



## TERMS OF REFERENCE FOR CONSULTANTS AND INDIVIDUAL CONTRACTORS

Title:	Donor relations and outreach consultant
Proposed Level:	P2
Organization Unit/Section:	PM&E
Duty Station:	Port-au-Prince, Haiti

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### 1. BACKGROUND

The Haiti Country Programme is large and has a 5-year budget of US\$ 148.6 million (with an additional average of US\$30 million in humanitarian funding planned on an annual basis). The donor reporting and recognition requirements are significant with a wide range of donors to engage, and 30 to 50 formal and informal reports developed on a yearly basis. While the country office received a significant injection of new funds in the context of COVID-19, significant gaps remain in meeting resource requirements for regular and humanitarian programmes in 2021. Furthermore, the Country Office is increasingly focused on engaging with the donor community to secure additional resources in preparation for its new Country Programme cycle. In this context, the deployment of a consultant is required to support and strengthen CO's donor relations and outreach work with a focus on improving donor recognition and visibility.

### 2. PURPOSE

The purpose of the consultancy is to support the Partnerships Specialist (PM&E Section), in the emerging Donor Relations and outreach workstreams with a view to strengthen CO's key partnerships while diversifying its donor base.

The consultant is a professional in the field of external relations and communications. She/He follows established procedures but is expected to make recommendations on strategies for engagement and advise and support the preparation of high-quality communications products for donors. The consultant is accountable for quality, substantive inputs and ability to project a competent and trusted image of UNICEF to partners.

### 3. OBJECTIVE AND TARGETS

#### 1. Donor recognition

##### 1. Donor recognition and engagement

- Work with Programmes/Communications/PM&E sections to define key donor recognition/engagement strategies for major bilateral donors.
- Lead preparation and dissemination of various information products, including factsheets/infographics, briefing notes, human interest stories, and social media products.
- Provide quality assurance and technical input to outgoing donor reporting and engagement content as required.
- Ensure Country Office staff awareness on donor recognition/engagement strategies, requirements, and relevant processes.

##### 2. Donor outreach

- Support outreach to prospective donors with a focus on UNICEF National Committees

\*All the following details are mandatory

- Develop and maintain deep knowledge and familiarity of prospective partners and relevant stakeholders, contributing to a database of key contacts.
  - Provide strategic, programmatic and technical support to country office on engaging potential partners.
  - Act as focal point for donor missions and events in collaboration with Communications, Programmes and Field Teams as required.
3. Perform other related duties as assigned by the supervisor to ensure the success of the team.

\*All the following details are mandatory

#### 4. WORK ASSIGNMENT

Key Activities	Expected Methodology	Tools/Inputs to be provided	End Product/Deliverables	Expected Time Frame
<p><i>Décrire de façon détaillée et quantifiable chaque activité</i></p> <p><b>Donor recognition and engagement:</b></p> <p>Work to maximize donor recognition through strengthened visibility and engagement activities</p>	<p><i>Elaborer un aperçu de la méthodologie à suivre</i></p> <ul style="list-style-type: none"> <li>• Work with Programmes/Communications sections to define/implement donor recognition/engagement strategies for key bilateral donors</li> </ul>	<p><i>Décrire les outils tels que les études, rapports, support technique, etc...</i></p> <ul style="list-style-type: none"> <li>• Donor recognition/engagement table</li> <li>• Canvas for relevant information products to be developed</li> </ul>	<p><i>Toutes les tâches doivent avoir des résultats mesurables et identifiables. Ceci est nécessaire au cas où les paiements échelonnés sont liés à des livrables spécifiques</i></p> <ul style="list-style-type: none"> <li>• 360 donor recognition campaign developed and initiated for all donors</li> <li>• 1 training session per Section on maximizing donor recognition and engagement</li> <li>• Key information products developed for 7 major donors (including: 1 factsheets/infographics, 1 human interest stories, 1 social media kit)</li> <li>• 2-3 Quarterly SitReps developed and shared with partners.</li> <li>• Technical input provided to outgoing report/engagement content as required.</li> <li>• Mapping/donor intelligence and engagement strategies developed for 10 UNICEF National Committees</li> <li>• 5 cases for support (one for each</li> </ul>	<p><i>Indiquez la période nécessaire pour accomplir chaque activité, avec des dates</i></p> <ul style="list-style-type: none"> <li>• January to April 2021 (3) – April to August 2021 (3)</li> <li>• January to June 2021</li> <li>• January 2021 (1) – April 2021 (1) – August 2021 (1)</li> <li>• On-going</li> <li>• On-going</li> <li>• On-going</li> </ul>

