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## TERMS OF REFERENCE

### Consultancy: Support to the consultations on the UNCCD budget

Consultancy reference number: CCD/24/C/01

#### Background

Established in 1994, the United Nations Convention to Combat Desertification - UNCCD - is the sole legally binding international agreement linking environment and development to sustainable land management. Decision-making under the UNCCD is done at the Conference of the Parties (COP) that brings together all signatories to the Convention every two years. The COP is assisted by two subsidiary bodies: the Committee on Science and Technology (CST) and the Committee for the Review of the Implementation of the Convention (CRIC). The work under the UNCCD is supported by two entities: the UNCCD secretariat that organizes the intergovernmental process and facilitates cooperation and information exchange among countries, development partners, the scientific community, the civil society and other key stakeholders; and the Global Mechanism (GM) that promotes the mobilization of resources for sustainable land management.

The Administrative Services programme is tasked with ensuring effective and efficient delivery of services to the secretariat and the GM with regard to financial management, human resources, procurement and information technology, in accordance with the regulations and rules of the United Nations and the UNCCD. The unit is also in charge of preparing the official documentation concerning the UNCCD budget and financial performance.

During the triennium 2022-2024, the UNCCD budget has been challenged by high inflation and growing staff costs, which have affected the adequacy of the available resources to cover the expected actions. To address these challenges in the next budget, the UNCCD secretariat will conduct informal consultations with Parties to the Convention, provisionally scheduled to start during the first quarter of 2024. The aim of these consultations is to ensure that Parties have a thorough understanding of the UNCCD budgetary situation, and a solid knowledge base to make an informed budget decision at the next COP in December 2024.

As the December-February period is very demanding for the Administrative Services unit with its regular tasks, the UNCCD secretariat will recruit an external consultant to assist in compiling the information that is needed for the consultations.

#### Objective of consultancy

With the assistance of the consultant, the secretariat will provide Parties with information that enabled them to make a well-based decision on the next UNCCD budget.

#### Duties, Responsibilities and Deliverables

The consultant will compile and analyze information concerning;

- the status of the UNCCD core budget 2022-2024 and the factors that have influenced the real value of the budget.
- the status and planned utilization of voluntary contributions.
- other information that is relevant for the next UNCCD budget decision.

The consultant will, using the information mentioned above, prepare a detailed document for the consideration of Parties at the informal consultations. S/he will also summarize the main points of that document in a brief note, presenting the summary in a manner that is easily accessible also for readers that are not familiar with the UN budgetary language.

The consultant will support the secretariat in identifying programme budget priorities for the coming years, with particular attention of the current and likely future gaps in staffing, and in proposing



potential approaches to close the identified gaps. S/he will also assist in preparing related information for the consultations.

### **Deliverables**

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A COP 16 budget decision that is commensurate to the tasks set to the UNCCD secretariat and the Global Mechanism.

### **Contractual terms**

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The service of the selected consultant is estimated to be for a period of approximately 30 working days, starting as soon as possible until the end of March 2024 or as otherwise agreed. This consultancy is home based.

### **Requirements**

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- Advanced university degree (master's degree or equivalent) in business or public administration, finance, accounting, law or related area. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- Extensive knowledge of the UN financial rules and regulations.
- At least ten years of experience in working on budget planning and implementation in the UN system.
- Good knowledge of the UNCCD and its budget process.
- Excellent written and verbal communication skills.
- Experience in producing high quality budget documentation and written reports.

### **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 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**

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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/24/C/01**.

The deadline for applications is **12 January 2024**. 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.

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Date of issuance: 05 January 2024

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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>