

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

| Title Public Partnerships Consultant | Funding Code Roster | Type of engagement <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Individual Contractor Full-Time | Duty Station: MENARO Regional Office - Remotely |
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| <p>Purpose of Activity/Assignment:</p> <p>As part of considering long process of advertising, selecting, and recruiting Individual in MENA countries, MENA Regional Office is planning on establishing rosters of consultants in different technical areas, regularly updated, that allow to speed up recruitment process at the Regional Office and Country Office level. Candidates can be selected in one or more of the required technical categories, depending on their qualifications and interest. If approved by the reviewing committee, the candidate will remain in the MENA Regional Office Consultant Rosters database for 36 months, unless requested to remove her/him earlier. During this period, candidates might be consulted several times, depending on requests flow.</p> <p>Durations of consultancy will vary depending on demand, project specifications, deliverables, and funding availability. To note that the maximum duration will be 11.5 months.</p> <p>Recommended Consultants from Consultant Roster and hired by the requesting section will be issued a contract which is subject to UNICEF General Conditions of Contracts for the Services of Consultants / Individual Contractors if hired by UNICEF.</p> <p>Consultants may be requested to work in any or remotely, as determined by the specification of the project. The work may include incidental travel to participate in field work, workshops or conferences; such travel will be governed by respective UNICEF country office travel policies for consultants.</p> <p>The Public Partnership Specialist Consultant'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.</p> <p>Public Partnership Specialists are authoritative experts in the field partnership development. These positions are not only responsible for the execution of assigned work-plans, but, it is expected that they are able to develop original and innovative means to help advance the respective assignments and also tackle highly complex matters that do not follow established patterns.</p> | | | |
| <p>Scope of Work:</p> <p>The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.</p> <p>With the above in mind, UNICEF is looking to recruit for the roster Public Partnerships Specialist Consultants for country offices in the Middle East and North African region to hire for specific short-term assignments as/when needed. The selected candidate/s is a seasoned professional in the field of external relations, in particular partnership development and resource mobilization. The quality of work and external communications performed by the Consultant directly impacts on the overall reputation of UNICEF. S/He follows established procedures but is expected to make</p> | | | |

recommendations on strategies for engagement and communications products. The Public Partnership Specialist Consultant is accountable for quality, substantive input and ability to project a competent and trusted image of UNICEF to partners.

DESCRIPTION OF ASSIGNMENT:

These assignments will be located at the respective Country Offices (COs), usually reporting to a more senior staff member within the field of partnerships in the respective country office.

KEY DELIVERABLES:

1. Lead 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. 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.
5. 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.
6. Develops and implements partnership engagement and resource mobilization strategies and plans.
7. Contributes to the development of new partnership and resource mobilization practices 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.
8. Contributes to strategies for engagement and the development of communications and advocacy 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.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?

YES NO If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:


Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

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| Budget Year: | Requesting Section/Issuing Office: | Reasons why consultancy cannot be done by staff: A roster to be developed | |
| Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify: | | | |
| Consultant sourcing: <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both Consultant selection method: <input type="checkbox"/> Competitive Selection (Roster) <input checked="" type="checkbox"/> Competitive Selection (Advertisement/Desk Review/Interview) | | Request for: <input type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment <input checked="" type="checkbox"/> Roster | |
| If Extension, Justification for extension: | | | |
| Supervisor: Resource Mobilisation Manager | Start Date: | End Date: | Number of Days (working) 21 days per month |

| Work Assignment Overview | | | |
|--|----------------------------------|-------------|-----------------|
| Tasks/Milestone: | Deliverables/Outputs: | Timeline | Estimate Budget |
| UNICEF's partnership strategy development and implementation | Partnership strategy development | Month 1 - 6 | |
| UNICEF's resource mobilisation strategy development and implementation | Resource mobilisation strategy | Month 1 - 6 | |
| Contributes to strategies for engagement and the development of communications and advocacy products to enhance UNICEF's visibility and influence with existing and prospective partners | As needed | As needed | |

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| Estimated Consultancy fee | | | |
| Travel International (if applicable) | Commencement travel (consultant's cost) | | |
| Travel Local (please include travel plan) | | | |
| DSA (if applicable) | | | |
| Total estimated consultancy costsⁱ | | | |
| <p>Minimum Qualifications required:</p> <p><input type="checkbox"/> Bachelors <input checked="" type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>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.</p> | | <p>Knowledge/Expertise/Skills required:</p> <p>Work experience: 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.</p> <p>Language: Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.</p> <ul style="list-style-type: none"> • The ability to allocate appropriate time and resources for successful achievement of goals and foresee risks and allow for contingencies when planning. • Ability to implement clear goals that are consistent with agreed strategies, identify priority activities and assignments, adjust priorities as required. • 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. • Authoritative knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation. • Authoritative knowledge of practices in 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 • Ability to conduct sound policy analysis. | |
| <p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p>Transportation arranged by the office: <input type="checkbox"/></p> | | <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p> <p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required and E-mail: <input checked="" type="checkbox"/></p> | |
| <p>Request Authorised by Section Head</p> <p> Joana Perez Martorell – Regional Advisor Partnerships</p> | | <p>Request Verified by HR:</p> | |

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| <i>Approval of Regional Chief of Programme & Planning</i> | |
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ⁱ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed 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

Text to be added to all TORs:

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.