

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACTOR

Background and objectives

The overall objective of this contract is to support the DSD Stakeholder Engagement Programme in engaging major groups and other stakeholder (MGoS) in the preparations for the UN Conference to Support 2018 high-level political forum (HLPF) including their voluntary presentations to the HLPF on the implementation of the 2030 Sustainable Development Agenda (mandated in A/RES/70/1), and in high-level events of the General Assembly to follow-up on the implementation of the 2030 Sustainable Development Agenda.

The contract will serve to provide additional capacity to the Division's Stakeholder Engagement Programme to effectively engage major groups and other stakeholders in the preparations for the 2018 high-level political forum and high-level events of the General Assembly by facilitating meetings, events, webinars and webex meetings amongst different constituents and sectors to disseminate information, conducting outreach and awareness raising including through social media and emails, compiling presentations, documents and other relevant written inputs by MGoS, and facilitating accreditation, registration and travel arrangements as necessary of funded MGoS participants.

Work Assignment

In consultation with DSD, the individual contractor will carry the following assignments:

1. Disseminate information and conduct outreach to MGoS on matters pertaining to the 2018 HLPF, General Assembly high-level events and other intergovernmental processes supported by the Division;
2. Organize and manage capacity building meetings, workshops, expert group meetings, discussion groups and webinars for Major Groups and other Stakeholders (MGoS) for engaging in the 2018 HLPF and high-level events of the General Assembly on the follow-up to the 2030 Sustainable Development Agenda;
3. Assist in the creation of voluntary reporting guidelines for MGoS to report on their implementation of the 2030 Sustainable Development Agenda as mandated in resolution 70/1;
4. Create online tools to solicit written inputs, documents and reports by the MGoS to the HLPF;
5. Facilitate MGoS participation in the 2018 HLPF and related negotiations;
6. Assist in regular updating of relevant sections of the Sustainable Development Knowledge Platform;

7. Coordinate travel arrangements for funded MGoS participants to the HLPF, as necessary;
8. Support the DSD Stakeholder Engagement Programme Coordinator in implementation of the new grant “SD2015: delivering on the promise of the SDGs” including drafting relevant documents and reports and liaising with partners including the major groups and other stakeholders on activities related to the grant;
9. Perform other duties as required.

Duration of contract

The contract is for duration of 7 months over the period from 19 January to 18 August 2018.

Duty Station or Location of Assignment

The individual contractor will work in an office at UN Headquarters in New York.

Travel

The assignment may include travel to support project related activities. Any travel cost will be obligated separately. Travel itineraries and dates to be determined.

Expected outputs

- On-line messaging, tweeting and blogging among MGoS to inform various communities about 2018 HLPF and General Assembly high-level events.
- Online consultations and webinars to build capacity of MGoS to effectively engage in the preparations for the HLPF.
- Compilations of documents and other written inputs by MGoS to the 2018 HLPF.
- Regular updates to the sustainable development knowledge platform.
- Selection of funded MGoS participants for 2018 HLPF
- Documents and reports related to the administration of the SD2015 project.

A progress report stating the work accomplished will be produced.

The outputs documents will be delivered by electronic word format except online outputs.

Delivery dates of output

19 January - 18 February 2018:

- Creation of 2 lists of proposed participants for two regional MGoS workshops in ESCAP and ESCWA in close collaboration with the UN entities on the ground, regional networks of stakeholders and the Major Groups and other Stakeholders HLPF Coordination Mechanism;
- At least one briefing for MGoS regarding the preparations for the HLPF and related events is delivered;
- Creation of concept notes and programmes for the two regional workshops;
- Information-sharing about HLPF exhibitions and side events;
- Elaborate and share guidelines for VNR participation by MGoS;

19 February - 18 March 2018:

- ESCAP regional workshop delivered, including programmes, and background materials developed in close consultation with the MGoS HLPF Coordination Mechanism;
- Support the selection of exhibitions by MGoS;
- At least one briefing for MGoS regarding the preparations for the HLPF and related events is delivered;
- Information-sharing about HLPF side events, registration;
- In consultation with the MGoS HLPF Coordination Mechanism, support the selection of participants of the SDG-focused EGMs;

