



TERMS OF REFERENCE

Consultancy – Liaison Officer Brazil Presidency

Consultancy reference number: CCD/24/C/33

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.

This year, Brazil holds the G20 presidency. We need a young professional who will assist the G20 GLI team in coordinating Brazil related activities linked to the Presidency.

Objective of consultancy

1. Government of Brazil is satisfied with the degree of support provided by the UNCCD G20 Global Land Initiative team.
2. UNCCD G20 GLIs credibility is enhanced as a partner for work in the Government of Brazil.
3. UNCCD G20 Global Initiative is visible across the G20 activities in Brazil, including engagement groups.
4. UNCCD COP16 is a successful event.

Duties and responsibilities

1. Compile information regarding the broad developments within Brazil G20 presidency, including plans for future presidencies.
2. Identify suitable events in Brazil relevant to engage various stakeholders on topics related to land restoration and conservation.
3. To Liaise with the Government of Brazil agencies on activities relating to Environment, Climate Change and Land.
4. To Liaise with various UN Agencies and NGOs in Brazil regarding activities relating to the G20 Presidency.
5. To facilitate the organization of the stakeholder meetings and academic conferences in Brazil, including logistics, background documents and provide technical inputs as required.
6. To facilitate the establishment of long-term partnerships and collaborations with Brazil stakeholders.
7. Speak on behalf of the G20 Global Initiative in meetings and side events based on agreed speaking notes.
8. Provide support to visiting UNCCD Staff members, experts, and consultants in terms of technology and logistics aspects.



9. Support and liaison with engagement groups of G20 (Y20 and B20) by attending and organising meetings, producing necessary preparatory documentation, drafting meeting minutes and speaking on events when required.
10. Support the communication team in preparing additional communication products for events on stakeholder engagement.
11. Assist Programme Management Officer with partnership agreement related tasks. Including: due diligence processes and guiding programme officers on drafting partnership agreements.
12. Assist with the organisation of the Action Agenda and Diplomatic Agenda of UNCCD COP16 by attending and organising meetings, producing necessary preparatory documentation, drafting meeting minutes and speaking on events when required.
13. Any other tasks assigned by the Director of the Initiative Coordination Office.

Deliverables

1. Monthly reports on the activities undertaken in the above areas.
2. Mission reports, meeting reports, photographs.
3. A final report explaining key activities and achievements of the UNCCD G20 Global Initiative during the Brazil presidency of G20.

Contractual terms

The service of the selected consultant is estimated to be for 140 days in the period from 15 July 2024 until 15 February 2025. payment is defined by output and upon submission of time sheet. The consultancy is home based however if travel is needed, it 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 international relations, political science, law, sustainable development, business administration, project management, communication, or a closely related field is required.
- Proficiency in research is required.
- Minimum of 2 year of experience, focusing on international affairs, conducting or contributing to research projects in areas such as land management, environmental sustainability, or international relations are required.
- Experience organizing meetings and preparing briefing notes is required
- Proven track record in analysing data, producing research reports, and presenting findings to diverse audiences is required.
- Experience working with governmental agencies, NGOs, international organizations, or private sector partners is desirable.
- Managing or working with social media, public relations campaigns, or marketing initiatives is desirable.
- An understanding of environmental challenges, land restoration and sustainable practices is desirable.
- Previous experience in working in or with international organizations or multi-country projects is desirable.
- An understanding of environmental challenges, land restoration and sustainable practices is desirable.
- Excellent written and oral communication skills are required
- Data literacy, creativity, innovation, problem-solving, and organisation skills are required.
- Ability to analyze complex data, identify patterns, and draw evidence-based conclusions are required.



- Strong written and verbal communication abilities for drafting content, delivering presentations, and liaising with various stakeholders are required.
- Fluency in English and Portuguese language, both oral and written, is required.

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/33**.

The deadline for applications is **16 May 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 : 09 May 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>