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| **I. Post Information** | |
| Job Title: **Fund Raising and Partnerships Officer**  Supervisor Title/ Level: Corporate Alliances Specialist/ P3  Organizational Unit: **Resource Mobilization and Partnerships Unit (RMPU), Dep. Rep- Programme’s Office**  Post Location: Dhaka | Job Level: **NO2**  Job Profile No.:  Job Classification Level: |

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| II. Strategic Office Context and purpose for the job |
| 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.  **Strategic office context**  :  Please provide an overview of the office context in which this position works, briefly summarizing     1. UNICEF’s current objectives in that particular office/division; and   The 2022-2026 Government of Bangladesh-UNICEF country programme of cooperation is based on impressive socio-economic development achieved by Bangladesh over the last few decades. It contributes to the country’s Eighth Five-Year Plan (2020-2025) with its focus on: rapid recovery from COVID-19; inclusive growth that lowers poverty and improves economic and social equity; sustainable development resilient to disaster and climate change; successful management of urbanization; development of critical institutions; and attaining the Sustainable Development Goals.  Bangladesh has been one of the fastest growing economies over the last one and a half decades. An expected graduation from the Least Developed Country (LDC) status in 2026 may attract more foreign direct investments while introducing new challenges including the loss of favourable trade terms and reduced ODA inflow.  Bangladesh has maintained a high pace of poverty reduction and its below-poverty-line population was reduced to 21.8% of the total population in 2018. At the same time, income disparity as measured by Gini coefficient has been consistently rising since 1990s. There are significant risks of the reversal of trends for both poverty and disparity reductions due to the impact of COVID-19 pandemic. Bangladesh is ranked as 133 out of 189 countries both regarding human development and gender inequality. Resource allocations to social sectors have historically been low compared with international averages with spending on health as percentage of GDP being the lowest and on education the third lowest in the world.   1. The specific role of the position’s section in contributing to their achievement   Resource Mobilization and Partnerships Unit (RMPU) of UNICEF Bangladesh is located within the Office of Deputy Representative- Programme and reports under the Programme efficiency Outcome at the Country office level. The key objective of RMPU is to mobilize resources to support the achievement of programme outcomes set in the [Country](file:///C:\Users\wnalule\Desktop\annual%20review\2021-12-Draft_Strategic_Plan_2022-2025-EN-2021.05.04----.pdf) Programme Document of UNICEF Bangladesh. The RMPU Strategy and Donor Action Plan is developed through a consultative process, which provides necessary pathway for mobilization of resources for children in Bangladesh. Resource mobilization comprises fundraising and partnership development both with public as well as private sector to secure financial and non- financial resources for UNICEF-supported programmes. The overarching goal of the RMPU Strategy of UNICEF Bangladesh is to ensure that Public and private sector income growth is sustained and further accelerated to support UNICEF’s contribution to protection of child rights in Bangladesh. RMPU also provides stewardship and technical support to various ‘Business for results’ (B4R) initiatives within the Country office through active engagement and partnerships with the private sector.  **Purpose for the job:**  Please outline the overall responsibility of this position,focusing on:   1. What purpose it serves:   The Resource Mobilization and Partnerships Unit (RMPU) at UNICEF Bangladesh is recruiting a Fund Raising and Partnerships Officer focusing on bilateral donors, businesses, non-governmental institutional donor and individual giving. This post is well suited to a creative and energetic individual who wants to undertake a challenging role within a multicultural environment whilst making a positive difference to the lives of children in Bangladesh. The position of Fund Raising and Partnerships Officer (NO2) will be reporting to the Corporate Alliances Specialist (P3) and will be responsible to mobilize resources (financial as well as non- financial) for supporting programme implementation and office management of Bangladesh Country office. S/he will function under the direct supervision of Corporate Alliances Specialist and in close association with other team colleagues. S/he will also be responsible for a range of tasks which would require close and quality collaboration with colleagues in various Programme Sections, Field Offices and with Senior management.  The position will be responsible for leading various UNICEF fundraising initiatives both with the Public as well as with the the private sector, including implementation of the business plan for roll out of private sector fundraising within Bangladesh.  Under the general guidance of the Resource Mobilization and Partnerships Manager and supervision of Corporate Alliances Specialist, the position will be responsible for the overall coordination, planning, development and realization of the country office’s Resource Mobilization strategy, in line with UNICEF’s regional and global priorities and strategies in this regard. The incumbent will oversee and coordinate various fundraising channels and activities, ensure engaged and long-term partnerships, and drive revenue growth for both the Country Programme needs as well as for UNICEF globally.     1. What is it accountable for: 2. Business development and account management of ODA/ Public funding/ donors in BCO: 3. Increase engagement with businesses and institutional donors (trusts and foundations) within and outside of Bangladesh: 4. Increase contributions from individual fundraising campaigns within and outside of Bangladesh: 5. Secure engagement with key strategic philanthropists 6. Contribute to achievement of PSFR financial targets: 7. General stewardship and coordination responsibilities: 8. Provide any other support as requested by Supervisor and RMP Manager. |

