



---

## TERMS OF REFERENCE

### Document Processing Consultancy

Consultancy reference number: **CCD/24/C/78**

#### Background

---

The secretariat of the United Nations Convention to Combat Desertification (UNCCD) makes arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies established under the Convention and provides them with services as required. One of the secretariat's key functions is the compilation and publication of reports for the information and guidance of delegates at the COP.

Following the offer of the Government of Saudi Arabia, the sixteenth session of the Conference of the Parties (COP16) and meetings of its subsidiary bodies (CST16 and CRIC22) will take place from 2 to 13 December 2024 in Riyadh.

The Governing Bodies and Legal Affairs Unit is in charge with planning and general coordination of core meetings of the UNCCD process. To handle the volume of documentation for the forthcoming session, conference services are seeking a contractor to assist in the processing of official in-session and post-session COP16/CST16/CRIC22 documentation.

#### Objective of consultancy

---

Official in-session and post-session COP 16/CST16/CRIC22 documents are submitted on time to UNOG and in accordance with United Nations editorial rules.

#### Duties, Responsibilities and Deliverables

---

Under the direct supervision of the Conference Affairs Officer the consultant will join the document processing team.

The incumbent will work on the agreed pipeline of in-session and post-session documentation to be processed, submit it to UNOG Document Management Section for translation and retrieve language versions of official documentation from the Optical Disk System and upload them on UNCCD website accordingly.

The assignments will include the following:

##### Document processing

- Ensure conformity of document formatting with the UN editorial practices and policies (identification symbol, title, agenda item, presentation, page-numbering, etc.) using the United Nations Editorial Manual and the United Nations Editorial Manual online;
- Ensure that all editorial changes are made; clarify and finalize changes ensuring that any additional revisions are included in the final version;

##### Document tracking

- Maintain a tracking list of the official in-session and post-session documentation for each session, regularly checking the status of each document and ensuring that submission deadlines are met;
- Liaise with the author units and ensure the timely submission of documents and follow-up for finalization after editing.

#### Deliverables

---

- Conformity of document formatting with the UN editorial practices and policies is ensured.



- Requested editorial changes and revisions are included in the final versions of the documents.
- Tracking lists of the official in-and post-session documentation for COP 16/CST16/CRIC22 are up to date.
- Timely submission of documentation is ensured

### **Contractual terms**

---

The services of the selected individual will be required for a duration of 02 months during the period from 01 November 2024 until 31 December 2024. The consultant will be working remotely. Travel to COP16 in Saudi Arabia is required and will be organized and paid separately.

### **Requirements**

---

- Completion of secondary education/high school diploma is required.
- A minimum of three years of experience and demonstrated skills in the field of documentation processing including working with documentation tools such as gdoc 2.0 within the United Nations system is required.
- Good knowledge of United Nations conferences and meetings and the organization of work related thereto would be a strong asset.
- Fluency in English language and excellent writing and communication skills. Knowledge of another UN language such as French 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 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 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/78**.

The deadline for applications is **22 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: 10 October 2024

---

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