



TERMS OF REFERENCE

Consultancy: External Moderator UNCCD Desertification and Drought Day

Consultancy reference number: CCD/23/C/33

Background

The United Nations Convention to Combat Desertification (UNCCD) is an international agreement on good land stewardship. It helps people, communities, and countries to create wealth, grow economies and secure enough food and water and energy, by ensuring land users have an enabling environment for sustainable land management. Through partnerships, the Convention's 197 Parties set up robust systems to manage land degradation and drought promptly and effectively.

On the occasion of the global observance of Desertification & Drought Day 2023, the UNCCD and partners are organizing a high-level event titled "Her Land. Her Rights: Advancing gender equality and land restoration goals" on 16 June 2023, at the United Nations Headquarters in New York. The event will be livestreamed to audiences around the world.

By bringing together leaders and gender champions from all sectors and all parts of the world, the event will serve as an unparalleled launch pad for an ambitious women's land rights agenda. Specifically, the objectives of the high-level event will be to:

- recognize excellence, leadership, and efforts in sustainable land management by women and girls;
- amplify the voices of women and girls living on the frontlines of desertification, land degradation and drought; and
- mobilize global support to advance women's land rights agenda.

The overall objective of engaging an external moderator is to facilitate the smooth flow of the full day programme, properly introduce the speakers and presenters, ensure a dynamic, interesting and balanced discussions during the high-level segments and be the host/hostess during the immersive art exhibition event, making sure of good time keeping.

Objective of consultancy

The following results should be delivered by the host and moderator in consulting with the UNCCD:

- Moderate/Host the High-level event "Her Land. Her Rights: Advancing Gender Equality and Land Restoration Goals" to mark Desertification and Drought Day in New York;
- Master of Ceremony for the immersive art exhibition in New York;
- Interviews with selected high-level speakers, including Goodwill and Land Ambassadors, women and youth leaders;
- An engaging and memorable experience during the events.

Duties and Responsibilities

Under the overall supervision of the Chief of Communications, External Relations and Partnerships (CERP), the moderator will be required to work with UNCCD team to facilitate and ensure smooth flow of the high-level and the immersive art exhibition event. The moderator will interview selected high-level personalities, Goodwill and Land Ambassadors with dynamic, interesting and balanced discussions. Specifically, among others, be required to perform the following tasks:



Before the event

- Be familiar with the core mandate of UNCCD, and its work on gender and tenure, including Gender Action Plan, Abidjan Gender Caucus Declaration, and #HerLand Campaign;
- Conduct relevant research into high-level speakers, including their bio data, names, and engagement in land and gender issues;
- Define the strategy to run the day to make it an interesting exchange of information with the active participation of the audience;
- Identify suitable, to-the-point questions addressed to high-level speakers;
- Prepare moderator's notes taking into account UN protocol and UNCCD key messages, and share draft script with UNCCD team;
- Conduct a dry run with the UNCCD Communications, External Relations and Partnership team before the high-level event.

During the event

Host/Moderator

- Monitor the time of the presentation, informing the speaker (if necessary) of the time left or to conclude his/her presentation;
- Give the floor to the audience for questions, remarks, comments, etc. to avoid unnecessary discussion and long monologues;
- Provide time for the speakers to reply or comment on questions and issues raised by the audience. If necessary, redirect questions to the speakers to highlight the most important issues (if time is running short);
- Engage audience interactions;
- Present a summary of the discussion, emphasizing any conclusions and recommendations;
- Host an engaging high-level and immersive art exhibition event.

Interviews

- Conduct relevant research on UNCCD's work on tenure and gender issues, as well as;
- Interview selected high-level speakers at the event, including UNCCD Goodwill Ambassadors;
- Land Ambassadors, youth and women leaders;
- Interview UNCCD COP15 President, Executive Secretary and Deputy Executive Secretary for B-roll materials for use in the #HerLand campaign.

Deliverables

- Proposal of an engagement strategy and interview protocol(s) for the UNCCD;
- Goodwill and Land Ambassadors, COP15 President, Executive Secretary and Deputy Executive Secretary and experts;
- Conduct a dry run onsite of the moderation on June 15 with the UNCCD team;
- Share with the team the introductory notes and pre-defined questions for each event at least 5 days in advance of the event;
- Desertification & Drought Day 2023 moderated;
- Immersive art experience hosted;
- Interviews with the selected VIPs, Goodwill and Land Ambassadors, and expert conducted;
- An engaging and memorable experience during the events delivered.

Contractual terms

The service of the selected consultant is estimated to be for a period of 05 days during the period from 01 to 30 June 2023. This contract is based on deliverables, upon submission of deliverables. Travel dates are 13 and 17 June 2023 and Working days in New York are 14 to 16 June 2023.

All products resulting from this contractual arrangement are the exclusive property of the UNCCD.



Requirements

- Advanced University degree (Master's or equivalent) in the field of communications, journalism, public affairs, public relations, public advocacy, environmental management or other related fields;
- or a Bachelor's degree in combination with 2 (two) additional years of relevant professional experience;
- At least seven years of experience in communications, journalism, or related area is required.
- Experience working with international media;
- Demonstrable experience in moderating high-level events. UN Experience is an advantage.
- Social media presence is an advantage;
- Fluency (both spoken and written) in English is required. Advanced knowledge of another UN language is a strong 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

The following documents should be sent to staffing@unccd.int as **one document**: UNCCD Personal History Form¹ /CV and cover letter, specifying the following in the email subject line: **CCD/23/C/33**.

The deadline for applications is **31 May 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: 19 May 2023

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