



TERMS OF REFERENCE

Consultancy – Project Coordinator

Consultancy reference number: CCD/24/C/37

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 to address Desertification, Land Degradation, and Drought (DLDD). (www.unccd.int)

The G20 (or Group of Twenty) is the annual international forum for the governments from 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 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).

Objective of consultancy

- Successful development and implementation of a series of trainings, including well-coordinated training events with high global participation,
- Effective promotion and management of the GLI-Restor Restoration Awards.
- Smooth execution of the "Land of Opportunities" lecture series and the Global Legal Expert Group Meeting, all culminating in thorough post-event evaluations and reports to enhance future initiatives.

Duties and responsibilities

Under the overall supervision of the Director of the G20 Global Land Initiative, and the direct supervision of the Programme Management Officer, the consultant is expected to accomplish the following tasks:

Training coordination tasks:

- Develop a training programme for the next 12 months in consultation with the Director of G20 GLI.
- Work with key technical experts to develop the curriculum outline for the various training programmes on land restoration.
- Develop detailed training programme, including training plan, location, field visit, pedagogic approach, pre and post training assessment in collaboration with the institutional partner.
- Work with the training partner and the communication team to develop flyers and other communication materials to promote the training event.
- Communicate the training programme across the globe through different channels to obtain nominations from around the world to obtain a vast and diverse participation.
- Work with the Director and the training partner to select required number of trainees for each of the training, at least two months ahead of each training.



- Work with the admin team to register the training participants in the UN system for travel at least one month ahead of the planned training.
- Coordinate with the training provider to implement the training programme, participating in the training as an observer and moderator if needed.
- Work with the communications team to prepare certificates for the trainees and letter of appreciation for the trainers.
- Liaise with communications team to photograph, obtain videos (including of field visits) to ensure that there is sufficient materials for future use.
- Prepare a post course report, involving pre and post course survey, evaluation of the feedback, evaluation of the trainees, trainers and training partners.
- Coordinate and manage participant cohorts to ensure effective communication of GLI's activities to continue the collaboration via LinkedIn and WhatsApp groups.
- Any other tasks assigned by the Director regarding training development and coordination.

Event related tasks: Land of Opportunities – Lecture Series

- Prepare a twelve month plan for Lecture Series – Land of Opportunities, with at least one session every quarter.
- Identify the speakers for the session.
- Ensure the venue is equipped with necessary facilities (e.g., seating, audio/visual equipment).
- Create and distribute promotional materials (e.g., emails, flyers) to invite participants and provide event details.
- Manage RSVPs to gauge attendance and accommodate all participants.
- Identify and confirm speakers or presenters for the event, ensuring topics are relevant and engaging.
- Prepare an agenda that outlines the session timings and includes time for Q&A or discussion.
- Organize refreshments or instruct participants on the brown bag policy if they are to bring their own lunches in coordination with the admin team.
- Document key takeaways and follow up on any action items or suggestions made during the event by preparing a post-event report.

Coordinate Global Legal Expert Group Meeting on Land Restoration

- Work with Society for Ecological Restoration to put together a list of international legal experts who could work together to develop model legislation on land restoration.
- Prepare an agenda for the meeting and organise venue arrangements.
- Make arrangements for registering participants and their travel.
- Coordinate the event and prepare final report.

Liaise on the GLI-Restor Restoration Awards

- Liaise with Restor to promote the award to obtain maximum number of responses from around the world.
- Work with Restor on the short listing and Jury process.
- Link the winners with YECO and the Small Grants programme of the G20 GLI.
- Coordinate travel of the winners to CoP16.

Deliverables

1- Training Programme Development and Implementation:

- Comprehensive 12-month training programme plan.
- Curriculum outlines and training plans for various trainings organised.
- Promotional materials (flyers, communication content) for training events.
- Pre- and post-training assessment reports and overall training evaluation report.
- Certificates for trainees.
- Multimedia materials (photographs, videos) from training events.



2. Event Management: Land of Opportunities – Lecture Series:
 - 12-month plan for the Lecture Series with scheduled quarterly sessions.
 - List of identified and confirmed speakers for each session.
 - Promotional materials for the lecture series and individual events.
 - Post-event reports summarizing key takeaways and action items.
3. Coordination of Global Legal Expert Group Meeting on Land Restoration:
 - List of international legal experts for model legislation development.
 - Detailed agenda and logistics plan for the expert group meeting.
 - Final report on the outcomes and recommendations from the expert group meeting.
4. GLI-Restor Restoration Awards Liaison:
 - Promotional strategy and materials for the Restoration Awards.
 - Coordination of the shortlisting and jury process.
 - Travel coordination for award winners to attend CoP16.

Requirements

- Bachelor's degree in communications, international relations, global affairs, journalism, law, social sciences or any related subject.
- At least three years of professional experience
- Familiarity with social media platforms and digital communication tools is required.
- Experience in conducting training programmes is required.
- Experience in organizing events such as conferences, meetings and webinars is required.
- Strong communication and interpersonal skills, with the ability to engage with diverse groups such as youth and civil society organizations.
- Demonstrated ability to work independently and as part of a team.
- Solid knowledge of the UNCCD, related UN and intergovernmental processes, and environment-related policy issues would be a great asset.
- Excellent writing, editing and oral communication skills in English is required. Also, excellent organizational and project management skills.
- Fluency in English 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/37**.

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



The deadline for applications is **06 June 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 : 23 May 2024