



TERMS OF REFERENCE

Documentation processing consultancy

Consultancy reference number: CCD/23/C/58

Background

The secretariat of the United Nations Convention to Combat Desertification (UNCCD) makes arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies established under the Convention and provides them with services as required. One of the secretariat's key functions is the compilation and publication of reports for the information and guidance of delegates at the COP.

Following the offer of the Government of Uzbekistan, the twenty-first session of the Committee for the Review of the Implementation of the Convention will take place in late 2023 in Samarkand.

The Conference Services of Executive Direction and Management Unit are in charge with planning and general coordination of core meetings of the UNCCD process. To handle the volume of documentation for the forthcoming session, conference services are seeking a contractor to assist in the processing of pre-session and in-session documentation.

Objective of consultancy

Official CRIC 21 documents are submitted on time to UNOG and in accordance with United Nations editorial rules.

Duties and Responsibilities

Under the direct supervision of the Conference Affairs Officer, the consultant will join the document processing team.

He/She will work on the agreed pipeline of documentation to be processed and assist in the documentation process inter alia, to submit documentation to UNOG Document Management Section and retrieve official documentation from the Optical Disk System.

The assignments will include the following:

Document processing

- Ensure conformity of document formatting with the UN editorial practices and policies (identification symbol, title, agenda item, presentation, page-numbering, etc.) using the United Nations Editorial Manual and the United Nations Editorial Manual online;
- Ensure that all editorial changes are made; clarify and finalize changes ensuring that any additional revisions are included in the final version;

Document tracking

- Maintain a tracking list of the official documentation for each session, regularly checking the status of each document and ensuring that submission deadlines are met;
- Liaise with the author units and ensure the timely submission of documents and follow-up for finalization after editing;

Deliverables

- Conformity of document formatting with the UN editorial practices and policies is ensured;
- Requested editorial changes and revisions are included in the final versions of the documents;
- Tracking lists of the official documentation for CRIC 21 are up to date;



- Timely submission of documentation is ensured;

Contractual terms

The service of the selected consultant is estimated for the period of 06 weeks, to be started in July 2023 and to be concluded by mid November 2023. This contract is based on deliverables and payment is defined by output. The consultancy is home based.

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

Requirements

- ✓ Bachelor's degree (equivalent) or above.
- ✓ Demonstrated experience in processing of UN official documentation;
- ✓ Ensuring of a timely processing and submission of official documentation to UNOG;
- ✓ Experience and demonstrated skills in the field of documentation is an advantage.
- ✓ Experience in and understanding of the United Nations system, as well as intergovernmental processes, is an advantage.
- ✓ Good knowledge of United Nations conferences and meetings and the organization of work related thereto would be a strong asset.
- ✓ Full command of oral and written English.

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/58**.

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

Date of issuance: 11 July 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>