\*All the following details are mandatory

<p><b>Donor outreach:</b></p> <p>Support outreach to potential donors with a focus on UNICEF National Committees</p>	<ul style="list-style-type: none"> <li>• Gather intelligence/map out potential donors and establish first contact with prospect donors</li> </ul>	<ul style="list-style-type: none"> <li>• Donor mapping matrix</li> <li>• Donor proposals template</li> <li>• Donor field visit briefing book template</li> </ul>	<p>programme) created and shared with potential donors</p> <ul style="list-style-type: none"> <li>• Donor missions and events in collaboration with Communications, Programmes and Field Teams as required</li> </ul>	<ul style="list-style-type: none"> <li>• January to April 2021 (3) – April to August 2021 (2)</li> <li>• On-going</li> </ul>
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\*All the following details are mandatory

**5. PERIOD OF CONSULTANCY AND DURATION**

- January-August 2021 (8 months)

**6. QUALIFICATIONS REQUIRED (INCLUDING SPECIALIZED KNOWLEDGE)**

- A university degree is required in the following fields: international relations/development, political science, public relations/communications or another relevant technical field
- Language requirements: Fluency and strong writing skills in English and French is required. Spoken Haitian creole considered an asset.

**7. PROFESSIONAL EXPERIENCES REQUIRED**

- A minimum of two years of professional experience in one or more of the following areas is required: resource mobilization, external relations/communications, programme management, or other relevant area.
- Developing country work experience and/or familiarity with emergency is considered an asset.

**8. WORKSPACE**



The consultant will use his own equipment (Laptop, telephone, etc.). However, an office space will be provided in UNICEF premises. He / she must comply with the UNICEF safety regulations.

**9. CONTRACT DIRECT SUPERVISOR**

- Partnerships Specialist (PM&E Section)

**10. TERMS AND CONDITIONS/ESTIMATED COST** (*incluant les honoraires, DSA, Terminal Expenses, etc*)

Applicants are required to provide as part of their application:

- An all-inclusive financial offer in US \$ (fees and related costs), based on the terms of reference above. (See below details)
- A curriculum vitae and / or P11 form (attached)  [blank P11 form.doc](#)
- A scanned copy of the required diploma
- Contact details (Name, phone and email) of the three most recent supervisors for reference checks; including the current supervisor, if possible.
- Filled and signed  [Certificate of good standing.pdf](#)
- Be ready to provide a valid health insurance certificate covering the entire consultation period.
- Fees are payable monthly based on the submission of the required deliverables.

**11. OFFICIAL TRAVEL INVOLVED (if any)**

- Approximately three days field mission/month in localities based on donors interest for which the consultant will be authorized to use UNICEF official cars. Prior to these field trips, the consultant should obtain security clearance.

**12. Signature of the Deputy Representative (Programme) or Chief of Operations (Operations)**

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Raoul Villedieu De Torcy, Deputy Representative

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## **1. Legal Status**

The individual engaged by UNICEF under this contract as a consultant or individual contractors (the "Contractor") is engaged in a personal capacity and not as representatives of a Government or of any other entity external to the United Nations. The Contractor is neither a "staff member" under the Staff Regulations of the United Nations and UNICEF policies and procedures nor an "official" for the purpose of the Convention on the Privileges and Immunities of the United Nations, 1946. The Contractor may, however, be afforded the status of "Experts on Mission" in the sense of Section 22 of Article VI of the Convention and the Contractor is required by UNICEF to travel in order to fulfill the requirements of this contract, the Contractor may be issued a United Nations Certificate in accordance with Section 26 of Article VII of the Convention.

## **2. Obligations**

The Contractor shall complete the assignment set out in the Terms of Reference for this contract with due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices.

The Contractor must respect the impartiality and independence of UNICEF and the United Nations and in connection with this contract must neither seek nor accept instructions from anyone other than UNICEF. During the term of this contract the Contractor must refrain from any conduct that would adversely reflect on UNICEF or the United Nations and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of UNICEF. The Contractor must exercise the utmost discretion in all matters relating to this contract.

In particular, but without limiting the foregoing, the Contractor (a) will conduct him- or herself in a manner consistent with the Standards of Conduct in the International Civil Service; and (b) will comply with the administrative instructions and policies and procedures of UNICEF relating to fraud and corruption; information disclosure; use of electronic communication assets; harassment, sexual harassment and abuse of authority; and the requirements set forth in the Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

Unless otherwise authorized by the appropriate official in the office concerned, the Contractor must not communicate at any time to the media or to any institution, person, Government or other entity external to UNICEF any information that has not been made public and which has become known to the Contractor by reason of his or her association with UNICEF or the United Nations. The Contractor may not use such information without the written authorization of UNICEF, and shall under no circumstances use such information for his or her private advantage or that of others. These obligations do not lapse upon termination of this contract.

