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## TERMS OF REFERENCE

### Consultancy Support Services to COP16 Preparation

**Consultancy reference number: CCD/24/C/11**

#### **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 functions of the secretariat are, among others, to make arrangements for sessions of the Conference of the Parties (COP) and its subsidiary bodies; to compile and transmit reports submitted to it; to facilitate assistance to affected developing country Parties, on request, in the compilation and communication of information required under the Convention; to coordinate its activities with the secretariats of other relevant international bodies and conventions.

As per decision 34/COP.15 the sixteenth session of the Conference of the Parties (COP16) will take place in Saudi Arabia from 2 to 13 December 2024. Consultations of Regional Implementation Annexes in preparation for the session and other training activities will also be held prior to the conference. A Heads of States Summit will also be convened under the aegis of the COP16.

The Consultancy will be based in Riyadh, Saudi Arabia and provide support to the preparation of COP16.

#### **Objective of consultancy**

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Under the guidance of Senior Liaison Officer, supports in liaising with national authorities and ensure a continuous flow of information between the UNCCD and the local organizing committee.

#### **Duties, Responsibilities and Deliverables**

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Under the direct supervision of the Senior Liaison Officer and general overview of the Chef de Cabinet of the Executive Office, the incumbent will be responsible for the following duties:

- Coordinates and provides support to the Senior Liaison Officer in liaising with the Organizing Committee of UNCCD-COP16 to ensure a continuously updated flow of information between the UNCCD secretariat and the COP16 Host Country authorities on matters pertaining to the COP preparatory process.
- Ensures smooth liaison with Riyadh based UN agencies, including UNDP and UNDSS.
- Ensures continuous follow up on projects and activities initiated with Arab Coordination Group and its members in relation to COP16 preparations.
- Drafts and coordinates (inputs to) various reports, presentations, decision briefs, briefing notes, and other information documents required by the management.
- When required by the Management, provide targeted support to the GBLA logistics and the AS teams.
- Performs any further duty as required by the Senior Liaison Officer aimed at maximizing cooperation outputs between the UNCCD secretariat, the Host Country and other stakeholders (e. IsDB, AOAD, ISESCO, Arab Ligue, CAMRE....).

#### **Deliverables**

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To efficiently coordinate the various substantive and institutional streams leading to the optimal and timely delivery of inputs required for the efficient management of the COP organizational process.

### **Contractual terms**

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The services of the selected individuals will be required in the period from March 2024 until January 2025, full time and paid on monthly basis. 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. All products resulting from this contractual arrangement are the exclusive property of the UNCCD.

### **Requirements**

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- A master's degree or equivalent in business administration, public administration, political sciences, or other relevant field is required. A first-level university degree in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
- A minimum of five (05) years of progressively responsible experience in multilateral processes and/or international organizations, or related area is required.
- Previous experience in the UN common system or related international organizations and Middle East Region is desirable.
- Experience in planning, managing, and coordinating complex logistics projects is desirable.
- Experience in report writing and presentation is desirable.
- Fluency in oral and written English and Arabic is required. Knowledge of another UN official language is an advantage.

### **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.

### **Submission of application**

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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/11**.

The deadline for applications is **25 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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<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>