**TERMS OF REFERENCE FOR CONSULTANTS/INDIVIDUAL CONTRACTORS**

**Research Consultant for Corporate Partnerships**

|  |  |
| --- | --- |
| **Please tick one to select ‘type of Engagement’:**  Consultant  Individual Contractor (Part-Time)  Individual Contractor (Full-Time) | **Please tick one to select type of ‘Sourcing’:**  National  International  Both |
| **Please tick one to select type of ‘Selection method’:**  Advertisement  LTA  Roster  Desk Review  Single Source  Re-Contracting | **Please tick one to select ‘Administrative details’:**  Office Based  Home Based  Mix of both |

1. **BACKGROUND / RATIONALE**

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 favouritism. 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 fulfil 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 nation.

**Job organizational context**:

The Resource Mobilization and partnerships section at India Country Office works to maximize income and drive income growth. There are 3 units within the RMP section. Within the Partnerships unit, the purpose of the Corporate Partnerships team is to drive impact through partnerships with the Business sector, defined as financial resources in addition to other valuable assets and opportunities, to optimize the value of the partnership to achieve UNICEF’s strategic goals. The team supports India Country Office with partnership strategies and in retaining and growing partnerships that bring quality income to deliver programmes for children in India.

In addition to the Corporate sector, the Partnerships team also drives best in class alliances with High-Net-Worth Individuals, Foundations and from UNICEF internal network. It also develops the partnerships strategy and internal processes to ensure efficient and effective coordination across all UNICEF actors.

1. **PURPOSE OF ASSIGNMENT**

The purpose of the Corporate Fundraising unit is to drive income growth from the corporate sector as part of an integrated corporate engagement strategy. Income growth will come from these sources: i) the renewal and growth of existing in-country and multi-country partnerships, ii) the development of new strategic partnerships and iii) support team with account stewardship.

Under the general supervision of the Corporate Partnerships Lead and direct supervision of Partnerships Specialist (Account Management), this Consultant will support the Partnerships Specialist (Account Management) with donor engagement and management. The incumbent will develop and implement fundraising strategies to focus on engagement and management.

**3. PROGRAMME AREA AND SPECIFIC PROJECT AREA**

Resource Mobilization and Partnership Section, Corporate Partnerships - Account Management.

**4. OBJECTIVE/S**

To hire a Corporate - Account Coordinator, who will be responsible for heading the following –

1. Manage strategic long-term flexible income through existing partnerships. This may include corporate foundation grants, cause-marketing, in kind donation, customer fundraising, sponsorship of campaigns, and/or workplace giving.
2. Supporting the account management process from contract signature through implementation to renewal for assigned partnerships.
3. Working with ICO programmes and Communication colleagues to identify propositions for renewals, particularly for major grant growth opportunities where significant proposition development is required.
4. Support the partnership specialist to look for opportunities to activate UNICEF Global campaigns in India.
5. Identify synergies between companies’ partnership needs and UNICEF brand and programme priorities to grow existing partnerships and establish higher value and more sustainable partnerships
6. Reporting monthly on progress against the account management tasks undertaken
7. Liaising with UNICEF PFP Due Diligence, legal and communication teams to ensure screening, proposal review and contracting is undertaken effectively before submission by Partnership specialist.
8. Providing input to Partnerships Specialist (Account Management) and Corporate Partnerships lead to ensure successful corporate fundraising strategy, plan and results.
9. Perform any other related tasks, as required

**5. MAJOR TASKS TO BE ACCOMPLISHED**

* + Support Account Management team in account management process from pitching to contract signature through implementation to renewal for assigned partnerships.
  + Research on UNICEF programs and develop concept notes, presentation, pitch notes, program notes to support growth of strategic long-term flexible income through existing partnerships.
  + Support in managing in-kind donation.
  + Support ICO programmes and Communication colleagues to identify propositions for renewals
  + Research and profile prepare profile of existing partners on social investments for growth opportunities
  + Work on reporting for account management (including income from partnerships, reports delivered, global partnerships activation)
  + Providing input to Partnerships Specialist (Account Management) and Corporate Partnerships lead to ensure successful corporate fundraising.

**6. DELIVERABLES AND DEADLINES**

11.5 months

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Major Task** | **Deliverable** | **Specific delivery date/deadline for completion of deliverable (please mention as date/no. of days/month)** | **Estimated travel required for completion of deliverable (please mention destination/ number of days)** |
| 1 | Prepare and update profile of existing partners on CSR investments | Brief 3-5 page notes per partner | Entire duration of contract | N.A. |
| 2 | Prepare pitches for partners (ppt, notes) | Presentation, Word documents | Entire duration of contract | N.A |
| 3. | Support Account Management Team with growth opportunities | Research material, identify growth opportunities | Entire duration of contract | N.A |

**7. DUTY STATION**

New Delhi, India

**8. SUPERVISOR**

Partnerships Specialist, RMP, New Delhi.

**9. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)**

*None*

**10.** **ESTIMATED DURATION OF CONTRACT (PART TIME / FULL TIME)**

Full Time 11.5 Months

**11. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT (Please use as applicable)**

* Educational Qualification – Bachelor’s Degree and above.
* Good understanding of Corporate social responsibility and private sector landscape in India.
* Additional Qualifications like Diploma or Certificate courses on Corporate social responsibility or marketing / communication will be an advantage
* Good knowledge of English is a must.
* Needs to be an excellent team player.
* 4 years prior experience of working with International Non- Profit Organizations / UN in any part of the world and specialising with private sector engagement.
* 2 years Experience of handling corporate partner requirements

**12. SELECTION PROCESS (tick one):**

**(A) QCBS (Technical Evaluation Criteria - with weights for each criteria)**

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Criteria** | **Minimum Score** | **Maximum Score** |
| 1 | **Cover Letter** highlighting suitability for the position (up to 400 words) (5) | **4** | **5** |
| 2 | **Educational Qualifications** | **10** | **15** |
| 1. Bachelor’s Degree or Equivalent 2. Additional Qualifications like Diploma or Certificate courses on Corporate social responsibility or marketing / communication |
| 3 | **Relevant work experience** | **21** | **30** |
| At least 4 years or more of professional experience in private sector engagement and corporate social responsibility |  |  |
|  | *1st stage of Qualifying (Total 1,2,3)* | **35** | **50** |
| 4. | **Interview**   * *The objective will be to judge the candidate on the following parameters:*  1. *Relevant experience.* 2. *Number of years of experience.*    1. *Results achieved in terms of private sector management* | **14** | **20** |
|  | **TOTAL** | **49** | **70** |
|  | Candidates will be qualified based on the review of sub-criteria 1, 2 and 3 as listed above. In first stage, those qualifying in 1 to 3 criteria and minimum score of 35 will qualify for interview and in the second stage, those who qualify by scoring the minimum of 14 in interview and overall, 49 will qualify technically and will be eligible for opening of their financial proposals. |
|  | **Financial proposal** | **n/a** | **30** |

The selection of the consultant will be on the basis of technical evaluation & financial offer in the ratio of 70:30. Candidates who score the minimum marks in each criteria and an overall score of 49 will be considered technically qualified and their financial offers will be opened.

**13. PAYMENT SCHEDULE**

As per attached Sample Financial Template

**14. *IMPORTANT NOTES*** *(**TO BE INCLUDED IN THE FINAL TOR TO BE ADVERTISED):*

* *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 to ensure 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.*