



TERMS OF REFERENCE

Consultant, Hybrid and Virtual Events

Consultancy reference number: CCD/22/GI/C/60

Background

Desertification, 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 Convention seeks to support countries to address Desertification, Land Degradation, and Drought (DLDD). (www.unccd.int)

The G20 (or Group of Twenty) is the annual international forum for the governments from 19 industrialized countries and the European Union (EU). The G20 Leaders' Declaration, issued on Sunday, 22 November 2020, launched a "Global Initiative on Reducing Land Degradation and Enhancing Conservation of Terrestrial Habitats". Building on existing initiatives and on a voluntary basis, the G20 countries share the ambition to achieve a 50 percent reduction in the amount of degraded land by 2040.

The Global Initiative (GI) with oversight from UNCCD, will focus on capacity building, engaging the private sector and civil society and showcasing success. The Director, under the oversight of the Executive Secretary of the UNCCD, manages the Initiative Coordination Office (ICO).

The Global Initiative is planning to organize a series of events online and a hybrid version. We would need a consultant to prepare for the event, promote the event and coordinate organizing these events.

Objective of consultancy

A series of online and hybrid events are held in a regular and professional manner.

Duties and Responsibilities

The consultant is expected to accomplish the following tasks:

- Work with the initiative coordination office and technical office to identify and sequence the online and hybrid events to be organized
- Help to prepare the background papers for the events, in particular those linking to restoration policies, youth, women and private sector
- Work with the IT team to procure and prepare appropriate software and hardware to run the events
- Work the visual communication team to develop the flyers and other materials to promote the event
- Work with the social media team to promote the event through social media
- Manage registrations for the event, from preparing registration forms to issuing certificates
- Conduct preparatory sessions for the events to ensure that the speakers are well briefed on the technical aspects of online and hybrid event
- Work with the event moderator to ensure smooth conduct of the online and hybrid events
- Conduct post event surveys and issue certificates to participants
- Prepare reports on the event, including substantive part as well as statistics
- Prepare recordings of the event and work with the social media team to put them on social media channels
- Support organization of offline event on an as needed basis
- Prepare monthly reports on the views of past events and other insights



Deliverables

Key deliverables:

- ✓ A monthly report of activities undertaken during the month including statistics and insights
- ✓ Background documents on the events on youth, women, restoration policies and private sector
- ✓ A guide for online and hybrid events from concepts to close out report
- ✓ Training report to the technical team on online and hybrid events
- ✓ At least one online/hybrid event conducted every month following the guidance
- ✓ Provide support for offline events for making them hybrid and/or projecting on social media

Contractual terms

The service of the selected consultant is estimated to be for 12 months, starting on January 2023. The consultancy is home-based. All products resulting from this contractual arrangement are the exclusive property of the UNCCD.

Requirements

- Bachelor's degree from any discipline is required.
- At least three years of experience in drafting event concepts, organizing events, social media promotion, and developing event reports
- Familiarity with drafting event concepts, familiarity with the hardware tools, experience in organizing events, experience with communication and online presence
- Fluency in English language, both oral and written, 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/P11 and cover letter, specifying the reference number: [CCD/22/GI/C/60](#).

The deadline for applications is **08 November 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: 25 October 2022

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