

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS**

Title	Funding Code	Type of engagement	Duty Station:
<b>Partnerships Consultant (Proposal and Reports)</b>	<b>SM229930</b>	<input checked="" type="checkbox"/> Consultant	Amman, Jordan

**Purpose of Activity/Assignment:**

The heavy reporting burden that YCO faced in 2023 (241 reports submitted as registered in the system, plus ad hoc reporting requests not registered) will continue in 2024 and 2025. As of mid-May 2024, a total of 34 reports are registered as due in the remainder of 2024. For 2025, 124 reports are already registered in the system, with 104 or 84% due in the first six months of the year. More reporting requirements are expected to be added as additional funding is mobilized throughout the year, as well as following no-cost extensions of active grants due to operational impediments.

While the team onboard is equipped to respond to ad hoc update requests from donors resulting from the volatile country context and sudden onset emergencies, support is required for the already scheduled reports to be submitted until the end of September 2025 as well as support for the development of new donor proposals and support in grants management through review of reprogramming requests and coordination of verification exercises as needed.

**Scope of Work:**

Under the guidance of the Partnerships Manager and in close collaboration with the Resource Mobilization Team (Partnerships Specialist and Partnerships Officer), the consultant will:

- Produce well-written and impactful **narrative and financial donor reports** for the UNICEF Yemen Country Office (YCO), across programmes and donors. This includes the preparation of report templates in line with donor and UNICEF standards, the briefing of sections and cross-cutting units to provide inputs, the follow-up with colleagues to receive timely inputs, the review of inputs and coordination of necessary revisions, and the copy-editing and formatting of reports. This will also involve coordinating amongst colleagues to finalize reports following feedback of donor and HQ counterparts.
- Develop **proposals (narrative and budget documents) and concept notes** for YCO across programmes. This includes the preparation of proposal in line with donor and UNICEF standards, the briefing of sections and cross-cutting units to provide inputs, the follow-up with colleagues to receive timely inputs, the review of inputs and coordination of necessary revisions, and the copy-editing and formatting of proposals.
- Produce **other documents for donor communications and resource mobilization.**
- Support to grants management, through **quality assuring reprogramming requests** to donors in line with donor and UNICEF standards and **coordinating/consolidating inputs on related verification exercises** across the YCO and related HQ teams as needed.

Each task will include ensuring the completeness, coherence, correctness, and formatting of documents, including reviews of results planned / reported, log frames, financial reporting, and budgeting. The consultant will ensure that high-quality documents are produced by the agreed upon deadlines, for final

review by the Partnerships Manager / Specialist and clearance by the Deputy Representative Programmes. To this end, the consultant is expected to collaborate with programme sections as well as cross-cutting teams of YCO (e.g., Budget, Operations and Emergency teams, Communications, Yemen Service Center).

All documents will have to meet high quality standards and be submitted on time. The volume of work needed will vary with each document, which is presented in the approximate classification below. The number of working days per deliverable will be revised if needed, depending on different factors including the quality of drafts to be passed on to the consultant. The target delivery date will be specific to each document.

Based on current foreseen reporting workload, it is estimated that the number of days may be approximately distributed as detailed in the table below.

#### **EXPECTED DELIVERABLES AND TIMELINES:**

**Reports** fall into the following categories, and estimated workload for briefing and review (combined) varies:

- Standard donor reports: up to 3 working days.
- Moderately complex donor reports: up to 4 working days.
- Highly complex donor reports: up to 8 working days.
- Consolidated reporting (thematic reports, consolidated emergency report): up to 14 working days.

Workload for **proposals and concept notes** varies considerably, depending on the donor requirements and the complexity of the proposed interventions. The average estimated workload is up to 5 working days.

Workload for **other documents for grants management** will also vary considerably, with the estimated workload averaging 0.5 days.

*For estimated timelines, kindly refer to the below table. Each document will have its own timeline depending on agreements with donors and internal stakeholders.*

#### **Within the scope of work, the consultant is responsible for:**

- Use their own equipment, such as laptops, microphones, software, and other necessary accessories.
- Not share the content or any part thereof with any third party without written permission from UNICEF. All content will be the property of UNICEF.
- Be available for revisions and reviews of the documents as needed.
- Follow the UNICEF style guide and relevant donor templates.

- The performance of the consultant will be evaluated based on the quality of the documents, adherence to deadlines, and the ability to effectively convey humanitarian and basic needs as well as UNICEF's impact in Yemen.

**Child Safeguarding**

Is this project/assignment considered as "[Elevated Risk Role](#)" from a child safeguarding perspective?

YES  NO    If YES, check all that apply:

**Direct contact role**     YES  NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

**Child data role**     YES  NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

<b>Budget Year:</b> 2024	<b>Requesting Section/Issuing Office:</b> <i>Partnerships Team, Office of the Deputy Representative Programmes (Yemen), based in Amman</i>	<b>Reasons why consultancy cannot be done by staff:</b> <i>There is a need for continued additional support on report writing and partnerships management.</i>
<b>Included in Annual/Rolling Workplan:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No, please justify: N/A- this has been included in the 2024 consultancy plan for the office		
<b>Consultant sourcing:</b> <input type="checkbox"/> National <input checked="" type="checkbox"/> International <input type="checkbox"/> Both  <b>Competitive Selection:</b> <input checked="" type="checkbox"/> Advertisement <input type="checkbox"/> <input type="checkbox"/> Roster  <b>Single Source Selection</b> <input type="checkbox"/> (Emergency - Director's approval)		<b>Request for:</b> <input checked="" type="checkbox"/> New SSA – Individual Contract  <input type="checkbox"/> Extension/ Amendment
<b>If Extension, Justification for extension:</b>		
<b>Supervisor:</b>	<b>Start Date:</b>	<b>End Date:</b>

