

## Terms of Reference for Temporary Appointment<sup>1</sup>

### TA – Partnerships Specialist (Private Sector) – NO3, 364 days, Lusaka, Zambia

#### Purpose:

UNICEF Zambia requires support to guide, coordinate and accelerate the country office's engagement with the business sector, driving partnerships for improved programme outcomes and service delivery.

UNICEF has developed strategies for strong growth in partnerships and engagement with the private sector across Eastern and Southern Africa. More recently, the organization wide Business for Results (B4R) strategy has been initiated, with the Zambia CO in the early stages of incorporating the initiative into its business practices. As part of B4R, UNICEF is committed to accelerating results for children and contributing to the achievement of the Sustainable Development Goals by promoting organization-wide engagement with business. UNICEF engages with business for:

- Leveraging innovations, products and services for programme delivery
- Enhancing programme efficiency
- Providing social services
- Mobilizing resources
- Strategic procurement and market shaping
- Advocacy
- Influencing the impact of business on children.

UNICEF engagement with business can occur through bilateral partnerships and collaborations, including shared value partnerships (SVPs), public-private partnerships (PPPs) or engagements with multi-stakeholder platforms. The various forms of engagement are not mutually exclusive, i.e., they can be complementary depending on the best approach to achieve programme impact in a given context.

In late 2021, UNICEF Zambia completed a situation analysis of the Private Sector, to provide the analytical basis for developing an engagement strategy for the business sector. An engagement strategy for the domestic business sector will be developed, fully incorporated into the Partnerships and Resource Mobilization strategy, which will support UNICEF Zambia's 2023-2027 Country Programme.

Simultaneously, the expansion of shared-value partnerships with the private sector – **initially focusing on but not exclusively** within the ICT/telecoms sector – is a key priority area for UNICEF Zambia. Within the business sector, there have been many successful engagements across the ESA region and within Zambia. However, the fragmented nature of these engagements have often led to lower return on investment than their potential, especially with regard to potential positive impacts on UNICEF programme outcomes. In this context, UNICEF has mapped priorities and opportunities to engage with the business sector, both in terms of promoting key development priorities – especially in education – and increasing the effectiveness of our response to COVID-19 and other emergencies, leveraging both commercial and shared-value partnership engagements with key stakeholders in the business sector.

UNICEF seeks and experienced professional with a background in private sector partnerships and a strong network of high-level private sector contacts within the business sector in Zambia which can be leveraged to achieve results for children.

This position is based in Lusaka as part of the Communication, Advocacy, Partnerships and Engagement (CAPE) team at the UNICEF Zambia Country Office. Under the leadership of the Partnerships Specialist, the incumbent will develop and strengthen partnerships with business sector actors in Zambia, including but not limited to developing and supporting the implementation of a private-sector engagement strategy.

#### Responsibilities and Tasks:

The Partnership Specialist position's purpose is to deepen collaboration with key stakeholders, especially in the business sector, 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.

1. Implement 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. The incumbent will **Initiate new partnerships** – support in the development of new country level partnerships with the business sector, including prospect research, networking, and exploratory meetings with potential partners, in line with country office priorities. A strong network of

<sup>1</sup> AI2016-005 notes that for TA Job descriptions / terms of reference, existing Generic Job Profile (GJP) shall be used as a basis for determining the level and requirements of the function. Where no GJP applies, detailed terms of reference describing the work to be performed shall be written. This template serves for that purpose.

- private sector contacts and knowledge of the business sector in Zambia will be required. (S)he will **manage existing partnerships** – manage and develop existing partnerships with business, with the goal of expanding and/or renewing the partnerships. (S)he will also support **with networking** – organise meetings and forums with CEOs and other senior business figures, as needed, to discuss priority issues for children. Develop and maintain a contact list of key individuals, groups, organizations and fora whose support can assist in achieving UNICEF Zambia objectives. Develop and adapt materials for use in advocacy interactions, in collaboration with other CAPE and programme colleagues.
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. Provides strategic, logistical and programmatic support to senior management and other UNICEF staff in corporate engagement and interaction with assigned partners.
  5. 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.
  6. 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.
  7. Develops and implements annual partnership engagement and resource mobilization plans. The incumbent will **develop and coordinate implementation of the Business Sector Partnerships strategy** – supporting the country office in determining how to engage with business programmatically and promote business respect and support for child rights for the larger purpose of enhancing programme effectiveness and achieving positive outcomes for children.
  8. Acts as a focal point for identification and pursuit of opportunities for outreach, engagement, policy influence and collaboration, including on how to anticipate and respond to partners' concerns and priorities, ensure that UNICEF's interests, perspectives, and knowledge are taken into account in relevant policy and institutional processes, and ensure that they are fully aware of UNICEF's perspectives, policies, priorities and capabilities. Contribute to the development and management of initiatives for high-level outreach, including for UNICEF's Senior Management.
  9. 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. (S)he will **build and strengthen capacity** within UNICEF Zambia to more effectively engage with the business sector for improved results for children. (S)he will also promote **knowledge generation and management** – contributing to the selection, development and management of Key Performance Indicators (KPIs) for engagement with the business sector/the Business for Results agenda, ensuring visibility and awareness of results achieved through engagement with the business sector.
  10. Contributes to strategies for engagement and the development of communications 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.
  11. Performs other related duties as assigned by the supervisor to ensure the success of the team, including guiding, training, and coaching short-term staff, including interns and consultants, as needed.

## Minimum Qualifications and Competencies

### Qualifications

- An advanced university degree is required in one of the following fields: external relations, programme management, public affairs, resource mobilization, political science, communications, international development, or another relevant technical field.
- 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. Additional experience is ideal.
- Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.
- Strong organizational skills, with the capacity to prioritize and manage a diverse range of projects and activities.
- Ability to work independently.
- Experience using Salesforce or another CRMS will be an asset.
- Experience with UNICEF or another UN agency will be an asset.

### Additional Skills

- 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.
- Current knowledge of development issues, strategies, as well as programming policies and procedures in international development cooperation.

- In-depth knowledge of 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.

**Budget Reference:**

980/A0/05/880/004/002

**Competency Profile:**

**i) Core Values**

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

**ii) Core Competencies**

- Nurtures, Leads and Manages People (1) – for supervisors only
- 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)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)

\*The 7 core competencies are applicable to all employees. However, the competency Nurtures, Leads and Managers people is only applicable to staff who supervise others.

**Requested and Prepared by:**

Maureen Mersmann, Partnerships Specialist



22 June 2022

Signature and date



signed on 22.06.2022

Signature and date

**Endorsed by:**

Malti Gandhi, DR-Progs

**Reviewed by:**

Eithar Kheiri, HR Specialist

for

宮川 秀子

**Approved by**

Penelope Campbell, Representative



Signature and date

22 June 2022