



TERMS OF REFERENCE

Consultancy: for Annex IV Regional Liaison Office

Consultancy reference number: CCD/24/C/73

Background

The objective of the United Nations Convention to Combat Desertification (UNCCD) is to combat desertification and mitigate the effects of drought in countries experiencing serious drought and/or desertification around the world, particularly in Africa, through effective action at all levels, supported by international cooperation and partnership arrangements with a view to contributing to the achievement of sustainable development in affected areas.

The implementation of the UNCCD is organized around five regional implementation annexes, included in the Convention text. The Regional Implementation for Northern Mediterranean, Annex IV, involves 12 affected country members.

Objective of consultancy

The UNCCD secretariat is seeking a highly motivated and experienced consultant to support the Annex IV Regional Liaison Office in engaging with high-level national and regional authorities in the lead-up to and during the 16th session of the Conference of the Parties (COP16), scheduled from 2 to 13 December 2024 in Riyadh, Saudi Arabia. The consultant will play a pivotal role in ensuring the active participation of country Parties in the lead up and during COP discussions, meetings and events.

Additionally, the consultant will facilitate communication among stakeholders, support best practice exchanges, and assist with the planning and administration of COP activities, and will travel to Riyadh, Kingdom of Saudi Arabia, during Annex IV regional meetings on 30 November – 1 December and COP16 from 2-13 December.

Duties and responsibilities

Under the overall supervision of the Chief of the Global Policy Advocacy and Regional Cooperation Unit, the consultant will undertake the following tasks:

- Support the organization of Annex IV regional consultations in preparation for COP16.
- Support Annex IV meetings during COP16.
- Assist in facilitating policy discussions and coordination for policy dialogue between the countries in the region, organizations and decision-making bodies at national and regional level at the COP;
- Provide logistical and substantive support for the planning and execution of events and meetings at COP.
- Support effective communication between Annex IV countries, the Secretariat and the Global Mechanism.
- Carry out any other duties or tasks necessary to fulfil the Secretariat's goals and the work programme of the Annex IV RLO at the COP.
- Serve as the liaison between Annex IV countries and COP host country on matters related to logistics, human and financial resource management, protocol and visa issues, security, and general administrative tasks (including managing utilities, IT, office space, etc.) at the COP.
- Prepare and draft summary reports, background notes, and briefing materials related to Secretariat and RLO activities for country Parties, as required.



Deliverables

The consultant will:

- Support the effective communication between the UNCCD secretariat and Annex IV countries.
- Support the organization of Annex IV regional consultations.

Support the active participation of Annex IV country Parties in COP16 discussions, meetings, and conferences.

Outputs/Work Assignment

1. Annex IV regional consultations and regional meetings during COP16:

- Organize regional consultations.
- Communicate meeting details timely to participants.
- Share detailed agendas for meetings.
- Support Annex IV Chair in drafting regional statements.
- Produce summary reports or minutes from Annex IV meetings.

2. Logistical and substantive support for the planning and execution of events and meetings at COP.

3. Effective communication support between Annex IV countries, the Secretariat, and the Global Mechanism:

- Provide regular communication updates.
- Resolve communication issues between key stakeholders.

4. Resolve logistical challenges (e.g., visa issues, security protocols) of Annex IV countries during COP16.

Contractual terms

The service of the selected consultant is expected to be 3 months from 01 October 2024 to 31 December 2024. 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 in three instalments. All products resulting from this contractual arrangement are the exclusive property of the UNCCD.

Requirements

- Advanced degree (Master's degree or equivalent) in international relations, political and social sciences, public administration, environment or a related field. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree
- A minimum of 5 (five) years of progressively responsible experience in public policies, sustainable land management or related area, particularly in the Northern Mediterranean region. Familiarity with the UN system is an asset.
- Knowledge on the socioeconomics, environmental and sustainable development issues in the region is an asset.
- Experience in multilateral diplomacy is required.
- Demonstrated experience in dealing with senior government officials, development partners and other country stakeholders is required.
- Cultural sensitivity and ability to respect and work well with people from different backgrounds and disciplines.
- Excellent drafting skills are required.
- Demonstrated experience in organizing events in United Nations settings.
- Demonstrated ability to work with diverse teams, including virtually.
- Excellent planning, organization and teamwork skills are required.
- Fluency in written and spoken English is required. Working knowledge of other UN Official languages 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 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/73**.

The deadline for applications is **27 September 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 : 20 September 2024

¹UNCCD P-11 form in electronic fill-in .pdf OR .docx format available: <https://www.unccd.int/convention/opportunities/vacancies/guidelines>