



TERMS OF REFERENCE

Logistics support for the organizational process of CRIC21 and COP16

Consultancy reference number: CCD/23/C/77

Background

The functions of the secretariat of United Nations Convention to Combat Desertification (UNCCD) are to make arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies established under the Convention and to provide them with services as required.

By its decision 15/COP.15, the COP requested the Executive Secretary to consult with the Government of Uzbekistan to prepare for the twenty-first session of the Committee for the Review of the Implementation of the Convention (CRIC21), including the conclusion of a legally binding agreement at the international level with the Government of Uzbekistan.

By decision 34/COP15, the COP requested the Executive Secretary to consult with the Government of the Kingdom of Saudi Arabia to prepare for the COP16 including the conclusion of a legally binding agreement at the international level with the Government of the Kingdom of Saudi Arabia.

The Conference Services of the Governing Bodies and Legal Affairs (GBLA) unit is in charge with planning and general coordination of core meetings of the UNCCD process. In line with this, the Conference Services is seeking to recruit logistics support for the CRIC21 and COP16 sessions.

Objective of consultancy

It is expected that the consultant will successfully assist the Conference Services to provide the necessary logistical arrangements for the planning of the CRIC21 and COP16 sessions and build in-house capacity as required.

Duties and Responsibilities

Under the direct supervision of the Conference Affairs Officer the consultant will assist with the provision of logistic services for the CRIC21 and COP16 sessions, organization of regional preparatory meetings, side events and provision of in-house capacity building.

The assignments of the incumbent will include the following:

- Assistance in ensuring the provision of logistical requirements for the organization of the CRIC21 and COP16 sessions organized by the secretariat by:
 - Liaising with UNOG Conference services, prior the session, on organization, set-up and allocation of meeting rooms;
 - Acting as main logistic contact point with the host country /service providers;
 - Liaising with IT on equipment and IT services including proper conception of LAN for office and conference rooms' requirements.
 - Assistance with the monitoring of general logistics and arrangements required for the good functioning of the CRIC 21 session and related preparatory meetings by:
 - Addressing general logistic issues and problems raised by the secretariat and other UN staff and/or the participants (i.e. offices set-up, transportation, telephone lines, catering services);



- Ensuring that requested technical equipment, furniture and offices are available for official meetings, regional meetings, side events, parallel meetings and meetings of interest and regional groups and taking action on such matters.
- Preparing, monitoring and announcement of official and non-official meetings schedule in the daily Journal and electronic boards;
- Provision of in-house capacity building on logistic requirements for UNCCD official sessions by training of UNCCD staff on:
- Required assistance on logistic arrangements foreseen to pre- and in-session work of the UNCCD team together on delivery of facilities, logistic services and equipment.
- Ensuring of necessary logistic arrangements for side events and meetings of regional and interest groups, UN agencies, NGOs and other parallel events (i.e. Press conferences, closed meetings, etc);

Deliverables

It is expected that by the end of her/his assignment, the consultant had assisted in identifying and supporting for the core logistical requirements for CRIC21 and COP16, including the venue, conference areas, meetings rooms and other areas as listed in the operational Annex I to the draft Host Country Agreement.

Contractual terms

The service of the selected consultant is estimated for the period of 02 months, between 01 October 2023 and to be concluded by 30 November 2023. Participation to the advance team and the session of the CRIC21 (25 October to 23 November) is required for this consultancy. Travel will be organized and paid by UNCCD separately.

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

Requirements

- ✓ Secondary School education.
- ✓ Proven years of experience in organizing major United Nations conferences.
- ✓ Experience in and understanding of the United Nations system, as well as intergovernmental processes, is a strong asset.
- ✓ Good knowledge of the logistical aspects of UN conferences and meetings and the organization of work related thereto would be a strong asset.
- ✓ Ability to take initiative and make independent judgements.
- ✓ Capacity to take on responsibilities, and work under pressure.
- ✓ Establishes and maintains productive partnerships with clients by gaining their trust and respect.
- ✓ Good inter-personal skills, ability to work in a team.
- ✓ Excellent command of English and French. A further UN language would constitute an asset.

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 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/77**.

The deadline for applications is **11 September 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: 04 September 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>