



TERMS OF REFERENCE

Conference Accreditation Assistants (Multiple Positions)

Consultancy reference number: CCD/24/C/38

Background

The functions of the secretariat of United Nations Convention to Combat Desertification (UNCCD) are to make arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies established under the Convention and to provide them with services as required.

In addition, in line with the rules of procedures of the COP as adopted by decision 1/COP.1, the secretariat shall notify Parties of the dates and venue of an ordinary session in due time before the session is due to commence.

On 31 January 2024, the UNCCD and the Kingdom of Saudi Arabia signed to host country agreement to host the sixteenth session of the Conference of the Parties (COP 16) to the UNCCD, which will be held in Riyadh from 2 to 13 December 2024.

The Administrative Services unit (AS) in coordination with Governing Bodies and Legal Affairs (GBLA) Unit is in charge with facilitation of participation (notification, travel and visa issues) as well as accreditation and registration (list of participants) of delegates.

Objective of consultancy

Facilitation of participation (notification, travel and visa) as well as accreditation and registration (list of participants) of delegates.

Duties, Responsibilities and Deliverables

Under the direct supervision of the Chief of AS and the daily guidance of the Programme Assistant of the unit, the contractor will work with the Notification, Travel, Registration and Visa (NRTV) team. The assignments of the incumbent will include the following:

Notification

- Prepares notification letters, merging recipients' details and dispatches to Parties.
- Proofreads and updates written documents and standard communications for completeness, grammatical, typographical accuracy and translates texts.
- Updates and maintains distribution lists, assemble documents, reports and other materials for global dissemination, where possible using electronic formats; and
- Monitors and follows up on the receipt of notifications.

Registration and Accreditation

- Provides assistance on queries of participants regarding registration and accreditation.
- Approves registration of participants in Indico registration system based on the nomination, accreditation or credentials letters.
- Inputs and amends delegate's data as appropriate and controls its accuracy based on the corrections/amendments provided by respective participants.
- Assists in updating and processing corrections/additions to the list of participants.
- Assists in training and guidance of local registration desk clerks; and
- Assists on the registration desk during the meetings by welcoming and accrediting participants and issuing badges.

Travel arrangements for funded participants.



- Monitors the status of funded participants' nomination, liaises with them and responds to their queries about their travel and other general inquiries.
- Assists in the acquisition of index numbers in UMOJA for new participants to the meeting, passport, bank details or other information and documents of participants.
- Liaises with the travel unit and assists with the travel arrangements for funded Party participants including payments of Daily Subsistence Allowances (DSA) in accordance with the rules and procedures of the United Nations for travel; and
- Follows up for late nominations of participants, confirmation of itineraries or amendments on the travel.

Visa arrangements

- Prepares and updates database on the host country's diplomatic missions for visa acquisition of participants;
- Provides information on the visa application processes;
- Prepares nominative letters of invitation for participants, including liaison and follow-up, as required; and
- Prepares note verbal and liaises with corresponding embassies/consulates of the host country or third country in case of transit visas and/or with visa focal points to assist in the facilitation of visa issuance to participants, as required.

Administrative tasks

- Prepares of status reports on the overall arrangements for the participation of funded participants as required;
- Sorts and files nomination letters, funding requests, accreditation letters and credentials of participants in the NRTV folder;
- Maintenance of a unified, efficient filing system both paper and electronic in connection to the work given; and
- Other tasks as required.

Deliverables

A short report on the funded participants' travels and registration and the list of participants.

Contractual terms

The service of the selected individual will be required for a duration of 06 months starting on 01 July 2024 and till 31 December 2024. Consultants will be based and work in UNCCD office in Bonn, Germany. Travel to COP16 if needed will be organized and paid separately. Payment for services rendered will be based solely on the actual working hours reported in the time sheet and paid monthly. No additional outputs beyond the provision of accurate time sheets will be required from the consultant. Only persons that have legal permission to work in Germany will be considered for this consultancy contract. The contractor needs to provide proof of health insurance coverage and a certificate from her/his physician indicating that he/she is fit to work.

Requirements

- Secondary school education supplemented by secretarial or equivalent school courses
- Previous secretarial experience in a United Nations organization would constitute a strong asset
- Fluency in English is required and good knowledge of other UN official language (French/Spanish/Arabic/Russian - both oral and written) is an advantage.

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/38**.

The deadline for applications is **10 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. Candidates who do not receive any feedback within three months of the deadline should consider their application as unsuccessful.

Date of issuance: 03 June 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>