



TERMS OF REFERENCE

Consultancy on Partnerships and Stakeholder Engagement

Consultancy reference number: CCD/23/C/67

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. Good land stewardship based on a sound policy and science helps integrate and accelerate the achievement of the Sustainable Development Goals, builds resilience to climate change and prevents biodiversity loss. Land also plays a key role in securing rural livelihoods and creating green jobs, supporting community resilience, and maintaining the sustainable delivery of ecosystem services.

The functions of the secretariat are, among others, to make arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies. In addition, the secretariat also provides assistance to Parties in implementing the Convention.

The Communications, External Relations and Partnerships (CERP) Unit supports the mandate of UNCCD by providing an overall strategic direction on communications, external relations and partnerships, underpinned by innovation and the use of effective tools. It leads and coordinates UNCCD's engagement with key stakeholders and builds partnerships to mobilize corporate resources and raise the visibility of land issues on the political and public agendas. Furthermore, it acts as the UNCCD brand guardian, leading global strategic communication at corporate and programmatic levels, nurturing creativity and ambition to reach new audiences with world-class, science-based communication and advocacy.

The Secretariat aims to increase its impact through an increased collaboration with stakeholders. These partnerships consist of institutional partners, private sector, academic and scientific institutions, as well as partners in civil society and non-profit organizations. The consultant will assist effectively manage the growing number of partners with the aim to improve collaboration processes, communications and information sharing.

Objective of consultancy

The objective of this consultancy is to support strategic engagement with partners through improvement of relation and advise on streamlining internal workflows.

Duties and Responsibilities

Under the supervision of the Chief of the Communications, External Relations and Partnerships (CERP) Unit and day-to-day guidance of the Partnerships Officer the consultant will plan, organize and support the development of an inventory of relevant UNCCD stakeholders, a refined and updated partnership strategy, and an updated database of stakeholders, partners and contacts.

The consultant will perform the following activities:

- Support the development of an overview of strategically relevant partners and types of partnerships.
- Through desk research contribute to an inventory of relevant partner organisations, including types



of services offered, geographic coverage, and types of expertise available.

- Compile an inventory of existing partnerships and collaborations.
- Contribute to the refinement and updating of the UNCCD partnership strategy.
- Support the work of the CERP unit in the engagement with new and existing partners, including the development of joint workplans

Deliverables

- Inventory of relevant UNCCD partners.
- A refined and updated partnership strategy.
- Online database of partners and contacts.

Contractual terms

The service of the selected consultant is estimated to be for a period of 06 months during the period from 15 September 2023 to 14 March 2024. This contract is based on deliverables, upon submission of deliverables.

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

Requirements

- Advanced university degree in a relevant field of environment and/or international policy.
- Strong analytical and writing skills.
- Experience in and understanding of the dynamics of intergovernmental environmental processes.
- Professional knowledge of English is required. Knowledge of additional UN languages, particularly French or Spanish, would be an asset.
- Planning and Organization – (ability to organize and group information and deliver quality results based on the agreed deadline; Proven ability to work flexibly and independently with limited supervision in a team); Develops clear goals that are consistent with agreed strategies. Identifies priority activities & assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.
- Communication: (excellent writing, and communications skills – verbal and written; Speaks and writes clearly and effectively). Listens to others, correctly interprets messages from others and responds appropriately. Asks questions to clarify and exhibits interest in having two-way communication. Tailors language, tone, style and format to match the audience. Demonstrates openness in sharing information and keeping people informed.
- Client Orientation: (Develops clear goals that are consistent with agreed strategies.) Identifies priority activities and assignments; adjusts priorities as required. Allocates appropriate amount of time and resources for completing work. Foresees risks and allows for contingencies when planning. Monitors and adjusts plans and actions as necessary. Uses time efficiently.

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/67**.

The deadline for applications is **31 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: 14 August 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>