

Terms of Reference

TA – Partnerships Officer (Private Sector) – NOB, 364 days, Lusaka, Zambia

Purpose:

UNICEF Zambia requires a staff to guide, coordinate and accelerate the country office's engagement with the business sector, to drive partnerships for effective programming and service delivery during the COVID response and after.

UNICEF has developed strategies for strong growth in partnerships and engagement with the private sector across Eastern and Southern Africa. More recently, the organization wide Business for Results (B4R) strategy has been initiated, with the Zambia CO in the early stages of incorporating the initiative into its business practices. As part of B4R, UNICEF is committed to accelerating results for children and contributing to the achievement of the Sustainable Development Goals by promoting organization-wide engagement with business. UNICEF engages with business for:

- Leveraging innovations, products and services for programme delivery
- Enhancing programme efficiency
- Providing social services
- Mobilizing resources
- Strategic procurement and market shaping
- Advocacy
- Influencing the impact of business on children.

UNICEF engagement with business can occur through bilateral partnerships and collaborations, including shared value partnerships (SVPs), public-private partnerships (PPPs) or engagements with multi-stakeholder platforms. The various forms of engagement are not mutually exclusive, i.e., they can be complementary depending on the best approach to achieve programme impact in a given context.

In late 2020, UNICEF Zambia commissioned a situation analysis of the Private Sector, to provide the analytical basis for developing an engagement strategy for the business sector. The Situation Analysis is expected to be completed during Q2 2021, following which, an engagement strategy will be developed, closely aligned to and informing the ongoing development of UNICEF Zambia's 2022-2027 Country Programme Document.

Simultaneously, and in light of the ongoing response to COVID-19, the expansion of shared-value partnerships with the private sector – initially focusing on but not exclusively within the ICT sector – is a key priority area for UNICEF Zambia. Within the business sector, and primarily related to ICT, there have been many successful engagements across the ESA region and within Zambia. However, the fragmented nature of these engagements have often led to lower return on investment than their potential. In this context, UNICEF has mapped priorities and opportunities to engage with the ICT sector, both in terms of promoting key development priorities and increasing the effectiveness of our response to COVID-19, leveraging both commercial and partnership engagements with key stakeholders in the sector.

UNICEF is looking for someone with experience working on private sector partnerships and a strong network of high-level private sector contacts within the business sector in Zambia, which can be leveraged to achieve results for children.

This position is based in Lusaka as part of the Communication, Advocacy, Partnerships and Engagement (CAPE) team at the UNICEF Zambia country office. Under the leadership of the Partnerships Specialist, the incumbent will develop and strengthen partnerships with business sector actors in Zambia.

Under the overall guidance of the Partnerships Specialist, the incumbent will support the development and implementation of a private-sector engagement strategy.

Responsibilities and Tasks:

The incumbent will be responsible for the following:

1. **Develop the Business Sector Partnerships strategy** – support the country office in determining how to engage with business programmatically and promote business respect and support for child rights for the larger purpose of enhancing programme effectiveness and achieving positive outcomes for children. This will be closely aligned to the development of UNICEF Zambia's 2022-2027 Country Programme Document.
2. **Initiate new partnerships** – support in the development of new country level partnerships with the business sector, including prospect research, networking, and exploratory meetings with potential partners, in line with country office priorities. A strong network of private sector contacts and knowledge of the business sector in Zambia will be required.
3. **Manage existing partnerships** – manage and develop existing partnerships with business, with the goal of expanding and/or renewing the partnerships.
4. **Networking** – organise meetings and forums with CEOs and other senior business figures, as needed, to discuss priority issues for children. Develop and maintain a contact list of key individuals, groups, organizations and fora whose support can

assist in achieving UNICEF Zambia objectives. Develop and adapt materials for use in advocacy interactions, in collaboration with other CAPE and programme colleagues.

5. **Build and strengthen capacity** – within UNICEF Zambia to more effectively engage with the business sector for improved results for children, including through coordinating a B4R learning journey together with the Regional Office and B4R team at PFP.
6. **Knowledge generation and management** – contribute to the selection, development and management of Key Performance Indicators (KPIs) for engagement with the business sector/the Business for Results agenda, ensuring visibility and awareness of results achieved through engagement with the business sector. Manage partner account information using UNICEF's CRMS tool.

Minimum Qualifications and Competencies

- University degree in business or a related field.
- Minimum 2 years of directly relevant professional work experience in building partnerships in and with the business sector. Additional experience is ideal.
- Excellent writing skills in English.
- Excellent communication skills.
- Strong organizational skills; capacity to prioritize and manage a diverse range of projects and activities.
- Experience using Salesforce or another CRMS will be an asset.
- Ability to work independently.
- Experience with UNICEF or another UN agency will be an asset.

Competency Profile:

Core Values (Required)

Care
Respect
Integrity
Trust and
Accountability

Core Competencies (Required)

- Builds and maintains partnerships (I)
- Demonstrates self-awareness and ethical awareness (I)
- Drive to achieve results for impact (I)
- Innovates and embraces change (I)
- Manages ambiguity and complexity (I)
- Thinks and acts strategically (I)
- Works collaboratively with others (I)