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## **TERMS OF REFERENCE**

### **Consultancy: Writer/Editor**

**Consultancy reference number: CCD/23/C/72**

#### **Background**

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The objective of the United Nations Convention to Combat Desertification (UNCCD) is to combat desertification and mitigate the effects of drought in countries experiencing serious drought and/or desertification around the world, particularly in Africa, through effective action at all levels, supported by international cooperation and partnership arrangements, with a view to contributing to the achievement of sustainable development in affected areas.

The functions of the secretariat are, among others, (a) to make arrangements for sessions of the Conference of the Parties and its subsidiary bodies established under the Convention and to provide them with services as required; (b) to compile and transmit reports submitted to it; (c) to facilitate assistance to affected developing country Parties, on request, particularly those in Africa, in the compilation and communication of information required under the Convention; (d) to coordinate its activities with the secretariats of other relevant international bodies and conventions.

To mark the 30<sup>th</sup> anniversary of UNCCD in 2024, the secretariat would like to engage an editor to produce a hard copy and digital publication highlighting major milestones and achievements in the Convention's journey since its establishment. It will feature testimonials from prominent personalities involved in the Convention's development and implementation, as well as perspectives from its 197 Parties (196 countries and the European Union) and other stakeholders, including civil society, private sector, Indigenous and local communities, farmers, scientists, etc. The publication will include historical and contemporary photos illustrating the Convention's work and issues, and will be targeted at policymakers, partners and other stakeholders.

#### **Objective of consultancy**

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The key deliverables are UNCCD@30 commemorative publication high quality professionally written copy in English and accompanying illustrations produced within the given deadlines.

#### **Duties and Responsibilities**

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Under the general supervision of the Chief of Communications, External Relations and Partnerships (CERP) Unit of the UNCCD, the incumbent will undertake the following activities:

- Lead for UNCCD@30 anniversary publication providing editorial/proof-reading support and participating in meetings related to the publication.
- Conceptualize the content, providing suggestions on the report structure and key milestones/testimonials, in consultation with the relevant units of the UNCCD secretariat.
- Conduct interviews with key stakeholders identified in consultation with relevant units of the UNCCD secretariat. Take verbatim notes of the interviews and obtain necessary permissions for including selected quotes in the publication.
- Produce the draft content of the book for approval. Create and/or edit complex or politically sensitive material ensuring accuracy, clarity, cohesion and conformity with United Nations standards, policy and practice and where necessary revise content for distribution through various channels.
- In consultation with relevant units of the UNCCD secretariat, identify photos and other audiovisual materials from existing archives to feature in the publication, including drafting captions and ensuring appropriate credits.



- Revise the draft based on the comments received. If necessary, carry out more extensive copy-editing where required, including rewriting, abridging, and restructuring texts for greater readability.
- Produce final draft of 50-60 pages (edited, proofread incl. the sections envisaged for translation in 6 UN languages), and identify shorter content elements to be featured on the UNCCD website.
- Ensure all work is authentic, original, and appropriately cited and/or referenced.
- Support any other tasks related to editing and writing of the 30<sup>th</sup> anniversary communications materials, as required.

### Deliverables

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Final 50-60 edited and proofread draft of the publication in English, recordings and transcripts of interviews, selection of final archival and audiovisual materials to be used for the hard copy and digital versions of the book.

### Contractual terms

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The service of the selected consultant is estimated to be for a period of 06 months during the period from 01 September 2023 to 28 February 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

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- University degree in communication, journalism, public relations, international relations or related disciplines.
- Proven professional experience of at least five years in writing and content development for international organizations or media.
- Knowledge of UNCCD and related UN and intergovernmental processes and global policy issues.
- Knowledge of sustainable development topics and desertification, land degradation and drought.
- Experience in manuscript and précis editing and proofreading of environmental texts.
- Able to work independently.
- Ability to meet agreed deadlines.
- Attention to detail.
- Excellent writing and oral fluency in English is required. Knowledge of another UN language would be an asset.

### Special notice

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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 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.



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### **Submission of application**

The following documents should be sent to [staffing@unccd.int](mailto:staffing@unccd.int) as **one document**: UNCCD Personal History Form<sup>1</sup> /CV and cover letter, specifying the following in the email subject line: **CCD/23/C/72**.

The deadline for applications is **24 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: 16 August 2023

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