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TERMS OF REFERENCE

Humanitarian Partnerships and Resource Mobilization Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Dakar, Senegal-Remote
DURATION OF CONTRACT	3.5 Months

Purpose of Assignment

In the context of the Ebola outbreak and other public health emergencies, the consultant will contribute to strengthening partnerships and supporting the development and implementation of resource mobilization strategies and tools for humanitarian fundraising, with the aim of increasing quality resources from public and private sector partners. In collaboration with WCARO and selected Country Offices, the role will provide technical guidance and advice to regional partnership and emergency teams, as well as country teams, on appropriate fundraising strategies, action plans and implementation frameworks. This will include identifying new and existing donors, including National Committees and private sector prospects, supporting the development of resource mobilization materials, preparing area-specific action plans, and developing proposals, investment cases and concept notes as needed. The consultant will also support the organization of meetings with potential donors, as well as partners engaged by the Regional Office and Country Offices, and may participate remotely or in person when relevant to present investment cases and proposals. This assignment is temporary in nature and will be based on defined deliverables and measurable outputs to be completed within the agreed timeframe.

Scope of Work

Under the overall supervision of the Public Partnerships Senior Advisor, the consultant will work within the UNICEF regional office Partnerships team in support of the Emergency Team, and will contribute to the provision of public and private partners' engagement strategies related to the humanitarian situation in the West and Central Africa Region. In the context of Ebola Virus outbreak and other public health emergencies, the consultant will support agile regional emergency fundraising, rapid donor situation analysis and timely regional coordination with emergency donors, ensuring that resource mobilization efforts can adapt to evolving needs and response priorities. The assignment requires a consultant who is able to work effectively under pressure, respond to urgent and time-sensitive requests, and adjust priorities and approaches as the situation evolves.

The consultant will support the following areas of work:

• Develop a strategy/vision and action plan to strategically mobilize resources for UNICEF response and preparedness programmes, including humanitarian action, with concrete actions that would strengthen capacity and ensure continuity of resource mobilizations beyond the duration of the consultancy.

• Collaborate with the regional and country teams to strengthen donor engagement and public and private partnership management, including fundraising with public sector donors, UNICEF National Committees and private sector partners, in support to humanitarian response efforts.

• Collaborate with Country Offices (COs), the Regional Office (RO) and HQ in providing technical guidance, analyzing and advising the regional office and the country teams on appropriate fundraising strategies and implementation frameworks. Advise on appropriate policies and strategies to better promote effective and efficient humanitarian financing and establish a contribution management system for humanitarian programme implementation.

• Coordinate and guide UNICEF's engagement with public sector donors, UNICEF National Committees and private sector partners at field, capital, regional and global levels.

• Ensure effective flow of information and coordination of analysis of humanitarian situations within partnerships cone (PPD/PFP and DGCA) and EMOPS, as well as with relevant divisions, regional and country offices.

• Ensure close linkages and collaboration on communication and advocacy efforts across regional and country office teams.

• Lead and coordinate production of high-quality strategic resource mobilization products for use by COs, RO, HQ in engagement with partners and donors. Prepare written content for donor-facing and advocacy materials and different communications channels to effectively inform and influence decision makers.

• Contribute to the development of engagement strategies and communications and advocacy products to enhance UNICEF's visibility and influence with existing and prospective public and private sector partners and key stakeholders by providing analysis of the current environment and trends and formulating recommendations for strategic approaches and message development. Work closely with UNICEF colleagues at CO level to ensure that policy advocacy and outreach are strongly grounded in programme experience and insights.

• Ensure resource partner recognition and visibility for humanitarian response programmes at country, regional and headquarters level, in close collaboration with PPD and PFP.

• Support the preparation of meetings with donors, or regional / global events to promote UNICEF response to the crises.

• Develop a list with relevant contacts of private sector donors operating in the region or with a regional focus.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Resource mobilization strategy and action plan	Final resource mobilization strategy and time-bound action plan for the Ebola response and preparedness efforts in West and Central Africa, including donor prioritization, public and private sector engagement opportunities, follow-up actions for WCARO and selected Country Offices, and recommendations for activities to be sustained after the consultancy.	30 October 2026
Technical guidance package for humanitarian resource mobilization	A technical guidance package is developed for regional and Country Office teams, including practical guidance on humanitarian fundraising approaches, donor engagement, contribution management considerations, coordination with PPD/PFP,/DGCA/EMOPS, and recommended implementation steps for resource mobilization in Ebola and public health emergency contexts.	30 November 2026
Donor-facing resource mobilization products	A package of donor-facing resource mobilization materials is finalized, including at least one donor brief or investment case, one concept note or proposal outline, tailored key messages, and meeting materials. presenting UNICEF's comparative advantage, funding needs, gaps, priorities and expected results.	15 December 2026

Donor engagement and visibility package	A donor engagement and visibility package is completed, including donor meeting briefs, partner outreach notes, proposed visibility and recognition opportunities, and a consolidated follow-up tracker documenting agreed next steps with public sector donors, National Committees, private sector partners and relevant UNICEF teams.	31 December 2026

Payment Schedule:
Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures 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. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.
- The selected candidate is solely responsible for ensuring that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.
- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum Qualifications required:
Advanced university degree-Masters- in international relations, political science, public policy, public health, social sciences, communications, development studies, humanitarian affairs, business administration or another relevant field.

Years of Experience/ Knowledge/Expertise/Skills required:

Work Experience:
A minimum of 5 years of progressively responsible professional experience in resource mobilization, public partnerships, donor relations, humanitarian financing, emergency response or related areas.

Language Requirements:
French and English

Knowledge/Expertise/Skills:
Strong knowledge of humanitarian resource mobilization, donor intelligence and partner engagement, including fundraising with public sector donors, UNICEF National Committees and private sector partners; demonstrated

ability to develop donor-facing materials, investment cases, concept notes and proposals; excellent analytical, writing and coordination skills; ability to work with regional, country and headquarters teams in fast-moving emergency contexts; proven ability to work effectively under pressure, manage urgent and competing priorities, and adapt quickly as the situation and response needs evolve.

Desirables:
Experience with UNICEF or another United Nations agency in humanitarian resource mobilization, public partnerships or emergency financing is an asset. Prior experience supporting resource mobilization in West and Central Africa, including for public health emergencies or disease outbreaks, is highly desirable. Familiarity with UNICEF humanitarian financing tools and processes, including Humanitarian Action for Children appeals, humanitarian pooled funds, donor briefings, funding pipelines, donor visibility and partner reporting, would be an advantage.

Technical proposal requirement (if applicable):
Candidates may be requested to submit a brief technical proposal outlining their proposed approach to strengthening humanitarian resource mobilization, including Ebola-related funding, donor engagement and the production of donor-facing materials over the consultancy period.