



TERMS OF REFERENCE

Junior Communications Consultant

Consultancy reference number: CCD/24/C/26

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 Communications, External Relations and Partnerships (CERP) Unit supports the mandate of UNCCD by providing an overall strategic direction on communications, external relations and partnerships, underpinned by innovation and the use of effective tools. It leads and coordinates UNCCD's engagement with key stakeholders and builds partnerships to mobilize corporate resources and raise the visibility of land issues on the political and public agendas. Furthermore, it acts as the UNCCD brand guardian, leading global strategic communication at corporate and programmatic levels, nurturing creativity and ambition to reach new audiences with world-class, science-based communication and advocacy.

The Kingdom of Saudi Arabia will be the host of UNCCDCOP16, which will take place 2-14 December 2024. The purpose of the Junior Consultancy is to provide support for the preparation of the COP16 and for effective follow up. The main focus of tasks will be on research, communication, logistics, science and administration/management activities.

This junior consultancy offers a unique opportunity for a young professional with the right skill set to be involved in all key day to day operational aspects of the UNCCD work and preparation/work for the COP16. This is a tremendous opportunity for a young professional interested and willing to be involved in various activities. UNCCD seeks candidates who are interested in expanding their knowledge and skill set in events management as well as land sector initiatives within the context of the UN agency.

Objective of consultancy

Provide support on operational work of the unit including administrative and logistical aspects of the different activities and events.

Duties and responsibilities

Under the direct supervision of the Programme Assistant and guidance from the Chief of the Unit the consultant will perform the following duties:

- Provide various research, writing and communications support on substantive topics related to the Units activities. (i.e. youth employment, gender issues, land tenure, land degradation, financial access, resource governance, logistics, etc).
- Support the organization of webinars, workshop, consultations, conferences, meetings, events and trainings.
- Provide support on drafting of briefing notes, progress reports, talking points, speeches and correspondence letters as required.
- Take notes during meetings and assist in the preparation of minutes and reports. Assist in monitoring related actions and outcomes to meetings, ensuring that activities are adequately documented.
- Prepare tables and compilation of documentation, as required.



- Assists in the preparation of communication and related documentation for COP 16.
- Provide support to COP16 preparation and coordination between internal and external clients and partners at the technical, regional and country level.
- Any other responsibilities as delegated by the designated Chief of Unit.

Deliverables

- Undertaking research, developing written outputs and consulting key resource partners and designated Unit colleagues, engaging in preparatory work and continued engagement with the internal and external clients.
- 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.

Contractual terms

The service of the selected consultant is estimated to be for 08 months between 01 May and 31 December 2024. This contract is in Bonn office and monthly payment. Travel to COP16 in Riyadh, will be paid and organized separately. All products resulting from this contractual arrangement are the exclusive property of the UNCCD.

Requirements

- First-level university degree (or equivalent) in: Administration, International Relations, Communications, Public Relations, Public Affairs, Social Sciences, Sciences or a related field.
- One year of professional experience, including volunteering or internships. Experience with UN or International Organization is a plus.
- Strong writing, analytical and research skills (qualitative and quantitative)
- Strong interest in working in the UN system, particularly on land issues.
- Project management skills and ability to work under pressure, to tight deadlines.
- Good interpersonal skills, teamwork spirit and ability to work in multicultural settings and to work remotely.
- Knowledge and understanding of United Nations and its role in humanitarian and development cooperation.
- Fluency in English language (both oral and written) is required. A working knowledge of any of the UN Official languages in addition would be 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/24/C/26**.

The deadline for applications is **25 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 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 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>