



TERMS OF REFERENCE

Consultancy: Programme Coordinator

Consultancy reference number: CCD/23/C/37

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 Land Initiative (GLI) 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).

Objective of consultancy

- A series of trainings are held in a regular and professional manner
- Completion and documentation of background research..

Duties and responsibilities

Under the overall supervision of the Director of the G20 Global Land Initiative, and the direct supervision of the Associate Programme Management Officer, the consultant is expected to accomplish the following tasks:

- Help to prepare the background papers for the events, in particular those linking to restoration policies, youth, women and private sector;
- Work with the communications team to develop the flyers and other social media materials and promote different events through social media channels;
- Identify and assess knowledge and communication pathways at global levels that the GLI could capitalize on to be both relevant to youth and to improve its engagement with youth;
- Explore how GLI can build synergies and engage the multitude of currently existing, effective land restoration and land conservation youth-led organizations and networks, including how to better engage youth influencers;
- Support the communications team for social media outreach activities, particularly on Instagram;
- Coordinate and deliver trainings in collaboration with G20 partners on a variety of topics related to land restoration;
- Delivery of training plan and organization and delivery of in person, online and hybrid trainings
- Develop a training programme for the next 12 months in consultation with the Director;
- Work with key technical experts to develop the curriculum outline for the various training programmes on land restoration;



- Develop detailed training programme, including training plan, location, field visit, pedagogic approach, pre and post training assessment in collaboration with the institutional partner;
- Work with the associate programme management officer and the partner institutions to complete the due diligence and contracting process of the partner;
- Work with the training partner and the communication team to develop flyers and other communication materials to promote the training event;
- Communicate the training programme across the globe through different channels to obtain nominations from around the world to obtain a vast and diverse participation;
- Work with the Director to develop criteria for selecting trainees as well as providing travel support keeping in mind geographical distribution, gender, institutional association and other matters;
- Work with the Director and the training partner to select required number of trainees for each of the training, at least two months ahead of each training;
- Work with the admin team to register the training participants in the UN system for travel at least one month ahead of the planned training;
- Coordinate with the training provider to implement the training programme, participating in the training as an observer and moderator if needed;
- Work with the communications team to prepare certificates for the trainees and letter of appreciation for the trainers;
- Liaise with communications team to photograph, obtain videos (including of field visits) to ensure that there is sufficient materials for future use
- Prepare a report, involving pre and post course survey, evaluation of the feedback, evaluation of the trainees, trainers and training partners for on in person, online and hybrid events;
- Any other tasks assigned by the Director regarding training development and coordination.

Deliverables

Key deliverables are:

1. Background documents on the events on youth, women, restoration policies and private sector
2. Delivery of training plan and organization and delivery of in person, online and hybrid trainings
3. Draft training report on in person, online and hybrid events
4. Communications materials, such as flyers, banners, communications packages, etc. for outreach activities.

Contractual terms

The service of the selected consultant is estimated to be for 242 days during the period from 01 August 2023 until 31 June 2024. This contract is based on deliverables and payment is defined by days worked and submission of a timesheet. The consultancy is home based, however, if needed to travel on missions, travel will be paid for and organized separately.

Requirements

- Bachelor's degree in communications, international relations, global affairs, journalism, law, social sciences or any related subject.
- At least three years of professional experience
- Familiarity with social media platforms and digital communication tools is required.
- Experience in conducting training programmes is required.
- Experience in organizing events such as conferences, meetings and webinars is required.
- Strong communication and interpersonal skills, with the ability to engage with diverse groups such as youth and civil society organizations.
- Demonstrated ability to work independently and as part of a team.



- Solid knowledge of the UNCCD, related UN and intergovernmental processes, and environment-related policy issues would be a great asset.
- Excellent writing, editing and oral communication skills in English is required. Also, excellent organizational and project management skills.
- Fluency in both verbal and written English language 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

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/37**.

The deadline for applications is **07 July 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 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 : 23 June 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>