



TERMS OF REFERENCE

Logistics support for the organizational process of COP16

Consultancy reference number: CCD/23/C/98

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 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, Conference Services is seeking to recruit logistics support for COP16 session.

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 COP16 session and build in-house capacity as required.

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.
- 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 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 to be between 01 January 2024 until 31 December 2024 for a total of 6 months as follows: January-February (2 months), April-May (2 months), November-December (2 months).

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.
- 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/98**.

The deadline for applications is **19 December 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: 12 December 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>