



TERMS OF REFERENCE

International Consultant: Support for the preparation of project proposals (3 individual consultants)

Consultancy reference number: CCD/23/C/62

Background

The objective of the United Nations Convention to Combat Desertification (UNCCD) is to combat desertification and land degradation, and to mitigate the effects of drought (DLDD) in affected countries around the world, particularly in Africa, through effective action at all levels.

As the operational arm of the convention, the Global Mechanism (GM) supports countries to translate the Convention into action. The GM is an institution of the UNCCD, mandated to assist countries in the mobilization of financial resources from the public and private sector for activities that prevent, control or reverse desertification, land degradation and drought. With the view to increasing the effectiveness and efficiency of existing financial mechanisms, the GM is requested to promote “actions leading to the mobilization and channeling of substantial financial resources, including for the transfer of technology, on a grant, and/or on concessional or other terms, to affected developing country Parties” (Article 21, para. 4, UNCCD). Such actions include a broad range of country-level strategic planning and implementation efforts.

The GM is currently spearheading several initiatives to implement its resource mobilization mandate by supporting countries in the development of a pipeline of projects and programmes for financing by donors and partners. We are also promoting multi-sector, multi-stakeholder approaches to facilitate the financing and implementation of projects contributing to synergies across the objectives of the three Rio Conventions.

Objective of consultancy

The final expected output from the International Consultant will be:

- Calendar of grant opportunities for accessing funding for UNCCD activities are identified.
- Project proposals, including as appropriate technical annexes, are written and prepared for submission to the targeted funder in line with established deadlines.

Duties and Responsibilities

Under the overall supervision of the Managing Director of the Global Mechanism and direct supervision and guidance of the Programme Coordinator LDN, and working closely with members of the Global Mechanism and Secretariat teams as assigned, the consultant will be responsible for the following duties:

- **Carrying our research and providing expert advice and guidance on potential and innovative sources of funding for UNCCD and its stakeholders.**
- Gathering intelligence and undertaking a regular (monthly) scan of project funding opportunities to identify grant and other project financing options globally for activities or investments the Global Mechanism or UNCCD Parties are undertaking.
- Reporting on new opportunities, at different scales, that arise and identifying examples of winning propositions.
- Responding to Calls for Proposals and Expressions of Interest in consultation with eligible partners and country Parties



- **Developing and writing project documents for submission in accordance with the requirements of the targeted funding source and in collaboration with an appropriate Party or stakeholder.**
- Developing the required technical annexes including project budgets, workplans and gender action plans among others in accordance with the requirements of the targeted funding source.
- Supporting financial structuring of projects including identifying co-financing and blended financing opportunities, as well as opportunities to integrate the private sector.
- Ensuring synergies with other sectors including contributions to Nationally Determined Contributions (NDCs) and Biodiversity Targets among others.
- Reviewing and providing technical inputs to project concepts notes and project documents prepared by other partners prior to submission.
- **Perform any other related activities required to achieve the goals and objectives of the team.**

Deliverables

The consultant will provide following deliverables:

- Quarterly workplan outlining the upcoming calendar of grant opportunities and highlighting Parties and stakeholders to be supported on the project development process (the first workplan will be submitted after the first meeting with the GM lead. Subsequent workplans for the next quarter should be submitted during the last week of the previous quarter after a meeting with the GM lead)
- Draft or final concept notes or project proposals with inputs and comments incorporated by the last day of every month or in line with established deadlines.
- Quarterly progress report highlighting specific inputs, reviews and other support provided to project concept notes and proposals assigned. (Progress reports should be submitted 2 weeks after the last day of the completed quarter).
- All submissions to be made electronically using email in the language of the concept note or proposal.

Contractual terms

The service of the selected consultant is estimated for the period of 12 months, part time and to be started as soon as possible. This contract is based on deliverables and payment is defined by output. The consultancy is home based. Women are encouraged to apply.

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

Requirements

- ✓ Advanced university degree in business development, economics and finance, management, public policy, social sciences, environmental science, agriculture, forestry, climate change, soil sciences or related fields.
- ✓ A minimum of ten years of experience and a proven track record in project development, fund mobilization and proposal writing from multiple sources (bilateral, multilateral, private, foundations etc).
- ✓ Experience in responding to Calls for Proposals and Expressions of Interest (a writing sample may be requested as part of the assessment).
- ✓ Experience in developing project/programme documents, appraisal reports, budgets, implementation and coordination arrangements and monitoring and evaluation frameworks;
- ✓ Expertise in development finance, climate finance, blended-finance with some experience in at least one of the following thematic areas: sustainable land and water management, forest and landscape restoration, sustainable forest management, REDD+, climate-smart agriculture, agricultural development, ecosystem-based adaptation, natural ecosystems management,



- biodiversity conservation, water resources management, renewable energy, economic development, infrastructure etc;
- ✓ Experience in producing project documents for the Global Environment Facility, the Green Climate Fund, and for Multilateral Development Banks is a strong asset.
 - ✓ Experience with project development for the private sector is an advantage.
 - ✓ Experience with gender mainstreaming is an advantage.
 - ✓ Fluency in English, 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

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/62**.

The deadline for applications is **22 August 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: 25 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>