19 March - 18 April 2018:

- ESCWA regional MGoS workshop delivered, including programmes, and background materials developed in close consultation with the MGoS HLPF Coordination Mechanism;
- At least one briefing for MGoS regarding the preparations for the HLPF and related events is delivered;
- Compile and review thematic papers submitted by MGoS, share them with DGACM in a timely manner;

19 April - 18 May 2018:

- Support the MGoS participation in the 2018 HLPF Ministerial Declaration Consultations; At least one webinar between MGoS and the co-facilitators of the Ministerial Declaration is organized;
- At least two briefings for MGoS regarding the preparations for the HLPF and related events are delivered;
- Share information and support the management of the HLPF registrations for MGoS;
- In consultation with the MGoS HLPF Coordination Mechanism, elaborate the concept note, programme and participants list for a pre-HLPF one-

day meeting for Major Groups and other stakeholders, as well as for the HLPF official session on multi-stakeholder participation to achieve the 2030 Agenda;

- Initiate the process of identifying MGoS representatives to pose questions during the HLPF Ministerial segment (VNRs);
- In coordination with the HLPF Coordination Mechanism, identify funded participants to the HLPF;
- Support the selection of HLPF side events by MGoS;

19 May - 18 June 2018:

- Support the MGoS participation in the 2018 HLPF Ministerial Declaration Consultations;
- At least two briefings for MGoS regarding the preparations for the HLPF and related events are delivered;
- Share information and support the management of the HLPF registrations for MGoS;
- In coordination with the HLPF Coordination Mechanism, identify MGoS speakers to the HLPF various sessions;

19 June - 18 July 2018:

- At least one briefing for MGoS regarding the preparations for the HLPF and related events is delivered before the Forum;
- Finalize the questions to be posed to member states and share them in a timely manner;
- Information about logistics and participation is widely shared among MGoS participants, website content is updated accordingly;
- Preparations for a pre-HLPF meeting and an HLPF official session on multi-stakeholder participation to achieve the 2030 Agenda are finalized;
- Facilitate the participation of MGoS in the 2018 HLPF;
- Follow the HLPF sessions and enable the participation of MGoS according to A/RES/67/290;
- One pre-HLPF MGoS meeting delivered, including programmes, and background materials developed in close consultation with the MGoS HLPF Coordination Mechanism;
- One HLPF official session delivered, including programmes, and background materials developed in close consultation with the MGoS HLPF Coordination Mechanism;
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19 July - 18 August 2018:

- Successfully supported side events and other duties as required;
- Contribute to the reporting of the 2018 HLPF and other necessary tasks;
- Assess the possible hosts of national-level workshops in the Fall of 2018;

- Update MGoS content on Sustainable Development Knowledge Platform;

Fee and payment schedule

The individual contractor will be paid based on a monthly regular basis. The total fee of USD \$42,000 will be paid in seven instalments of \$6,000 as per the following schedule:

- Upon satisfactory performance by 18 February 2018 - US \$6,000.00
- Upon satisfactory performance by 18 March 2018 - US \$6,000.00
- Upon satisfactory performance by 18 April 2018 - US \$6,000.00
- Upon satisfactory performance by 18 May 2018 - US \$6,000.00
- Upon satisfactory performance by 18 June 2018 - US \$6,000.00
- Upon satisfactory performance by 18 July 2018 - US \$6,000.00
- Upon satisfactory performance by 18 August 2018 - US \$6,000.00

Performance indicators

- Timely delivery of written outputs
- Timely conduct of social media events and capacity-building workshops for major groups and other stakeholders
- Timely responses to queries from major groups and other stakeholders
- Satisfaction with outputs expressed by major groups and other stakeholders
- Increased traffic in major groups social media accounts

Qualifications

- Post-graduate degree or equivalent experience and advanced expertise in social, natural sciences, pertaining to international sustainable development issues.
- At least 2 years of experience in relevant functions, including SD strategy planning, research, publishing, and liaison with partner organizations, and workshop facilitation.
- Strong interpersonal and communication skills, able to engage in complex discussions and presentations with staff of the U.N. and partner organizations. Keen knowledge of the UN system and its work at in the area of sustainable development and the intergovernmental processes related to the HLPF and the 2030 Agenda.

- Excellent oral and written command of English is essential. Knowledge of another official U.N. language (Arabic, Chinese, French, Russian or Spanish) is an asset.

Contact:

Please send your CV to jiang2n@un.org