



TERMS OF REFERENCE

CRIC 21, In-and post-session editing services

Consultancy reference number: CCD/23/C/87

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.

The Governing Bodies & Legal Affairs Office of the UNCCD secretariat is in charge with planning and general coordination of core meetings of the UNCCD process. Among its main responsibilities, one of the tasks refers to the provision of technical procedural support to meetings of the COP and its subsidiary bodies.

Accordingly, the Unit will recruit one short-term conference clerk to support the CRIC Procedural Secretary with provision of technical procedural support for the forthcoming CRIC21.

Objective of consultancy

UNCCD publications and documents are edited on time and in accordance with United Nations editorial rules.

Duties and Responsibilities

Under the direct supervision of the Conference Affairs Officer and daily guidance of the Editorial Assistant, the contractor shall assist the UNCCD secretariat by providing editorial services for CRIC 21 in-session and post-session official documents.

The contractor will take care of meeting the established deadlines while performing the following activities:

- Edit, in English, UNCCD official documents and publications ensuring accuracy, clarity, cohesion and conformity with United Nations standards, policy and practice;
- Carry out more extensive editing where required and in agreement with the author units, including rewriting and restructuring parts of texts for greater readability and better logical sequence.
- Proof-reading of layout files of the reports and summaries. The editor will oversee the implementation of the UN editorial guidelines.

The contractor will perform the outlined activities with the understanding that the proposed editing is of an advisory nature and that final responsibility for the language in official documents lies with the author units.



Deliverables

- Conformity of editing with the UN editorial practices and policies is ensured.
- Editing is finished in a timely manner.

Contractual terms

The service of the selected consultant is estimated for the period of 06 weeks between 01 November 2023 and to be concluded by 31 December 2023. travel will be organized and paid by UNCCD separately.

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

Requirements

- ✓ Advanced university degree (Master's degree or equivalent) in social sciences, communications, journalism, international affairs or a related field.
- ✓ Three to five years' professional experience in writing, editing or electronic publishing at the international level.
- ✓ Experience and demonstrated skills in editing United Nations documentation in the areas of environmental sciences is an asset;
- ✓ Good knowledge of United Nations conferences and meetings and the organization of work related thereto is an asset.
- ✓ Use of relevant computer software, electronic tools and databases;
- ✓ Solid writing and analytical abilities with sensitivity to nuance. Ability to tailor language, tone, style and format to match audience;
- ✓ A thorough command of English, which must be the candidate's main language.

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/87**.

The deadline for applications is **12 October 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: 05 October 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>