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## TERMS OF REFERENCE

### Call for interest for Junior Consultant (a pooled approach)

**Consultancy reference number: CCD/24/C/04**

#### Background

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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 Kingdom of Saudi Arabia will be the host of UNCCDCOP16, which will take place 2-14 December 2024.

The purpose of the Junior Consultancy is to provide support for the preparation of the COP16 and for effective follow up. The main focus of tasks will be on research, communication, logistics, science and administration/management activities.

This junior consultancy offers a unique opportunity for a young professional (age range between 25 and 30 years old) with the right skill set to be involved in all key day to day operational aspects of the UNCCD work and preparation/work for the COP16. This is a tremendous opportunity for a young professional interested and willing to be involved in various activities. UNCCD seeks candidates who are interested in expanding their knowledge and skill set in events management as well as land sector initiatives within the context of the UN agency.

#### Objective of consultancy

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The Junior Consultant(s) will ensure delivery of timely, client focused support to the Chief of Units. In close collaboration with other staff members of Unit teams, the incumbent will coordinate the efficient, consistent implementation of Unit assigned activities.

#### Duties, Responsibilities and Deliverables

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Under the direct supervision of the responsible officer, the Junior Consultants will provide effective support to designated Units in the run up to COP16. The consultants will undertake the following tasks:

- Provide various research, writing and communications support on substantive topics related to the Units activities. (i.e. youth employment, gender issues, land tenure, land degradation, financial access, resource governance, logistics, etc).
- Support the organization of webinars, workshop, consultations, conferences, meetings, events and trainings.
- Provide support on drafting of briefing notes, progress reports, talking points, speeches and correspondence letters as required.
- Take notes during meetings and assist in the preparation of minutes and reports. Assist in monitoring related actions and outcomes to meetings, ensuring that activities are adequately documented.
- Prepare tables and compilation of documentation, as required.
- Assists in the preparation of communication and related documentation for COP 16.



- Provide support to COP16 preparation and coordination between internal and external clients and partners at the technical, regional and country level.
- Any other responsibilities as delegated by the designated Chief of Unit.

### **Deliverables**

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- ✓ Undertaking research, developing written outputs and consulting key resource partners and designated Unit colleagues, engaging in preparatory work and continued engagement with the internal and external clients
- ✓ Briefing notes, talking points, speeches, questionnaire surveys, evaluations and reports of consultations, conferences, workshops, meetings, events and trainings are produced with high standards of service provision.

### **Contractual terms**

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The services of the selected individuals will be required for a duration of 10 months starting on 01 March 2024 and paid monthly. Junior Consultant will be based and work in UNCCD office in Bonn, Germany. UNCCD does not provide health insurance to consultants and individual contractors. Incumbents selected for the consultancy are fully responsible for arranging, at their own expense, such life, health and other forms of insurance covering the period of their services as they consider appropriate. Proof of valid health insurance will be required before signing the contract. Travel to COP16 venue if needed will be organized and paid separately. All products resulting from this contractual arrangement are the exclusive property of the UNCCD

### **Requirements**

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- Master's degree (or equivalent) in: Administration, International Relations, Communications, Public Relations, Public Affairs, Social Sciences, Sciences 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.
- One year of professional experience, including volunteering or internships. Experience with UN or International Organization is a plus.
- Strong writing, analytical and research skills (qualitative and quantitative)
- Strong interest in working in the UN system, particularly on land issues.
- Project management skills and ability to work under pressure, to tight deadlines.
- Good interpersonal skills, teamwork spirit and ability to work in multicultural settings and to work remotely.
- Knowledge and understanding of United Nations and its role in humanitarian and development cooperation.
- Fluency in English language (both oral and written) is required. A working knowledge of any of the UN Official languages in addition would be an asset.

### **Special notice**

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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.



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### **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/04**.

The deadline for applications is **11 February 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.

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Date of issuance: 25 January 2024

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<sup>1</sup> UNCCD P-11 form in electronic fill-in .pdf OR .docx format available: <https://www.unccd.int/about-us/secretariat/vacancies/applying-unccd>