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| III. Key functions, accountabilities and related duties/tasks: |
| (Please outline the key accountabilities for this position and underneath each accountability, the duties that describe how they are delivered. Please limit to four to seven accountabilities)   1. **Business development and account management of ODA/ Public funding/ donors in BCO:** 2. Contribute to the operationalization of the fundraising/resource mobilization and partnerships strategy. 3. Preparation of comprehensive, analytical and substantive briefs, reports, statistics and other communications materials for resource mobilization and partnerships development 4. Maintain up-to-date information on donors and income trends, analyze funding opportunities, and keep donor partners’ profiles updated 5. Track the resource mobilization and partnerships strategy and action plan in collaboration with the Resource Mobilization and Partnerships Manager and the Unit team. This includes coordination of proposal development, including editing and layout when necessary 6. Track and update the resource mobilization and partnerships action matrix in cpnsultation with the unit colleagues 7. **Increase engagement with businesses and institutional donors (trusts and foundations) within and outside of Bangladesh:** 8. Undertake research to establish a pipeline of donors from within and outside of Bangladesh; 9. Develop engagement methodologies for key donors, build networks, establish meetings, research engagement opportunities that map to UNICEF resource mobilization needs; 10. Work with UNICEF’s network of National Committees/PSFR Country Offices to support appropriate opportunities with donors outside of Bangladesh; 11. Contribute to the development of partnership concepts, proposals and pitch assets to support partnership discussions and negotiations; 12. Work with relevant parts of the organization to support partnership negotiations, contracting and finalization; 13. Coordinate with relevant Programme Sections to ensure all donor reports under one’s Account Management responsibility is submitted on time and with quality. Ensure all donor reports are checked, copy- edited and finalized in line with the established check-list of Donor reporting in Bangladesh Country Office; 14. Work in close conjunction with Social Media and Communications teams to develop partnership communication assets which support partnership visibility, communications and engagement; 15. Where appropriate, support donor management for partnerships established.; 16. Work in close coordination with Programme Sections and proactively reach out to relevant businesses to mobilize Contributions in Kind (CiK) to support UNICEF’s programme delivery in Bangladesh. 17. **Increase contributions from individual fundraising campaigns within and outside of Bangladesh:** 18. Contribute to designing, planning and executing mass-consumer fundraising campaigns in close conjunction with the Communications team and UNICEF partners to mobilize resources for key priorities; 19. Support on campaign impact communications for before, during and after campaigns by working in close conjunction with the Communications team and programme sections within UNICEF Bangladesh; 20. Undertake research to identify opportunities for engagement with key Bangladeshi diaspora communities overseas through collaboration with National Committees/PSFR Country Offices; 21. Work in conjunction with the Corporate Alliances Specialist to ascertain opportunities to establish a pledge donor acquisition and management strategy. 22. **Secure engagement with key strategic philanthropists** 23. Undertake research to identify philanthropic opportunities from within and outside of Bangladesh; 24. Support on development of cultivation and stewardship methodologies for key opportunities, working with UNICEF’s network of National Committees/PSFR Country Offices for opportunities outside of Bangladesh; 25. Contribute to securing engagement amongst key strategic major philanthropists. 26. **Contribute to achievement of PSFR financial targets:** 27. Contribute to the drafting of partnership proposals, campaign updates and pitch documents for prospective donors to secure partnerships; 28. Undertake data management to support increases in non-government institutional and individual donor resource mobilization; 29. Participate in the Private Sector Engagement and Fundraising working group; 30. Work in close conjunction with priority UNICEF Bangladesh sections to identify resource mobilization needs and develop strategies to address gaps. 31. **General stewardship and coordination:** 32. Participate in various intra- office meetings by representing RMPU in respective platforms and ensuring swift flow of communication across those channels for due alignment with RMPU strategy; 33. Manage all donor reports under one’s responsiblity for timely submission to the Donors following the established time frame in Donor reporting schedule and quality benchmarks in practice in BCO; 34. Draft minutes, upload and update documents on Sharepoint and steer various intra- RMPU processes and tasks as required from time to time; 35. Support Corporate Alliances Specialist in all matters pertaining to the rollout of in-country private sector fundraising strategy/ plan being developed in BCO. 36. **Provide any other support as requested by Supervisor and RMP Manager.**  |  | | --- | |  | |

