

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Partnership Development Consultancy	Funding Code	Type of engagement <input type="checkbox"/> Consultant X <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time	Duty Station: Lusaka, Zambia
Purpose of Activity/Assignment: <p>Under the guidance of the Chief of Communication, Advocacy, Partnership and Engagement (CAPE), the consultant will be responsible for deepening the organization's collaboration with key stakeholders and provide an interface for environmental scanning, knowledge exchange, resource mobilization, and policy influence. S/He may also serve as a focal point and resource for colleagues on specific thematic areas of strategic relevance for partnership development. The key result is to ensure greater visibility for UNICEF and influence in support of its mission, including but not limited to stewardship of the COs resource mobilization efforts and partnership growth in both the public and private sectors.</p> <p>The consultant will also support the timely and regular production of written materials such as briefings and concept notes and provide some support to sections in developing proposal documents for donors. S/he may also support management of donor intelligence by updating and producing reports through Salesforce, UNICEF ESAR's client relationship management system.</p> <p>The consultant will also support efforts towards high-quality partner recognition and donor visibility for the period July – November 2021, focusing on the tasks as outlined in the communications and visibility workplan for that period.</p>			
Scope of Work: <p>The consultant will support resource mobilization, partner management efforts, and the development and implementation of targeted engagements, communications and visibility actions with donors and other partners. S/he will contribute to stronger engagement with current and potential partners, including the private sector. The consultant will work closely with the Comms Officer (Partnership visibility) and the Partnerships Officer (Private Sector).</p>			
Key Function, Accountabilities and Related Duties/Tasks: <ol style="list-style-type: none"> 1. Seeks and promotes new partnerships and resource mobilization, working with UNICEF colleagues to identify partnership and resource mobilization needs and broker partnership and resource mobilization agreements to meet those needs.. Scans and scouts external environment within designated partnership area for opportunities and risks and shares information in a timely fashion with relevant UNICEF staff. Provides strategic, logistical and programmatic support to senior management and other UNICEF staff in corporate engagement and interaction with assigned partners. 2. Develops and maintains deep knowledge and familiarity with current and prospective partners and relevant stakeholders, contributing to a database of key contacts and to UNICEF's base of knowledge on partnership and resource mobilization. Expands UNICEF's network of key interlocutors to build stronger relationships between UNICEF and governments, other key-decision makers, regional development institutions, foundations, the private sector, international financial institutions and/or relevant constituencies. 3. Develops and implements annual partnership engagement and resource mobilization plans. 4. Acts as focal point for identification and pursuit of opportunities for outreach, engagement, policy influence and collaboration, including on how to anticipate and respond to partners' concerns and priorities, ensure 			

that UNICEF's interests, perspectives, and knowledge are taken into account in relevant policy and institutional processes, and ensure that they are fully aware of UNICEF's perspectives, policies, priorities and capabilities. Contribute to the development and management of initiatives for high-level outreach, including for UNICEF's Senior Management.

5. Develops new partnership and resource mobilization practices and approaches by formulating recommendations for action based on on-going monitoring, analysing current trends within designated partners and formulating recommendations for strategy approaches and message development.
6. Contributes to strategies for engagement and the development of communications products to enhance UNICEF's visibility and influence with existing and prospective partners and key stakeholders by providing analysis of the current environment and trends and formulating recommendations for strategy approaches and message development. Contributes written inputs for communications instruments that best inform and influence decision makers.

Specific deliverables:

The consultant will **coordinate the development of Zambia's Private Sector Engagement Strategy, building on the results from the Private Sector Situation Analysis; will advise and guide UNICEF engagement with the ongoing NIP process for the EU; and will, working closely with the Representative, Deputy Representative – Programmes, and Chief of CAPE, ensure partnership and resource mobilization priorities and strategies are reflected in the ongoing CPD development process.** The consultant will also be **responsible for maintaining and updating key partnership information from both the public and private sector in UNISON (salesforce),** including ensuring updated monthly information on the COVID-19 resource mobilization pipeline is accurately shared with the regional office.

Tasks / Milestones	Deliverables/Outputs	Timeline	Estimated budget
Coordinate private sector engagement strategy	Private sector engagement strategy	January 2022	25%
Update partnership information in UNISON/Salesforce	Complete and accurate records for private and public sector partnerships input into UNICEF Zambia's CRMS tool	January 2022	25%
Coordinate execution of communications and visibility actions as outlined in the CAPE workplan	Communications and visibility deliverables achieved in line with plans	January 2022	25%
Act as CO partnerships focal point for agreements signed and/or amended from July – November 2021	Established partnerships are aligned with UNICEF's legal and normative standards	January 2022	25%

<p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input type="checkbox"/> <u>Masters</u> <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines: An advanced university degree (Masters) in International Development, Public Affairs, International Relations, Political Science or another related field</p>	<p>Knowledge/Expertise/Skills required:</p> <p>At least five years of progressively responsible professional experience in external relations, liaison and/or any resource mobilization related activities, preferably in an international organization is required.</p> <p>Excellent written English.</p>
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/> No</p> <p>Transportation arranged by the office: <input type="checkbox"/></p>	<p><input type="checkbox"/> Home Based <input checked="" type="checkbox"/> Office Based: X</p> <p>If office based, seating arrangement identified: <input type="checkbox"/> Yes</p> <p>IT and Communication equipment required: <input type="checkbox"/> Yes</p> <p>Internet access required: <input type="checkbox"/> Yes</p>