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## TERMS OF REFERENCE

### Senior Advisor (Team Leader) to support in organising UNCCD COP 16 Leaders' Summit and other high-level events

Consultancy reference number: CCD/24/C/47

#### Background

On the eve of the official opening of the fifteenth session of the Conference of the Parties to the UNCCD (COP.15) in Abidjan, His Excellency Alassane Ouattara, President of the Republic of Cote d'Ivoire, hosted a Summit of Heads of State and Government. The Summit gathered on Monday 9 May 2022 and was attended by several Heads of State and Government. The Abidjan Summit consisted of an opening ceremony followed by the Presidential Dialogue. Another High-level meeting, chaired by the First Lady of Cote d'Ivoire, took place Women high-level Forum on Gender and access to land. Ministerial Roundtables were also organized, thus making COP.15 one of the most politically visible events to occur in the Convention processes. The Heads of State and Government, deeply concerned about the recurrence and severity of drought episodes, land degradation and their negative environmental, social and economic impacts corroding the pillars of our sustainable development, adopted the Abidjan Call whereby they reaffirmed their continued commitment to the 2030 Agenda for Sustainable Development, especially its SDG15.3 aimed toward achieving Land Degradation Neutrality by 2030. The Summit committed to continue giving the highest priority to the issue of drought and the resolve to developing and implementing appropriate land restoration policies and encourage development partners to provide assistance, as appropriate.

It is against this background that the Kingdom of Saudi Arabia, envisages to build upon this legacy and momentum on land restoration and drought resilience and convene a Leaders Summit on the theme "Our Land, Our Future". In this respect, Heads of State and government, CEOs, eco-entrepreneurs will come together to find innovative solutions to address the challenges posed by land degradation, desertification and droughts. Beside the Global Leaders' Summit of Heads of States and Governments parties to the UNCCD, the venue of COP.16 will also feature a Middle East Green Initiative Summit convened by Saudi Arabia and One Planet Summit initiated by President Macron of France.

Those high-level meetings require a great deal of coordination and expertise that the secretariat of the Convention needs to have in place. It is in this context that the secretariat envisages to hire a seasoned expert at senior level to coordinate the internal secretariat team with a view to preparing all the paperwork, including concept notes, draft programmes and other needed documentation. The senior expert would also undertake required high-level contacts with the Permanent Missions in New York and liaise with all relevant stakeholders, in particular the UN Secretary-General office as well as heads of UN entities to galvanize their support.

#### Objective of consultancy

- A successful organization of the Heads of States Summits at COP16.
- Adoption of a comprehensive political declaration setting the Heads of States' vision towards 2030.
- Strengthening the role and mandate of the COP Presidency over its biennial mandate for the implementation of the Riyadh Legacy.

#### Duties and Responsibilities

Under the direct supervision of the Executive Secretary and daily liaison with the Director of UNCCD New York Liaison Office (NYLO), the UN Protocol, and other relevant substantive Units of the UNCCD secretariat, in particular the UNCCD Liaison Office in Ryad, the team leader would coordinate his/her team on following main deliverables:



- Concept notes and timetables on the high-level meetings, namely the COP.16 leaders' summit, the Middle East Green Initiative Summit and One Planet Summit.
- Mobilize political support on the part of member states through their permanent missions at the UN Headquarters
- Serve as Liaison with the Permanent Representative of the Kingdom of Saudi Arabia to the UN and its senior diplomats as a country which will host COP.16 with a view to providing required support and engagement;
- Liaise with the UN Secretariat and its protocol as well as UN Entities to obtain full engagement
- Undertake necessary high-level contacts in New York with a view to organizing bilateral consultations between the Executive Secretary and the heads of delegations attending the General Assembly high-level week
- Attend major meetings held in preparation for COP.16

### **Deliverables**

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To coordinate the internal secretariat team with a view to preparing all the paperwork, including concept notes, draft programmes and other needed documentation. The senior expert would also undertake required high-level contacts with the Permanent Missions in New York and liaise with all relevant stakeholders, in particular the UN Secretary-General office as well as heads of UN entities to galvanize their support.

### **Contractual terms**

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The service of the selected consultant is estimated to be for a period of 2 months between 02 September 2024 until 31 December 2024. The consultancy is combination of remote work and also travel to COP 16 conference. Travel is envisaged within this contract. Travel and DSA to COP16 in Riyadh, Kingdom of Saudia Arabia will be paid and organized separately.

### **Requirements**

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- Advanced university degree in major political and social sciences, international relations or related disciplines. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- Proven professional experience of at least twenty-five years in strategic leadership, advocacy, writing, preferably with experience in coordinating multi-stakeholder events in the United Nations or similar settings.
- Proven diplomatic and negotiation skills
- Demonstrated experience in coordinating major multilateral processes;
- An outstanding and deep knowledge of the UNCCD processes
- Demonstrated ability to lead and work with diverse teams, including virtually;
- Experience in working with civil society, foundations and other advocacy organizations is an asset.
- Excellent interpersonal skills.
- An excellent writing and oral command of English are required. Knowledge of an additional UN language would constitute an asset.

### **Special notice**

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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



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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**

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Applications should be submitted by e-mail to [staffing@unccd.int](mailto:staffing@unccd.int) with a UNCCD Personal History Form<sup>1</sup>, CV and cover letter, specifying the reference number: **CCD/24/C/47**.

The deadline for applications is **11 July 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.

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Date of issuance: 04 July 2024

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<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>