



TERMS OF REFERENCE

Junior Consultant (up to 3 positions)

Consultancy reference number: CCD/24/C/24

Background

The objective of the United Nations Convention to Combat Desertification (UNCCD) is to combat desertification and mitigate the effects of drought in countries experiencing serious drought and/or desertification around the world, particularly in Africa, through effective action at all levels, supported by international cooperation and partnership arrangements with a view to contributing to the achievement of sustainable development in affected areas.

The Global Mechanism (GM) assists countries in the mobilization of resources from the public and private sector for activities that prevent, control or reverse desertification, land degradation and drought.

Viable, adequate and sustained financing for effectively combating desertification, land degradation and drought worldwide can only be achieved through a significant involvement of the private sector (i.e. investors, financial intermediaries, businesses, consumers, and civil society including philanthropic foundations). In this context, public development finance is expected to play a crucial catalytic and supplementary role as part of a whole range of enabling governmental and intergovernmental activities. Investments in and via the UNCCD help to facilitate policy reform, leverage large investments and initiate change at the national level.

The purpose of these consultancies is to provide support for the preparation of the COP16 and for effective follow up. The focus of tasks will combine research on a specific RM or project development issue (trade, disaster risk, branding/behavioural change communications, youth employment, gender/tenure, financial access, resource governance, diaspora funding), resource mobilization/donor management activities and administrative support for project development/COP16 events.

Objective of consultancy

The GM consultants will ensure delivery of timely, client focused support to the Managing Director of the Global Mechanism. In close collaboration with other members of the GM UNCCD team, the incumbent will coordinate the efficient, consistent implementation of GM assigned activities.

Duties and Responsibilities

Under the direct supervision of the Managing Director of the Global Mechanism, in the run up to COP16, The consultant will undertake the following tasks:

- Provide research, writing and communications support on substantive topics related to the GM.
- Support the organization of webinars, workshop, consultations, conferences, meetings, events and trainings.
- Manage relations with partners, including the private sector, and maintain records.
- Provide support on drafting of briefing notes, progress reports, talking points, speeches and resource mobilization strategies for internal GM teams.
- Assist in preparation and finalization of knowledge products and resources and background material for internal and external use, including programme and project documents for outreach and advocacy with donors.



- Provide support to COP16 preparation and coordination between internal and external GM clients and partners at the technical, regional and country level. This may be in outreach, building partnerships, communications and any other task as required.
- Prepare a concept note and provide research support an assigned thematic to be introduced at COP16.
- Any other responsibilities as delegated by the GM Managing Director.

Deliverables

No.	Tasks & Deliverables	Target dates
1.	<p>Task – Research and Communication: Support the Managing Director in GM activities related to COP16 by promoting the Global Mechanism as assigned, perform various research and support implementation of the GM mandates.</p> <p>Deliverables: Undertaking research, developing written outputs and consulting key resource partners and GM colleagues, engaging in preparatory work and continued engagement with the internal and external clients.</p>	May 2024 – October 2024
2.	<p>Task - Overall Support: Prepare concept notes, agenda’s, briefing notes, talking points, proposals, speeches, questionnaire surveys, evaluations and reports of consultations, conferences, workshops, meetings, events and trainings, support in the coordination for COP16.</p> <p>Deliverable: briefing notes, talking points, speeches, questionnaire surveys, evaluations and reports of consultations, conferences, workshops, meetings, events and trainings are produced with high standards of service provision.</p>	May 2024 – December 2024

Contractual terms

The service of the selected consultant is estimated to be for a maximum of 08 months , starting May 2024. This contract can be or home based and on monthly payments payments.

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

Requirements

- Advanced university degree (Master’s or equivalent) from a recognized university in a relevant field of work (e.g. finance/economics, politics, international relations, communications and/or any relevant field directly related to UNCCD – climate, disaster risk, environment or international development).
- At least one (1) year of relevant professional working experience related to sustainable development, public policy or project development;
- Excellent organizing, multi-tasking, research, writing and project management skills;
- Previous experience in a relevant area such as private sector, relationship management, partnerships or resource mobilization/fundraising.
- Previous experience working with in an international environment (UN, International Organisation, Private Sector or NGO) is an advantage.
- Knowledge of project development and financing is an advantage;
- Fluency in English language (both oral and written) is required.
- Working knowledge of French language is 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 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

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/24**.

The deadline for applications is **12 April 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.

Date of issuance: 05 April 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>