



TERMS OF REFERENCE

Consultancy - Career Counselling and Skill Mapping expert

Consultancy reference number: CCD/24/C/12

Background

Desertification, along with climate change and the loss of biodiversity, were identified as the greatest challenges to sustainable development during the 1992 Rio Earth Summit.

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. The Convention seeks to support countries in addressing Desertification, Land Degradation, and Drought (DLDD). (www.unccd.int)

The G20 (or Group of Twenty) is the annual international forum for the governments of 19 industrialized countries and the European Union (EU). The G20 Leaders' Declaration, issued on Sunday, 22 November 2020, launched a "Global Initiative on Reducing Land Degradation and Enhancing Conservation of Terrestrial Habitats". Building on existing initiatives and on a voluntary basis, the G20 countries share the ambition to achieve a 50 percent reduction in the amount of degraded land by 2040.

The G20 Global Land Initiative (GLI) with oversight from UNCCD, will focus on capacity building, engaging the private sector and civil society and showcasing success. The Director, under the oversight of the Executive Secretary of the UNCCD, manages the Initiative Coordination Office (ICO).

The G20 GLI is looking for a Career Counselling and Skill Mapping expert to optimize the upskilling and professional development of the G20 GLI core team. The consultant will report to the Director of the G20 GLI.

Objective of consultancy

Support implementation of the G20 GLI capacity-building strategy and plan, with the development of career and skill mapping for the G20 GLI core team.

Duties and responsibilities

1. Review the biodata of the staff of G20 Global Land Initiative to map their skills, including technical skills, languages, and networks
2. Administer and interpret various career assessment tools to identify strengths, weaknesses, and areas for development.
3. Conduct one to one session with various staff members to develop personalized career development plans and provide guidance on educational opportunities, training programs, and professional certifications.
4. Develop a report containing an overview of skills of the G20 GLI team. Including strengths, weaknesses, and recommendations. Max 10 pages

Deliverables

The consultant is expected to accomplish the following tasks:

- a. Develop 1 set of career goals and training plans for each of the staff on board.
- b. Submit maximum report on the overview of G20 GLI skills, including strengths and weaknesses and lessons learned with recommendations for staff training and development.



Contractual terms

The service of the selected consultant is estimated to be 30 days in the period from 15 April until 15 November 2024. This contract is based on deliverables and payment is defined by output. The consultancy is home based however, one or two missions to Bonn, Germany will be needed. Travel will be organized and paid separately by the organization. All products resulting from this contractual arrangement are the exclusive property of the UNCCD.

Requirements

- A master's degree in psychology, counseling, Human Resources, or a related field. Certification in career coaching or related field is an advantage.
- Proven experience in career coaching, skill assessment, and job placement services.
- Strong understanding of various career assessment tools and methodologies.
- Knowledge of educational and training resources, professional certifications, and career development programs. Familiarity with job market trends, industry requirements, and hiring practices.
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Strong understanding of various career assessment tools and methodologies.
- Excellent interpersonal and communication skills, with the ability to build rapport and establish trust with staff.
- Previous experience coaching UN staff preferred.
- Fluency in English is required for this position. Fluency in a second UN language is an advantage. Note: Fluency means ability and fully competent in four areas: read, write, speak, understand.

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/24/C/12**.

The deadline for applications is **17 March 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 or Global Mechanism. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.

Date of issuance : 19 February 2024

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