

TERMS OF REFERENCE

(FOR Temporary Appointments)



UNICEF-BCO: TERMS OF REFERENCE (TOR)

Job Title and Level: Chief of Resource Mobilisation and Partnerships P-4

Section: Resource Mobilization & Partnerships (RMPU) Unit

Duration: 8 Months

Duty Station: Dhaka, Bangladesh

Reports to: Deputy Representative

Job organizational context:

UNICEF Bangladesh Country Programme has a budget of over US\$ 306 million for the period 2021 to 2026^[1]; with an annual Humanitarian Action for Children (HAC) of over US\$ 150 million for its humanitarian programmes. The office has been active in mobilizing resources for its programme and so receives a significant amount of funds from external donors. Yet, the resource mobilization effort needs to be strengthened in the current national and humanitarian context where the needs for the Rohingya response are substantial.

The influx of Rohingya refugees from Northern parts of Myanmar's Rakhine State into Bangladesh restarted following incidents of 25 August 2017. As of 30 June 2024, 984,591 Rohingya refugees have been declared in need of humanitarian assistance, of which 52 per cent are children^[2]. The humanitarian community continues to ensure the provision of basic services for the refugees in Bhasan Char. However, water-borne disease outbreaks, malnutrition, inadequate health facilities, lack of educational opportunities for adolescents, increased insecurity in the camps and the risks of sexual exploitation and violence, including Gender Based Violence (GBV) threaten the safety and well-being of children in the camps.

At the same time, the people of Bangladesh continue to live with significant recurrent floods, cyclones, landslides and riverbank erosion.¹⁰ Up to an estimated 18.3 million people are exposed to these climate-related hazards, including 7.9 million children and 4.9 million women. Climatic events impact some of the most vulnerable people in Bangladesh, leading to deaths and injuries; displacement of populations; damage to shelters constructed of bamboo and tarpaulins; and damage to public infrastructure and facilities including WASH facilities, schools and health facilities.

UNICEF's 2024 Humanitarian Action for Children (HAC) appeal^[3] requires US\$ 150.3 million to deliver child-focused and gender-sensitive humanitarian support for refugees and host communities and for other vulnerable people, especially women and children, at risk of dengue, floods and cyclones in 2024.

The above humanitarian context is set against a series of challenges that are particular to Bangladesh. The country has graduated to middle income level (MIC) diverting donor attention, and resulting in diminished funding for development programmes. ODA assistance is also reducing due to the same reason. Yet local disparity and inequity remains high, and thus the need for UNICEF intervention.

^[1] https://www.unicef.org/executiveboard/media/6941/file/2021-PL26-Bangladesh_CPD-EN-ODS.pdf

^[2] <https://www.unicef.org/media/159746/file/Bangladesh-Humanitarian-SitRep-No.68-June-2024.pdf.pdf>

^[3] <https://www.unicef.org/media/149871/file/2024-HAC-Bangladesh.pdf>

1. Purpose of Assignment:

A Resource Mobilization and Partnerships Chief with substantial experience in countries in transition is needed. The RMPU Chief should be able to interact with donors at a strategic level and in a delicate manner to bring the challenges mentioned above to their attention, and ensure supporting children remains a high priority area for donors. The RMPU Chief needs to have the experience and stature to be able to interact and advocate with donors at the highest levels, including their Chief of Missions in Bangladesh. The aim of the interaction is not only to secure resources for Bangladesh's regular programme, but also for its humanitarian interventions, be it due to national emergencies or supporting the Rohingya population residing in Bangladesh.

The purpose of this job is:

Under the general guidance and supervision of the Deputy Representative, Programmes, the Resource Mobilization and Partnerships Chief Manager (RMPU Chief) is responsible for overall contribution management and resource mobilization activities of Bangladesh Country Office (BCO), including the development of resource mobilization and partnership strategy in close coordination with the Communication, Field Services Sections and Planning & Monitoring & Reporting (PMR) Unit. This includes facilitation of office fundraising efforts, tracking of funding trends and gaps, oversight of fund utilization, liaison with donors, and the consolidation and on time submission of donor reports for the Country Programme. In close coordination with the PMR and Communications Sections, the RMPU Chief also ensures the timely preparation and dissemination of other mandatory and special reports, as well as briefing documents and corporate publications relating to programme activities in support of the UNICEF mission in the country.

This position will supervise three staff in Dhaka: one P3 (Donor Relations Specialist), one NOB (Private Sector Fundraising Officer) and GS7 (Senior Programme Associate), and will have a dotted line reporting with one P3 (Donor Reports Specialist, Cox's Bazar), providing guidance and oversight to their work. The role will include mentoring, supporting, and monitoring the performance of these team members, ensuring effective delivery of fundraising and partnership objectives.