## **3. Title rights**

UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material created by the Contractor which bears a direct relation to, or is made in order to perform, this contract. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights.

## **4. Travel**

If UNICEF determines that the Contractor needs to travel in order to perform this contract, that travel shall be specified in the contract and the Contractor's travel costs shall be set out in the contract, on the following basis:

- (a) UNICEF will pay for travel in economy class via the most direct and economical route; provided however that in exceptional circumstances, such as for medical reasons, travel in business class may be approved by UNICEF on a case-by-case basis.

(b) UNICEF will reimburse the Contractor for out-of-pocket expenses associated with such travel by paying an amount equivalent to the daily subsistence allowance that would be paid to staff members undertaking similar travel for official purposes.

## **5. Statement of good health**

Before commencing work, the Contractor must deliver to UNICEF a certified self-statement of good health and to take full responsibility for the accuracy of that statement. In addition, the Contractor must include in this statement of good health (a) confirmation that he or she has been informed regarding inoculations required for him or her to receive, at his or her own cost and from his or her own medical practitioner or other party, for travel to the country or countries to which travel is authorized; and (b) a statement he or she is covered by medical/health insurance and that, if required to travel beyond commuting distance from his or her usual place or residence to UNICEF (other than to duty station(s) with hardship ratings “H” and “A”, a list of which has been provided to the Contractor) the Contractor’s medical/health insurance covers medical evacuations. The Contractor will be responsible for assuming all costs that may be occurred in relation to the statement of good health.

## **6. Insurance**

The Contractor is fully responsible for arranging, at his or her own expense, such life, health and other forms of insurance covering the term of this contract as he or she considers appropriate taking into account, among other things, the requirements of paragraph 5 above. The Contractor is not eligible to participate in the life or health insurance schemes available to UNICEF and United Nations staff members. The responsibility of UNICEF and the United Nations is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

## **7. Service incurred death, injury or illness**

If the Contractor is travelling with UNICEF’s prior approval and at UNICEF’s expense in order to perform his or her obligations under this contract, or is performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval, the Contractor (or his or her dependents as appropriate), shall be entitled to compensation from UNICEF in the event of death, injury or illness attributable to the fact that the Contractor was travelling with UNICEF’s prior approval and at UNICEF’s expense in order to perform his or her obligations under this contract, or was performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF’s approval. Such compensation will be paid through a third-party insurance provider retained by UNICEF and shall be capped at the amounts set out in the Administrative Instruction on Individual Consultants and Contractors. Under no circumstances will UNICEF be liable for any other or greater payments to the Contractor (or his or her dependents as appropriate).

## **8. Arbitration**

(a) Any dispute arising out of or, in connection with, this contract shall be resolved through amicable negotiation between the parties.

(b) If the parties are not able to reach agreement after attempting amicable negotiation for a period of thirty (30) days after one party has notified the other of such a dispute, either party may submit the matter to arbitration in accordance with the UNCITRAL procedures within fifteen (15) days thereafter. If neither party submits the matter for arbitration within the specified time the dispute will be deemed resolved to the full satisfaction of both parties. Such arbitration shall take place in New York before a single arbitrator agreed to by both parties; provided however that should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, the arbitrator shall be designated by the United Nations Legal Counsel. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

## **9. Penalties for Underperformance**

\*All the following details are mandatory



Payment of fees to the Contractor under this contract, including each installment or periodic payment (if any), is subject to the Contractor's full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF's satisfaction, and UNICEF's certification to that effect.

#### **10. Termination of Contract**

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and ten (10) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice. If this contract is terminated in accordance with this paragraph 10, the Contractor shall be paid on a pro rata basis determined by UNICEF for the actual amount of work performed to UNICEF's satisfaction at the time of termination. UNICEF will also pay any outstanding reimbursement claims related to travel by the Contractor. Any additional costs incurred by UNICEF resulting from the termination of the contract by either party may be withheld from any amount otherwise due to the Contractor under this paragraph 10.

#### **11. Taxation**

UNICEF and the United Nations accept no liability for any taxes, duty or other contribution payable by the consultant and individual contractor on payments made under this contract. Neither UNICEF nor the United Nations will issue a statement of earnings to the consultant and individual contractor.

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