Work Assignments Overview	Deliverables/Outputs	Delivery deadline	Estimated Budget
<p><b>Quarter 1 of contract</b></p> <ul style="list-style-type: none"> <li>a. Donor Reports following approved templates.</li> <li>b. Fundraising proposals / concept notes.</li> <li>c. Other documents for contribution management, resource mobilization purposes.</li> </ul>	<p>Estimated:</p> <ul style="list-style-type: none"> <li>• 14 report packages</li> <li>• 2 proposals / concept notes</li> <li>• 5 other documents, related to resource mobilization and contribution management (ppt, briefing notes, analyses/readouts of meetings)</li> </ul>	<p>October to December 2024</p>	
<p><b>Quarter 2 of contract</b></p> <ul style="list-style-type: none"> <li>a. Donor Reports following approved templates.</li> <li>b. Fundraising proposals / concept notes.</li> <li>c. Other documents for contribution management, resource mobilization purposes.</li> </ul>	<p>Estimated:</p> <ul style="list-style-type: none"> <li>• 74 reports (note: many of these are 1-2 pagers)</li> <li>• 4 proposals / concept notes</li> <li>• 5 other documents, related to resource mobilization and contribution management (ppt, briefing notes, analyses/readouts of meetings)</li> </ul>	<p>Jan to March 2025</p>	
<p><b>Quarter 3 of contract</b></p> <ul style="list-style-type: none"> <li>a. Donor Reports following approved templates.</li> <li>b. Fundraising proposals / concept notes.</li> <li>c. Other documents for contribution management, resource mobilization purposes.</li> </ul>	<p>Estimated:</p> <ul style="list-style-type: none"> <li>• 20 reports</li> <li>• 4 proposals / concept notes</li> <li>• 5 other documents, related to resource mobilization and contribution management (ppt, briefing notes, analyses/readouts of meetings)</li> </ul>	<p>April to June 2025</p>	
<p><b>Quarter 4 of contract</b></p> <ul style="list-style-type: none"> <li>a. Donor Reports following approved templates.</li> <li>b. Fundraising proposals / concept notes.</li> </ul>	<p>Estimated:</p> <ul style="list-style-type: none"> <li>• 13 reports</li> <li>• 4 proposals / concept notes</li> <li>• 5 other documents, related to resource mobilization and contribution</li> </ul>	<p>July to Sept 2025</p>	

c. Other documents for contribution management, resource mobilization purposes.	management (ppt, briefing notes, analyses/readouts of meetings)		
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<b>Estimated Consultancy fee</b>			
Travel International (if applicable)		N/A	
Travel Local (please include travel plan)		N/A	
DSA (if applicable)		N/A	
<b>Total estimated consultancy costs<sup>i</sup></b>			
<p><b>Minimum Qualifications required*:</b></p> <p><input type="checkbox"/> Bachelors   <input checked="" type="checkbox"/> Masters   <input type="checkbox"/> PhD   <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <p>An advanced university degree in Social Sciences, International Relations/Development, Communications, Marketing, Journalism, Technical Writing or another related field</p> <p style="color: red; font-size: small;">*Minimum requirements to consider candidates for competitive process</p>	<p><b>Knowledge/Expertise/Skills required *:</b></p> <ul style="list-style-type: none"> <li>Five years of relevant work experience; with eight years of experience considered an asset.</li> <li>Experience in writing for UN organizations and / or government.</li> <li>Experience in narrative and financial reporting.</li> <li>Familiarity with results-based management.</li> <li>Strong writing and editing skills in English.</li> <li>Advanced MS Word and intermediate MS Excel skills.</li> <li>Strong logical and analytical skills, attention to detail.</li> <li>Highly organized, excellent time management and ability to work under tight deadlines.</li> <li>Strong communication and interpersonal skills, ability to quickly establish trusted relationships.</li> <li>Familiarity with basic budgeting is considered an asset. Previous experience and exposure to UNICEF programmes (including in emergencies) and UNICEF donor reporting is considered an asset.</li> <li>Previous professional experience in Yemen is considered an asset.</li> </ul> <p style="color: red; font-size: small;">*Listed requirements will be used for technical evaluation in the competitive process</p>		
<p><b>Evaluation Criteria (This will be used for the <a href="#">Selection Report</a> (for clarification see <a href="#">Guidance</a>))</b></p> <p>A) Technical Evaluation (e.g. maximum 75 Points)      B) Financial Proposal (e.g. maximum of 25 Points) : <b>20 pts</b></p> <p>- <b>Education experience : 10 pts</b></p> <p>- <b>Relevant work experience: 20 pts</b></p> <p>- <b>Technical test: 50 pts</b></p> <p>-</p>			
<b>Administrative details:</b>			

Visa assistance required: <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:	If office based, seating arrangement identified: <input type="checkbox"/> IT and Communication equipment required: <input type="checkbox"/> Internet access required: <input checked="" type="checkbox"/>
<b>Request Authorised by Section Head</b>	<b>Request Verified by HR:</b>
<i>Approval of Chief of Operations (if Operations):</i>	<i>Approval of Deputy Representative (if Programme)</i>
_____ <i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i>	

<sup>1</sup> Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

Payment of professional fees will be based on submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant

**Text to be added to all TORs:**

Individuals engaged under a consultancy 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. Consultants 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 consultant is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected consultant 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. The vaccine mandate, 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.

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