2. Major duties and responsibilities:

- Conceptualize, plan, coordinate and execute partnership and resource mobilisation engagement with external partners and donors. In close consultation with the Country Management Team, develop a comprehensive resource mobilization strategy with a concrete action plan in support of UNICEF's humanitarian priorities
- Guide and support Country Management Team on opportunities for partnership and resource mobilization, including providing advice on improving the quality of funding and reporting (including with public/ bilateral donors, National Committees, and private sector).
- Develop and enhance relationship with potential and existing donors through regular meetings and communication, donor briefing sessions, and donor visits and provide a systematic follow up of all partnerships opportunities.
- Monitor and analyse donor trends and new partnership opportunities in support of UNICEF humanitarian and development interventions.
- Prepare comprehensive, analytical and substantive briefs, reports, statistics and other documentation for senior management meetings or trips involving resource mobilization;
- Facilitate the negotiation, consolidation and quality assurance of donor proposals in compliance with UNICEF standards and donors' requirements. Work with the Emergency Coordinator, CO management and programme teams to identify and facilitate well considered and coordinated funding requests.
- Liaise and work closely with Regional Office, PPD and PFP on resource mobilization and partnership issues.

- As needed, support negotiation with donors, in collaboration with PPD, RO and/or PFP for reprogramming of resources.
- Advise programme teams about donor conditions and procedures. In close collaboration with budget colleagues facilitate correct and timely utilization and reporting of donor contributions. Support the capacity building of staff on understanding donor requirements and reporting mechanisms.
- Create, review and edit – in close collaboration with all sectors and Communications and Partnerships Section – a set of high-quality resource mobilisation documents for a large range of stakeholders (“traditional and non- traditional” donors –public and private sector donors- National Committees); Ensure timely coordination and dissemination.
- Support the Country Management Team in engagement with other UN, IFI and NGOs partners to ensure common messaging with donors and maintain/develop effective working relationships with these partners.
- Work closely with communications team and seek synergies between resource mobilization and communications to enhance donor visibility and recognition, as well as advocacy for fundraising purposes through innovative approaches.
- Regularly liaise with programme sections, as well as participate in strategic meetings, in order to ensure an updated and comprehensive knowledge base on UNICEF programmes to support effective contribution management.
- Support the Deputy Representative in establishing regular briefings with donors to report on status of children in Bangladesh, BCO implementation, budget status and funding needs. Necessary advocacy material to be prepared in advance of these meetings.
- Advocate with senior management in BCO and private sector focal colleagues to provide necessary technical inputs to develop a Private Sector Fund Raising (PSFR) strategy focusing on realizing the potential of local Bangladeshi market to raise funds for the next Country Programme of UNICEF in Bangladesh (2022-26).
- Coordinate the engagement with potential partner organizations/entities to gauge their interest and cultivate partnerships to leverage innovative financing, including blended financing and impact bonds, to deliver results for children
- Support private sector engagement towards shared value partnerships for the BCO

3. QUALIFICATION and COMPETENCIES (indicates the level of proficiency required for the job.)

EDUCATION & OTHER SKILL:

Master's Degree in Social Science, Public Relations, International Affairs or any other related field

WORK EXPERIENCE:

- At least 8 years relevant work experience with the above field.
- Experience with partnership management, resource mobilization and donor relations in complex situations.
- Work experience with fundraising, coordinating multisector donor proposals and reports.
- Demonstrated experience in coordination and reporting writing.
- Proficient in use of MS Word, Publisher, Excel and other related software packages.
- At least one instance of exposure to emergency programming. Active involvement in a humanitarian crisis response programme preferred.

OTHER REQUIREMENTS:

- Capacity to work in stressful conditions.
- High level of Integrity and commitment to UNICEF’s mission and professional values.
- Analytical and conceptual ability, negotiating, communication and advocacy skills.

- Familiarity with UNICEF systems VISION/Insight an asset
- Supervisory experience with the ability to coach, develop staff capacities and provide guidance to the staff in section on regular basis.

LANGUAGE PROFICIENCY:

High degree of fluency in written and verbal English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset

COMPETENCIES/SKILLS: UNICEF foundational/functional competencies

Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core competencies

- Nurtures, Leads and Manages People (3)
- 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)

Functional Competencies:

- Leading and supervising
- Formulating strategies and concepts
- Analyzing
- Relating and networking
- Planning and influencing
- Adapting and responding to change

Child Safeguarding Certification

(to be completed by Supervisor of the post)

Child Safeguarding 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.

<p>1. Is this position considered as "elevated risk role" from a child safeguarding perspective?*</p> <p>If yes, check all that apply below.</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>2a. Is this a Direct* contact role?</p> <p>2b. If yes, in a typical month, will the post incumbent spend <u>more than 5 hours</u> of direct interpersonal contact with children, or work in their immediate physical proximity, with limited supervision by a more senior member of personnel.</p> <p><i>*"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.</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

<p>3a. Is this a Child data role? *:</p> <p>3b. If yes, in a typical month, will the incumbent spend <u>more than 5 hours</u> manipulating or transmitting personal-identifiable information of children (names, national ID, location data, photos)</p> <p><i>* "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".</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <hr/> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>4. Is this a Safeguarding response role*</p> <p><i>*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</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>5. Is this an Assessed risk role*?</p> <p><i>*The incumbent will engage with particularly vulnerable children¹; or Measures to manage other safeguarding risks are considered unlikely to be effective².</i></p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>

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).

² i.e. the role-risk will be compounded by other residual risks.