

## **TERMS OF REFERENCE**

### **Conference Services Coordinator Individual Contractor Announcement # IGFP-1913**

Implementing Entity:

United Nations Department of Social and Economic Affairs / Division for Sustainable Development /  
Internet Governance Forum (IGF) Secretariat

#### **1) Organization Setting and Reporting**

The second phase of the World Summit on the Information Society (WSIS) held in Tunis on 16 – 18 November 2005, requested the Secretary-General, amongst other, to convene “a new forum for multi-stakeholder policy dialogue – the Internet Governance Forum (IGF)”. The IGF Secretariat is based in the United Nations Offices at Geneva (UNOG). The mandate of the IGF, set out in Paragraph 72 of the Tunis Agenda for the Information Society is to discuss the main public policy issues related to Internet governance in order to foster the sustainability, robustness, security, stability and development of the Internet.

In preparation for the 12th Annual Meeting of the IGF to be held on 18-21 December 2017 at the UN Office at Geneva (UNOG), Switzerland, the Individual Contractor will be responsible for the following detailed tasks, under the overall guidance of the Programme and Technology Manager of the IGF Secretariat:

1. Provide support to the IGF Secretariat on a range of tasks, including human resources matters; travel and visa requests; and budgetary questions, including preparation of cost estimates for meeting and travel expenses prior to the event in coordination with the Secretariat and UNDESA.
2. Assist in other preparation activities for the 12th Annual Meeting of IGF in coordination with the IGF Programme and Technology Manager.
3. Assist the Programme and Technology Manager at the IGF meeting in December 2017. In particular, coordinate the work of all conference staff including coordinating the activities with the Conference Officer, Document Distribution Officer and Document Reproduction Officer. Allocate conference rooms for stakeholder groups and regional groups. Provide the daily programme to all services concerned. Ensure that all conference settings are up to UN standards.
4. Perform other duties as required.

#### **2) Duration of Contract**

The proposed contract will be for a period of forty **(40)** working days within the period of 28 August 2017 – 12 January 2018.

### **3) Duty Station**

There is no specific duty station for this post. The Individual Contractor is not required to work on UN premises but must be readily available for immediate response to the supervisor's requests, meetings and teleconferences during working hours.

### **4) Travel**

The Individual Contractor is required to travel to Geneva, Switzerland, before the start of IGF 2017 (two weeks in December 2017, including weekends) to conduct all administrative and conference related work before and during the IGF 2017. The Individual Contractor may also be required to take part in the planning mission(s) to Switzerland to discuss the arrangements on-site with the host country and UNOG staff.

### **5) Activities, Expected Outputs, and Milestones:**

1. Assist the IGF Secretariat and UNOG in arranging interpretation – Due date, 29 September 2017. **(4 days)**
2. In coordination with the Host Country, UNDESA and the IGF Secretariat prepare and keep up-to-date the travel schedule for UN Staff attending the meeting (Arrival departure dates, accommodation dates and requirements, DSA calculations, contact information, managing the transport). **(5 days)**
3. Provide administrative and conference support prior to and during the IGF 2017 (two weeks 11-21 December 2017). As such, the Individual Contractor is expected to do the following tasks: **(14 days)**
  - (a) Inspect the venue to ensure the presence of Conference and Secretariat requirements (meeting rooms and offices set up) in accordance with the UN and host country agreement and to coordinate with the host country and UNOG in fulfilling these requirements – Due date, December 2017;
  - (b) Coordinate the meeting room reservations for the bilateral meetings for stakeholders – Due date, 17 November 2017;
  - (c) Assist in providing the daily programme for the different services, such as the interpreters and the security staff. – Daily requirement during IGF 2017;
  - (d) Advise the host country representatives and coordinate with UNOG staff on matters related to UN conference standards and protocol issues, and ensure that necessary UN conference documentation and other requirements such as name plates and settings for the podium will be ready for each day of the conference. – Daily requirements during IGF 2017 in December 2017.

### **6) Performance Indicators**

The performance of the Individual Contractor will be measured by:

- Timely submission/readiness of expected outputs;
- Well-organized conference management of IGF 2017;

- Positive feedback from the IGF Secretariat, UNDESA, host country, and the meeting participants.

#### **7) Terms of Payment**

The Individual Contractor's fee will be commensurate with experience.

Payment will be initiated upon successful completion or implementation of expected tasks as mentioned in the above Activities, Expected Outputs and Milestones.

The Individual Contractor fees will be paid at the end of the assignment or contract upon certification from the Supervisor that the tasks have been satisfactorily carried out.

#### **8) Qualifications, Experience and Skills**

1. At least 15 years of progressive experience equivalent to United Nations' Administration and Conference Services.
2. Extensive familiarity with intergovernmental processes, as well as with the organization of conferences and interagency collaboration.
3. Proven ability to interact productively with private sector companies and civil society.
4. Excellent organizational skills.

#### **9) Languages**

Fluency in English is required (both oral and written). Ability to draft communications is required. Knowledge of another official UN language would be desirable.

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Interested candidates can forward a completed P-11/PHP form, CV and cover letter to the IGF Secretariat at [vacancies@intgovforum.org](mailto:vacancies@intgovforum.org) by 18 August 2017.