



TERMS OF REFERENCE

Editing services for COP 16 (two positions)

Consultancy reference number: CCD/24/C/40

Background

The secretariat of the United Nations Convention to Combat Desertification (UNCCD) makes arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies established under the Convention and provides them with services as required. One of the secretariat's key functions is the compilation and publication of reports for the information and guidance of delegates at the COP.

Following the offer of the Government of Saudi Arabia, the sixteenth session of the Conference of the Parties (COP 16) and meetings of its subsidiary bodies (CST 16 and CRIC 22) will take place from 2 to 13 December 2024 in Riyadh.

The Conference Services of Governing Bodies and Legal Affairs Unit are in charge with planning and general coordination of core meetings of the UNCCD process. In order to handle the volume of UNCCD publications and documentation for the forthcoming COP16 session, conference services are seeking to hire two contractors to provide editing services for official English documentation.

Objective of consultancy

Official COP 16/CST16/CRIC22 documentation and UNCCD publications are edited on time and in accordance with United Nations editorial rules.

Duties, Responsibilities and Deliverables

Under the direct supervision of the Conference Affairs Officer and daily guidance of the Editorial Assistant, the contractors shall assist the UNCCD secretariat by providing editing services for the preparation of COP 16, CRIC 22 and CST 16 official pre-session, in-session and post-session documentation and any other official UNCCD documents and publications.

The contractor will take care of meeting the established deadlines while performing the following activities:

- Edit, in English, UNCCD official documents and publications ensuring accuracy, clarity, cohesion and conformity with United Nations standards, policy and practice.
- Carry out more extensive editing where required and in agreement with the author units, including rewriting and restructuring parts of texts for greater readability and better logical sequence.
- Proof-reading of layout files of the reports and summaries. The editor will oversee the implementation of the UN editorial guidelines.

The contractor will perform the outlined activities with the understanding that the proposed editing is of an advisory nature and that final responsibility for the language in official documents lies with the author units.

Deliverables

Key deliverables are:

- ✓ Conformity of editing with the UN editorial practices and policies is ensured;
- ✓ Editing is finished in a timely manner



Contractual terms

The services of the selected individual will be required for a duration of 14 weeks during the period from 01 July 2024 until 31 December 2024 with specific focus on the months August, September and December. The consultants will be working remotely. Travel and DSA to COP16 venue will be organized and paid separately.

Requirements

- Advanced university degree (master's degree or equivalent) in social sciences, communications, journalism, international affairs or a related field.
- Three to five years' professional experience in writing, editing or electronic publishing at the international level
- Experience and demonstrated skills in editing United Nations documentation in the areas of environmental sciences is an asset.
- Good knowledge of United Nations conferences and meetings and the organization of work related thereto is an asset
- A thorough command of English, which must be the candidate's main language is required. Solid writing and analytical abilities with sensitivity to nuance. Ability to tailor language, tone, style and format to match audience.

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/40**.

The deadline for applications is **13 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: 06 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>