



---

## **TERMS OF REFERENCE**

### **Logistics support for the organizational process of COP16**

**Consultancy reference number: CCD/24/C/39**

#### **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.

By decision 34/COP15, the COP requested the Executive Secretary to consult with the Government of the Kingdom of Saudi Arabia to prepare for the COP16 including the conclusion of a legally binding agreement at the international level with the Government of the Kingdom of Saudi Arabia.

The Conference Services of the Governing Bodies and Legal Affairs (GBLA) unit oversees planning and general coordination of core meetings of the UNCCD process. In line with this, Conference Services is seeking to recruit logistics support for COP16 session.

#### **Objective of consultancy**

It is expected that the consultant will successfully assist the Conference Services to provide the necessary logistical arrangements for the planning and COP16 session.

#### **Duties, Responsibilities and Deliverables**

Under the general supervision of the Director of the New Liaison Office, Chief of Staff a.i, and the direct supervision of the logistic assistant, the consultant will assist in the provision of logistic services for COP16, assist in the organization of the regional preparatory meetings, side events, follow up on the display of the daily programme on the screens and the UNCCD Application. The assignments of the incumbents include the following:

- Insertion and update of the daily programme on the dedicated program for the screens.
- Ensure that the screens and the UNCCD application have the updated COP 16 daily programme.
- Acting as main contact for the updates of the programme both on the screens and the UNCCD Application.
- Liaising with IT on equipment and IT services including proper conception of LAN for office and conference rooms' requirements.
- Ensure help desk logistic assistance functions
- Daily verification of meeting room set up and liaison with UNOG
- Assistance with the monitoring of general logistics and arrangements required for the good functioning of the COP16 session and related preparatory meetings.
- Assistance on general logistic issues and problems raised by the secretariat and other UN staff and/or the participants (i.e. offices set-up).
- Assistance in the setup and logistical arrangement for UNCCD staff offices.
- Ensuring that requested technical equipment, furniture and offices are available for official meetings, regional meetings, side events, parallel meetings and meetings of interest and regional groups and taking action on such matters.
- Assist in compiling the submissions of the side events.

#### **Deliverables**

It is expected that by the end of their assignments, the consultant has assisted in identifying and supporting core logistical requirements for COP16 including the venue, conference areas, meetings rooms and other areas as listed in the operational Annex I to the Host Country Agreement.



---

### Contractual terms

The services of the selected individual will be required for a duration of 6 months starting 01 July 2024 and paid monthly. Consultant will be based and work in UNCCD office in Bonn, Germany. UNCCD does not provide health insurance to consultants and individual contractors. Incumbents selected for the consultancy are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services as they consider appropriate. Proof of valid health insurance will be required before signing the contract. Travel to COP16 venue will be organized and paid separately.

---

### Requirements

- Minimum is the Secondary School education
- Proven years of experience in organizing major United Nations conferences.
- Experience in and understanding of the United Nations system, as well as intergovernmental processes, is a strong asset.
- Good knowledge of the logistical aspects of UN conferences and meetings and the organization of work related thereto would be a strong asset.
- Good knowledge of computer use and MS Office suite (Word, Excel, PPT)
- Ability to take initiative and make independent judgements. Capacity to take on responsibilities, and work under pressure. Establishes and maintains productive partnerships with clients by gaining their trust and respect. Good interpersonal skills, ability to work in a team.
- Fluency in English language (both oral and written) is required. A working knowledge of additional UN Official language (French and/or Arabic) 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 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](mailto:staffing@unccd.int) as **one document**: UNCCD Personal History Form<sup>1</sup> /CV and cover letter, specifying the following in the email subject line: **CCD/24/C/39**.

The deadline for applications is **12 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: 05 June 2024

---

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