



## TERMS OF REFERENCE

**Post Title: Partnerships Specialist**

**Duty Station: Manila, Philippines**

**Level: P3**

**Duration: 364 days**

**Funding: TBC**

**Supervision: Representative, D1**

### **PURPOSE OF TEMPORARY ASSIGNMENT:**

The Partnership Specialist position's purpose is to deepen collaboration with key stakeholders and provide an interface for environmental scanning, knowledge exchange, resource mobilization, and policy influence within the scope of assignment. S/He may also serve as 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.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Implement the work plan for assigned area, in order to ensure timely and cost-effective delivery of results, in accordance with UNICEF's partnership strategy.
2. Seeks and promotes new partnerships and resource mobilization, working with UNICEF colleagues to identify partnership and resource mobilization needs and broker resource mobilization agreements to meet those needs.
3. Receives and screens inquiries from potential collaborators and facilitates communication with appropriate UNICEF staff. Scans and scouts external environment within designated partnership area for opportunities and risks and shares information in a timely fashion with relevant UNICEF staff.
4. Provides strategic, logistical and programmatic support to senior management and other UNICEF staff in corporate engagement and interaction with assigned partners.
5. 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.
6. Expands UNICEF's network of key interlocutors to build stronger relationships between UNICEF and governments, other key-decision makers, regional development institutions, foundations, civil society organizations, international financial institutions and/or other relevant constituencies.
7. Develops and implements annual partnership engagement and resource mobilization plans.
8. Acts as a 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, partner or donor stewardship, including for UNICEF's Senior Management.

9. Contributes to the development of new partnership and resource mobilization practices, including innovative financing, and approaches by formulating recommendations for action based on on-going monitoring, analyzing current trends within designated partners and formulating recommendations for strategy approaches and message development.
10. 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. Works closely with UNICEF's colleagues to ensure that policy advocacy and outreach is strongly grounded in the experience and insights of the programmes that UNICEF's supports. Contributes written inputs for communications instruments that best inform and influence decision makers.
11. Performs other related duties as assigned by the supervisor to ensure the success of the team, including guiding, training, and coaching short-term staff, including interns and consultants, as needed.

#### **QUALIFICATIONS AND COMPETENCIES:**

A minimum of five years of professional experience in one or more of the following areas is required: public affairs, programme management, resource mobilization, external relations, or other relevant area.

#### **Education:**

An advanced university degree is required in one of the following fields: international relations, political science, communications, international development, or another relevant technical field.

#### **Languages:**

Fluency in English (verbal and written) is required. Knowledge in the local language is an asset.

#### **Competency Profile:**

##### **i) Core Values (Required) CRITAS**



- Care • Respect • Integrity • Teamwork • Accountability
- Sustainability

##### **ii) Core Competencies (Required as applicable including levels as per the generic job profiles)**

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

**Required Skills:**

- Diplomatic communication and negotiation skills to establish and maintain trusted partnerships for achievement of objectives and to develop close and effective working relationships with diverse stakeholders.
- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.
- In-depth knowledge of partnership development and resource mobilization.
- Demonstrated ability to formulate new approaches in respect of resources management and outreach- related activities.
- Skill in the identification of new opportunities or requirements to meet challenges in the field and propose changes.
- Excellent communications skills, verbal and written.
- In-depth familiarity with political and governmental processes, in particular official development assistance.
- Ability to conduct sound policy analysis.

Prepared by:	Approved by:
Signed:  Date: 24 April 2024	Signed:  Date: 24 April 2024
Oyun Dendevnorov, Representative. Post Supervisor	Oyun Dendevnorov, Representative.