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## TERMS OF REFERENCE

### Consultancy - support the work of the Science, Technology and Innovation Unit and Committee on Science and Technology on COP16 (two positions)

**Consultancy reference number: CCD/24/C/76**

#### Background

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Established in 1994, the United Nations Convention to Combat Desertification (UNCCD)<sup>1</sup> is the sole legally binding international agreement linking environment and development to sustainable land management. The vision embraced by the Convention's 197 Parties in its 2018-2030 Strategic Framework<sup>2</sup> is for "a future that avoids, minimizes, and reverses desertification/land degradation and mitigates the effects of drought in affected areas at all levels and strive to achieve a land degradation-neutral world consistent with the 2030 Agenda for Sustainable Development".

This vision is underpinned by the science agenda of the UNCCD, which is supported in the secretariat by the Science, Technology and Innovation (STI) unit. The unit facilitates the realization of some of the core functions of the UNCCD and the two subsidiary bodies of the Conference of the Parties (COP)<sup>3</sup>, including the provision of information and advice on scientific and technological matters relating to desertification, land degradation and drought (DLDD) and assisting the COP in regularly reviewing the implementation of the Convention. This work will be conducted under the auspices of the Committee on Science and Technology (CST)<sup>4</sup> and its Science Policy Interface (SPI)<sup>5</sup> and the Committee for the Review of the Implementation of the Convention (CRIC)<sup>6</sup>.

With the aim of aiding the Science, Technology and Innovation unit and Committee on Science and Technology, the consultant will be responsible for the assistance in preparation of the CST16 documentation and facilitation the in-session organization of CST16 including SPI processes, providing scientific, procedural and technical support as appropriate. The consultant will ensure delivery of timely, focused assistance to the Chief of the unit and assigned Officer in scientific and procedural matters relating to the CST to contribute to the accomplishment of the broad scope of the UNCCD science agenda through the sixteenth session of the COP, which is envisioned to take place in December 2024.

#### Objective of consultancy

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The objective of this consultancy is to provide assistance to the Science, Technology and Innovation unit and the work programme of the Committee on Science and Technology in particular facilitating organization, coordination and preparation of the CST16 documentation.

#### Duties and Responsibilities

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Under the overall management of the Chief of the Science, Technology and Innovation unit of the UNCCD, the direct supervision of an assigned Officer, the consultant will assist the UNCCD secretariat by providing technical and substantive support for the CST16 preparatory process, including the timely delivery of the following:

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<sup>1</sup> <https://www.unccd.int/>

<sup>2</sup> [https://www.unccd.int/sites/default/files/2022-02/cop21add1\\_SF\\_EN.pdf](https://www.unccd.int/sites/default/files/2022-02/cop21add1_SF_EN.pdf)

<sup>3</sup> <https://www.unccd.int/convention/conference-parties-cop>

<sup>4</sup> <https://www.unccd.int/convention/governance/cst>

<sup>5</sup> <https://www.unccd.int/science/overview>

<sup>6</sup> <https://www.unccd.int/convention/governance/cric>



1. Assist the Chief of the unit and assigned Officer in preparation and delivering the official CST documentation.
2. Provide assistance in coordination meetings relevant to the work of the CST and SPI during COP 16.
3. Provide assistance to the CST secretary, rapporteur, and other staff in coordinating the work of the CST contact group during COP 16 and assisting compiling relevant reports.
4. Assist assigned Officer and other staff in preparation of the joint activities between CRIC and CST, such as the joint plenary meeting and the joint contact group.
5. Provide research, writing and communications support on substantive topics related to the STI unit.
6. Support the organization of webinars, workshops, consultations, conferences, meetings, events and training related to the UNCCD Science Agenda.
7. Performing general administrative tasks including preparing and/or processing administrative requests/documents (e.g. preparation of TOR, consultancy requests, requisitions, purchase orders, travel requests, contracts, expenditure authorizations, visa applications, etc.).
8. Perform any other job-related activities required to achieve the goals and objectives of the unit, sub-unit, programme or the secretariat in the light of COP 16 preparation.

### **Deliverables**

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- ✓ Timely assistance in submission and delivery of relevant SPI and CST official documentation compliant with scientific standards for official sessions to the Chief of the Unit and assigned Officer.
- ✓ Meetings relevant to the work of the CST and SPI during COP 16 as well as webinars, workshops, consultations, conferences are timely and successfully coordinated and effectively supported.
- ✓ Reports and the written outputs relevant to the CST, SPI meeting and CST contact groups are timely drafted and developed.
- ✓ Support to successful delivery of the joint activities between CRIC and CST, such as the joint plenary meeting and the joint contact group is provided.
- ✓ Support to the organization of webinars, workshops, consultations, conferences, meetings, events and trainings related to the UNCCD Science Agenda is provided.
- ✓ Regular updates provided to the Chief of Unit and assigned Officer, of activities undertaken at times agreed upon by the Chief of the Unit and the consultant.
- ✓ General administrative tasks are timely delivered upon request.

### **Contractual terms**

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The service of the selected consultants is planned for approx. 3 months starting 07 October 2024 until 31 December 2024. The contract is home based for one consultant and UNCCD office based for another. Travel to the conference venue in Saudi Arabia will be organized and paid separately. Consultancy is based on monthly payments. All products resulting from this contractual arrangement are the exclusive property of the UNCCD.

### **Requirements**

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- An advanced university degree (master's degree or equivalent) in natural, social or interdisciplinary sciences or any relevant field directly related to UNCCD (desertification, land degradation and restoration and drought).
- At least three (3) years of relevant professional working experience related to sustainable development, combating land degradation, climate change adaptation and mitigation.



- A minimum of three (3) years of progressively responsible and relevant experience in natural, social or interdisciplinary sciences including experience in planning, designing, managing, implementing, and evaluating scientific programmes and projects and relevant work experience at the interface of science and policy is required.
- Experience acquired in the United Nations system or in a similar international or multilateral setting is desirable.
- Experience in planning, managing, and coordinating complex logistics projects is desirable.
- Fluency in oral and written English is required. Knowledge of another UN official language is an advantage.

### 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 and will not be considered 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>7</sup> /CV and cover letter, specifying the following in the email subject line: **CCD/24/C/76**.

The deadline for applications is **02 October 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: 26 September 2024

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<sup>7</sup>UNCCD P-11 form in electronic fill-in .pdf OR .docx format available: <https://www.unccd.int/convention/opportunities/vacancies/guidelines>