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## TERMS OF REFERENCE

### Consultancy: Organize Mayor's Forum at UNCCD COP16

Consultancy reference number: CCD/24/C/51

#### Background

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Local governments and authorities, especially in urban areas, are key actors in addressing desertification, land degradation, and drought (DLDD) in the wider region, which are exacerbated by climate change and threaten biodiversity, food security and livelihoods. DLDD in rural areas can lead to conflict and insecurity which leads to a lack of economic opportunities and forced migration to cities. This urban growth puts immense pressure on land resources, necessitating innovative governance and planning strategies to manage land sustainably, reduce environmental degradation and pollution, and enhance the resilience of the rural lands and communities to climate impacts.

Land use planning is an essential component of the New Urban Agenda and the sustainable use of land and nature-based solutions in cities are key determining factors for the quality of life in both urban and rural areas, recognizing that cities often serve as hubs for innovation, providing opportunities to pilot and scale up successful interventions that protect vulnerable and marginalized communities and increase the health and productivity of land resources.

Mayors and local authorities can play a pivotal role in financing and implementing policies and practices that address the growing impact of urban-rural linkages and efforts being made to combat DLDD at the national level. Their proximity to the affected communities allows them to assess entry points and tailor solutions for local contexts, making planning and governance at the city level a critical component of national sustainable development.

Invited participants for the Forum will include Mayors and officials from local authorities and sub-national government entities, as well as key ministerial representatives from developed and developing countries, including least developed countries, landlocked developing countries, small island developing states, and middle-income countries. Representatives of UN entities, international experts, and other stakeholders will also be invited to attend the Mayor's Forum.

In this context, the consultant will work with numerous partners to develop a detailed and operational concept note for a high-level event on 06 December 2024 tentatively billed as a Mayor's Forum: Local Leadership and Innovative Governance for Sustainable Land Management. The consultant will work closely with the Mayor of Riyadh's office to develop the format, agenda, list of speakers and invitees, guiding questions, and expected outcomes for the event.

#### Objective of consultancy

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The Mayor's Forum on "Local Leadership and Innovative Governance for Sustainable Land Management" will provide a unique platform for policy dialogue and knowledge sharing (e.g., lessons learned and good practices) on key aspects related to the implementation of the SDGs and the convention. The Forum will foster dialogue, build networks, and strengthen the capacity of local governments to strengthen urban-rural linkages and support their efforts to apply integrated land use planning to scale up sustainable land management and restoration activities that will enhance the implementation of the convention. A special emphasis will be given to building up high-impact coalitions led by local and regional governments, as transformative and multisectoral partnerships that drive progress and are future-oriented.

#### Duties and responsibilities

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Under the overall supervision of the Chief of the Global Policy Advocacy and Regional Cooperation (GPARC) and the direct supervision of the responsible officer, and working collaboratively with the COP16 host country, the office of the Mayor of Riyadh, and other partners, such as UN-Habitat, FAO, UNDP, ICLEI, etc., the incumbent shall perform the following duties:

- Produce a detailed concept note for the high-level event (Mayor's Forum) that aligns with the scope and mandate of the convention.
- Engage with different existing networks of Mayors and Cities to mainstream land restoration and drought resilience agenda in their portfolios and look for their participation in the event.
- Propose an engaging moderator and modalities for an interactive dialogue among Mayors and representatives of local authorities.
- Produce a separate background note with relevant topics and guiding questions that would allow participants to prepare for the Forum and its expected outcomes.
- Develop an itemized agenda and run of show for the moderator.
- Assist with identifying key participants, conducting global outreach, issuing formal invitations, and follow up to ensure gender and geographic balance in the speakers list.
- Organize virtual preparatory meetings with key partners as needed from September to November.
- In consultation with partners, propose various options for the expected outcomes of the Forum and work with the communications team to prepare and disseminate the outcome selected, such as potential future cooperation/coalitions/partnerships/networks/alliances, or global programme, including potential financial pledges, to strengthen the involvement of cities and sub-national governments in addressing DLDD.
- Draft a Mayor's Declaration or outcome statement to be endorsed by those participants attending the Forum.
- Be on-site at COP16 for logistics, procedural issues, and VIP protocols.
- Perform any other duties related to high-level events at COP16

### **Deliverables**

Successful performance includes the completion of the duties and responsibilities as described above.

### **Contractual terms**

The service of the selected consultant is expected to be 6 months from 01 August 2024 to 31 January 2025. This contract is home based with travel to COP venue. Travel expenses related to the consultancy and the UNCCD COP16 will be organized and paid separately. The consultant will be paid based on deliverables (e.g., work plan, concept note, final report). All products resulting from this contractual arrangement are the exclusive property of the UNCCD.

### **Requirements**

- Advanced university degree in one of the areas related to the consultancy which include: natural resource management, public administration, environmental policy, law, business administration, economic development or related discipline
- A minimum of 10 years working experience related to subnational governments, land use planning, urban-rural linkages, environmental policy, including in-depth knowledge of climate, land, biodiversity policies and programs, experience in international negotiations and COPS.
- Excellent writing skills and fluency in English 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](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/51**.

The deadline for applications is **21 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.

Date of issuance : 15 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/convention/opportunities/vacancies/guidelines>