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| IV. Impact of Results |
| (Please briefly outline how the efficiency and efficacy of the incumbent impacts its office/division and how this in turn improves UNICEF’s capacity in achieving its goals)  The efficiency and effectiveness of the support provided by the Fund Raising and Partnerships Officer (NO2) to the resource mobilization targets of UNICEF Bangladesh, in turn, will enhance RMPU’s capacity to support programme delivery by UNICEF in ensuring the right of the most vulnerable women and children of Bangladesh.  The Private Sector Plan developed for the country office is aligned with UNICEF’s global private sector strategy, and is translated into concrete plans and measurable goals.  Goals set out in the country office’s Private Sector Plan are achieved, which will help enable UNICEF to achieve programme goals at national and global levels.  The private sector team is motivated, performing at its best and achieving results. Decisions are made effectively on fundraising and partnership strategies. Plans are implemented, managed, monitored and evaluated efficiently and effectively in order to maximize results.  PSFR roles and responsibilities in the country office are clear for all staff to contribute, and ensures the entire country office collaborates to achieve PSFR goals. |

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| **V. Competencies and level of proficiency required**  (Please base on UNICEF Competency Framework) | |
| **Core Values attributes**   * Care * Respect * Integrity * Trust * Accountability | **Core competencies skills**   * 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) * Drives to achieve impactful results (2) * Manages ambiguity and complexity (2) |

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| **VI. Recruitment Qualifications** | |
| Education: | University degree in Social Science, Development Studies, Anthropology, Business Administration, Politics, International Affairs or any other related field is required. |
| Experience: | * At least 2 years-experience in the development sector in a similar role. * ability to work against challenging targets and under pressure, consistent ability to produce high-quality outputs, excellent writing (including copy- editing skills) and interpersonal skills, able to undertake comprehensive research at pace, quickly able to understand potential donor requirements, skill in communications with confidence and persuasiveness, able to bring creativity, energy and innovation to their work. * Excellent in use and maintain databases. Excellent working knowledge of UNICEF electronic systems (VISION, etc) and other computer applications (Word, Excel, PowerPoint). |
| Language Requirements: | Fluency in English (speaking, reading and writing) is required. |

**Child Safeguarding Certification**

**(to be completed by Supervisor of the post)**

[**Child Safeguarding**](https://unicef.sharepoint.com/teams/DHR-TalentAcquisition/DocumentLibrary1/Forms/AllItems.aspx?id=/teams/DHR-TalentAcquisition/DocumentLibrary1/Child%20Safeguarding%20Risk%20Roles%20Assessment_finalversion.pdf&parent=/teams/DHR-TalentAcquisition/DocumentLibrary1) refers to proactive measures taken to limit direct and indirect collateral risks of harm to children, arising from UNICEF’s work or UNICEF personnel. Effective 01 January 2021, Child Safeguarding Certification is required for all recruitments.

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| 1.Is this position considered as "elevated risk role" from a child safeguarding perspective?\* If yes, check all that apply below. | Yes  No |
| 2a. Is this a Direct\* contact role?  2b. If yes, in a typical month, will the post incumbent spend more than 5 hours of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.  *\*“Direct” contact that is either face-to-face, or by remote communicate, but it does not include communication that is moderated and relayed by another person.* | Yes  No  Yes  No |
| 3a. Is this a Child data role? \*:  3b. If yes, in a typical month, will the incumbent spend more than 5 hours manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)  *\* “Personally-identifiable information”, in this context, means any information relating to a child who can be identified, directly or indirectly, by an identifier like a name, ID number, location data, photograph, etc. This is a “child data role”.* | Yes  No  Yes  No |
| 4. Is this a Safeguarding response role\*  *\*Representative; Deputy representative; Chief of Field Office; the most senior Child Protection role in the office; any focal point that the office designated for Child Safeguarding; Investigator (Office of Internal Audit and Investigations* | Yes  No |
| 5. Is this an Assessed risk role\*?  *\*The incumbent will engage with particularly vulnerable children[[1]](#footnote-1); or Measures to manage other safeguarding risks are considered unlikely to be effective[[2]](#footnote-2).* | Yes  No |

1. Common sources or signals of additional vulnerability may include but are not limited to: age of the child (very young children); disability of the child; criminal victimization of the child; children who committed offences; harmful conduct by the children to themselves or others; lack of adequate parental care of the children; exposure of the children to domestic violence; a humanitarian context; a migrant (refugee/asylum-seeking/IDP) context. No ‘baseline’ vulnerability will be set. Hiring Managers will need to use judgment, taking into consideration the implications that follow from an assessed risk role (additional vetting scrutiny, training). [↑](#footnote-ref-1)
2. i.e. the role-risk will be compounded by other residual risks. [↑](#footnote-ref-2)