Guinea

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| **PART I** |
| **Title of assignment** | Reporting and Resource Mobilization Specialist |
| **Requesting CO/RO section** | Guinea Country Office |
| **Location** | Conakry, with 60% time in field missions |
| **Duration**  | 3 months |
| **Ideal assignment dates** | From: February 2019 |

**Background and justification**

UNICEF Guinea is committed to the West and Central Africa region Key Results for Children, a regional initiative aiming to accelerate results for children in the region, in line with the goals of the UNICEF Strategic Plan 2018-2021. Thus, the office will prioritize efforts to progress towards the six selected targets for these results. As Guinea is experiencing an unfavourable funding environment, the Office is seeking a reporting and resource mobilization specialist to bolster relevant human resources capacities in the country office (CO).

Since 2016 UNICEF Guinea has promoted the ‘child-friendly communities’ initiative, to ensure coordinated cross-sectoral interventions for children. The pilot initiative of 10 convergent child-friendly communes was launched to provide integrated, quality delivery of a package of essential services to children. Based on this pilot, the Government, through the Ministry of Territorial Administration and Decentralization (MATD), launched in December 2017 a National Programme of Communes of Convergence, with UNICEF as the main technical partner. The programme identified 40 communes across the country for the pilot phase, based on specific criteria, such as level of deprivation/poverty or high potential for fast-track development that can serve to drive change in neighbouring communes. Under MATD leadership, the programme will mobilize all partners to support improved living conditions for the population of the communes, especially through full access to quality basic social services. UNICEF Guinea’s new country programme document is centred around this initiative.

The CO is supporting Government partners, especially at the decentralized level, to own, lead and coordinate service delivery in the field to achieve key results for children. Thus, UNICEF will foster decentralized resource mobilization and reporting capacities that require adequate technical and managerial skills, particularly considering the enhanced responsibilities being vested in UNICEF, within the framework of the post-Ebola national recovery programme.

**Scope of work**

1. **Country context**

The current programmatic context in Guinea is heavily influenced by the country’s experience with Ebola. Guinea was unprepared to respond to an epidemic of that scale and widespread impact, due to factors such as limited investment in national or community systems, insufficient field presence and limited expertise/experience in Ebola response. Key lessons from the previous country programme include the importance of: strengthening support to local planning, management and monitoring capacities; improving sectoral integration and coordination; better targeting of the most disadvantaged children; developing a functional early warning/early action system; greater stress on community engagement, particularly empowerment of youth and women; enhancing the resilience of communities and systems to shocks; building social safety-nets; and identifying new power brokers at the community level.

At the operational level, UNICEF will model a child-friendly communities approach in which all programme components are convergent, integrated and monitored in 40 rural communities with the sharpest disparities and worst child development indicators.

1. **Goals and objectives**

The specialist on short-term assignment will provide support for strengthening existing partnerships and resource mobilization initiatives and strategies, focusing on the 40 communes programme and CO key results for children.

1. **Activities and tasks**

UNICEF Guinea is seeking a reporting and resource mobilization specialist who can provide support in the development of a resource mobilization strategy and action plan for the 40 communes programme, with a focus on six key results for children. From the available resource mobilization and advocacy strategies, the specialist will conduct an analysis of funding trends, opportunities and challenges related to resource mobilization for the 40 communes programme, including new and emerging funding opportunities as well as innovative funding ideas and strategies. In addition, the specialist will work on developing an action plan and providing a list of opportunities and contacts for donor engagement and deliverables (proposal samples). The consultant will lead the process of developing strategy and action plans and sample donor proposals. The key objectives of this consultancy are:

1. Map the donor environment and prospects relevant to the 40 communes (decentralization) context
2. Based on existing general resource mobilization and advocacy strategies, finalize a concise and compelling resource mobilization strategy and action plan specific to the 40 communes of convergence
3. Develop advocacy tools and products for resource mobilization to support communes’ efforts to attract partners and donors, including proposal samples
4. Develop advocacy tools and products for resource mobilization specific to UNICEF Guinea’s hey results for children, including proposal samples
5. Produce knowledge products related to results-based reporting, focusing on key results for children.
6. **Work relationships**

The incumbent will work under direct supervision of the Representative and in close collaboration with the Deputy Representative, the 40 communes of convergence results owner and the planning, monitoring & evaluation section.

The reporting and resource mobilization specialist will ensure that senior management has the advocacy tools and products necessary to effectively present the 40 communes of convergence programme and key results for children to international development partners (including Natcoms), to attract and secure additional resources and mobilize additional funding.

As part of the resource mobilization strategy, the reporting and resource mobilization specialist will develop a series of donor profiles (for the top 10 donors) that present specific funding opportunities in the global landscape for addressing communal international cooperation.

The specialist will work with the UNICEF Guinea communication specialist and the 40 Communes of convergence result owner to develop the fundraising and communication tools. He/she will also work with the reporting specialist and the 40 Communes of Convergence result owner to develop and conduct trainings on the required reporting tools. Training beneficiaries will be UNICEF and key community actors.

1. **Outputs / deliverables**

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| **Deliverables** | **Timeframe** |
| Draft of a concise resource mobilization strategy for decentralized government bodies | Tbc base on start date  |
| One training on reporting best practices to key community actors  | Tbc base on start date  |
| Two trainings on results-based reporting and proposal writing, with a focus on key results for children | Tbc base on start date  |
| Mapping of sectors, companies and foundations, including potential financial and non-financial partnership opportunities | Tbc base on start date  |
| 10 programmatic fact sheets related to the 40 communes of convergence programme, linked with six key results for children | Tbc base on start date  |
| 10 proposals related to the 40 communes of convergence programme, linked with six key results for children | Tbc base on start date  |

**Desired competencies, technical background and experience**

1. **Qualifications required**

Advanced university degree in a relevant field

1. **Work experience**
* Minimum of five years work experience in the development sector with diverse donors, not limited to bi-laterals and the private sector;
* At least one year work experience in South-South cooperation and decentralized sectors
* Experience working with UNICEF and/or the United Nations system and/or international donors/agencies, and/or familiarity with child rights and the 2030 Development Agenda
* Proven management capacity and ability to prepare detailed proposals, reports and budgets
* Familiarity with UNICEF structure, processes considered an asset
1. **Language**
* Working knowledge of French is required

**Focal point**

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