



TERMS OF REFERENCE

Consultancy: UNCCD COP16 daily Journal support

Consultancy reference number: CCD/24/C/82

Background

The functions of the secretariat of United Nations Convention to Combat Desertification (UNCCD) are to make arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies established under the Convention and to provide them with services as required.

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 (GBLA) unit is in charge with planning and general coordination of core meetings of the UNCCD process. In line with this, the unit is seeking to recruit support for the preparation of the UNCCD COP16 daily Journal.

Objective of consultancy

It is expected that the consultant will successfully assist in a timely publishing and maintaining of an accurate and precise daily Journal for the session.

Duties and Responsibilities

Under the supervision of the Conference Affairs Officer and daily guidance of the editorial assistant, the consultant will assist in the provision of required support for the preparation and publication of the UNCCD COP16 daily Journal.

The assignments of the incumbent will include the following:

- Collecting, extracting and compiling information for the various sections of the UNCCD COP16 daily Journal
- Liaising with secretariat's units to retrieve and receive relevant information for the publication of the daily Journal;
- Inputting the information received referring to the programme of work for official sessions, meetings summaries, time and venue of meetings of regional groups, high-level, side and special events, in SharePoint and the pre-formatted daily Journal templates
- Ensuring the publication of the COP16 daily Journal on the UNCCD website and UNCCD Conference app;
- Acting as main contact for the updates of the COP16 daily Journal both on the UNCCD website and the UNCCD Conference app;
- Maintaining the internal database of official sessions on the daily Journal section (SharePoint);
- Liaising with the IT UNCCD website service provider for any troubleshooting as to ensure a timely and accurate publication of the COP16 daily Journal.

Deliverables

- ✓ Liaison with secretariat's units is ensured as to timely retrieve and compile the necessary information
- ✓ Required information is inputted in the COP16 daily Journal sections for its timely publication
- ✓ GBLA SharePoint section under Official sessions/ daily Journal is successfully maintained



Contractual terms

The service of the selected consultant is estimated to be for a period of 01 month, starting 15 November 2024 until 31 December 2024. Travel to COP 16 is anticipated and will be paid and organized separately. The consultancy is home based and COP16 venue (Riyadh/Saudi Arabia). All products resulting from this contractual arrangement are the exclusive property of the UNCCD.

Requirements

- ✓ Completion of secondary education/high school diploma is required.
- ✓ Proven experience in preparation and publications of journals for conferences.
- ✓ Understanding of the United Nations system, as well as intergovernmental processes, is desirable.
- ✓ Good knowledge of computer use and Office (Word, Excel, PPT, SharePoint)
- ✓ Professional knowledge of English is required. Knowledge of additional UN languages (French and Arabic) 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 as **one document**: UNCCD Personal History Form¹ /CV and cover letter, specifying the following in the email subject line: **CCD/24/C/82**.

The deadline for applications is **05 November 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: 29 October 2024

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