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## **TERMS OF REFERENCE**

### **Consultancy: Editor/ Writer**

**Consultancy reference number: CCD/23/C/15**

#### **Background**

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 mandate of the Convention and its 197 Parties is to support “a future that avoids, minimizes, and reverses desertification/land degradation and mitigates the effects of drought in affected areas at all levels – and to achieve a land degradation-neutral world consistent with the 2030 Agenda for Sustainable Development.”

UNCCD aims at communicating the relevance and strategic importance of the Convention in the land use, management, and restoration.

#### **Objective of consultancy**

The objective of this assignment is to support various aspects of communication activities of the secretariat by writing and editing knowledge products in a consistent and coherent manner across all communication platforms.

#### **Duties and Responsibilities**

Under the overall supervision of the Chief of the Global Policy Advocacy and Regional Cooperation (GPARC) of the UNCCD and the direct supervision of the responsible Officer, the incumbent shall perform undertake the following duties:

- Technical writing and editing of knowledge and communications products, including policy briefs, technical guides, and regional reports, ensuring accuracy, clarity, cohesion and conformity with United Nations standards, policy and practice
- Copy-edit documents prepared by the secretariat and the Global Mechanism staff --in some instances, extensive editing is required, including rewriting, abridging and restructuring texts for greater readability and better logic flows
- Ensure all work is authentic, original and appropriately cited and/or referenced.
- Support any other tasks related to editing and writing of knowledge and communication products.

#### **Deliverables**

Successful performance on duties and responsibilities as described above. As well, the expected outputs can include but are not limited to:

- Policy briefs and executive summaries.
- Technical guides and web-based manuals and products.
- Global Land Outlook regional and thematic reports.
- Factsheets, brochures and opinion editorials.
- Internal background documents.



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### Contractual terms

The service of the selected consultant is estimated to be for a period of 08 months during the period from 15 April 2023 until 15 December 2023 and for a maximum of 100 working days, home based. A daily rate will be agreed before signing the contract and payment for services will be monthly, based on the submission of a timesheet.

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### Requirements

- University degree in communication, journalism, public relations, international relations or related disciplines.
- Proven professional experience of at least five years in writing and content development for international environmental organizations or media.
- Experience in manuscript and précis editing and proofreading on environmental texts.
- Able to work independently on a project-by-project basis.
- Excellent writing skills and fluency in English is required.

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### 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.

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### Submission of application

The following documents should be sent to [staffing@unccd.int](mailto:staffing@unccd.int) as **one document**: UNCCD Personal History Form<sup>1</sup> /CV and cover letter, specifying the following in the email subject line: **CCD/23/C/15**.

The deadline for applications is **03 April 2023**. 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. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.

Date of issuance: 13 March 2023

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