format available: [Guidelines | UNCCD](#)