



TERMS OF REFERENCE

Communications and event coordination Specialist

Consultancy reference number: CCD/24/C/74

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 UNCCD secretariat seeks an experienced and highly motivated communications and event coordination consultant to support the communications activities of a flagship initiative and its dedicated Pavilion during the 16th session of the Conference of the Parties (COP16) to be held from 2 to 13 December 2024 in Riyadh, Saudi Arabia (COP16).

Objective of consultancy

The objective of this consultancy is to support targeted communications activities related to the Changwon Initiative as well as organize and coordinate a Pavilion during UNCCD COP16. This includes support to the development and implementation of communications products, and preparation and organization of the Pavilion programme and logistics.

Duties and responsibilities

Under the overall supervision of Chief of Communications, External Relations and Partnership (CERP) Unit, and in consultation with the substantive officers in the UNCCD secretariat, the consultant will undertake the following tasks:

- Event planning and coordination, including but not limited to logistics coordination for setting up the Pavilion in Riyadh, developing the Pavilion programme and supporting the events on site.

Preparations include logistics coordination in close collaboration with the designer, the team in Riyadh, and the donor.

On site, this includes, but is not limited to: selecting side events; developing an overall event strategy detailed approach, concept, format, and timeline, overseeing the coordination of daily themes and issues that should be promoted at the Changwon Initiative Pavilion; ensuring the side-events and outcomes of the event align with the overall narrative; drafting and executing daily run of shows, or scripting as and when necessary; briefing and coordinating speakers and moderators for events hosted at the Pavilion; overseeing the preparation, time management and execution of the Pavilion for successful implementation.

- Production of communications products and information material, including but not limited to high-quality written content, educational materials, blog posts, press releases, social media cards, and feature stories for UNCCD website.
- Production of a report on the Pavilion

Deliverables

Key deliverables:



- Coordinate the organization of the Changwon Initiative Pavilion at COP16 and related side events with the objective to increase the outputs, impacts, and ensuring a common narrative across the multi-day segments, in close collaboration with the Korea Forest Service (KFS).
- Presence at COP16 for 3 weeks in Riyadh, Kingdom of Saudi Arabia in November/December 2024 to support the delivery of the event.
- Changwon Initiative Pavilion evaluation report detailing qualitative and quantitative outcomes of the Pavilion, any lessons learnt and the respective creation of communications material (brochures etc.) for further distribution.
- Communications products, including multimedia content, to promote the Changwon Initiative

Contractual terms

The service of the selected consultant is estimated to be for 5 months starting from 15 October 2024 until 14 March 2025. This contract is home based and payable in 5 instalments based on the provided deliverables. Travel to COP16 in Riyadh, will be paid and organized separately. All products resulting from this contractual arrangement are the exclusive property of the UNCCD.

Requirements

- Master's degree in communications, international relations, political science or related field is required. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree.
- Minimum five years of work experience in communication, event coordination, public relations or related field is 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.
- Experience working in Saudi Arabia is an advantage.
- Knowledge and expertise in high-level environment and sustainable development issues, including in the UN context, is desired.
- Fluency in English language (both oral and written) is required. A working knowledge of any of the UN Official languages and Korean language 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/74**.

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



The deadline for applications is **30 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 : 24 September 2024