

Individual Consultancy: Partnership and Private Sector Engagement Specialist



1. Background

UNICEF works closely with private sector partners to identify, design and implement alliances that leverage the strengths of the corporate sector on behalf of the world's children. In turn, UNICEF supports companies that aim to strengthen their commitment towards a positive contribution to the world's communities and environment and provide support to achieve their Corporate Social Responsibility and business objectives.

UNICEF has been working in Cambodia since 1952. We work with partners to promote the healthy development of children, to defend their rights and help them fulfil their potential, from early childhood to adolescence. Our programmes are outlined in a cooperation agreement with the Government of Cambodia (Country Programme 2019–2023), and our vision is to contribute to national efforts so that all girls and boys, especially the most marginalised, have access to services such as education, health, nutrition, child protection, water, sanitation and hygiene and civic engagement.

In support of this vision, UNICEF wishes to better understand the impact of the Cambodian business sector on children as well as strengthen its capacity to engage with the business sector and business influencers (government regulators, standard setters, chambers of commerce, business associations, etc.)

UNICEF in Cambodia is well placed as a partner for new forms of engagement in view of its universal mandate for children, its strong programming and its diverse collaboration with development and government partners.

2. Purpose

UNICEF is seeking to hire a short-term private sector engagement specialist to conduct a private sector landscape mapping in Cambodia, (within the context of a Cambodia as a NOT Private Sector Fundraising country for UNICEF) and make recommendations as to the way forward for shared value partnerships with the private sector within the frame of Child Rights and Business.

3. Work Assignments

Under the oversight of the Chief of Communication in UNICEF Cambodia, the consultant will perform key responsibilities include:

- Conduct an overall landscape mapping of the business sectors and stakeholders in Cambodia as well as existing, non-financial private sector engagement initiatives at country level.
- Map and analyse regulations of business with relevance for children and identify gaps according to United Nations Guiding Principles, National Action Plans, Business and Human Rights, UNCRC GC16 (Child Rights and Business), health and safety, etc.

- Identify key actors in the private and public sector including, public private partnerships, private companies, international financial institutions (IFIs), regional institutions, and others, who have influence on issues that impact children’s well-being (both positive and negative).
- Identify and provide an in-depth situation analysis of key industries in Cambodia, with a focus on sectors of interests for UNICEF (such as garment sector, ICT, WASH and nutrition). Provide an industry impact assessment by examining the country and sector context, the industry’s value chain, and identify the main impact areas related to children’s rights.
- Provide an analysis of engagement opportunities for UNICEF, identify key entry points for engagement with the main private sector and with influencers of the private sector (government, investors, brands, multi-stakeholder platforms).
- Identify champions/leaders for UNICEF related areas in the private sector.
- Develop an Engagement Plan for the private sector in the context of the Country Programme Document (CPD) and specific inputs into the project portfolio where opportunities for private sector engagement exists; Ensure that the Engagement Plan aligns with the objectives of the CPD.
- Build a database and network contacts of private sector partners; When possible, organise and facilitate introductory meeting(s) between key actors and the Country Office.

Methodology

The mapping exercise will take a participatory approach.

- Desk Review: Undertake a preliminary desk review of data and relevant sources and provide initial analysis to support and guide the mapping exercise.
- Semi-structured interviews: Discussions will be conducted (in person and over skype/phone) with representatives of the private sector, chambers of commerce, UNICEF staff and partners at country, regional and headquarters levels.
- Facilitate consultation/workshop with potential business partners.

4. Expected deliverables

The Partnerships and Private Sector Engagement Specialist is expected to produce the following deliverables:

Deliverable	Number of working days	Due Date
1. Mapping of business sector, stakeholders, and non-financial private sector engagement initiatives in Cambodia completed.	12	16/12/2020
2. Basic analyses on business regulations with relevance for children completed.	3	21/12/2020
3. Mapping of key private and public sector actors with influence on children (both positive and negative) conducted.	9	04/01/2021

4. In-depth situation analysis, including an industry impact assessment for sectors of interests (garment sector, ICT, WASH and nutrition) provided.	12	20/01/2021
5. Mapping of main private sector engagement opportunities for UNICEF, including key entry points provided. Champions/leaders for UNICEF related areas in the private sector clearly identified.	9	02/02/2021
6. Private Sector Engagement Plan aligned with the objectives of the CPD provided.	12	18/02/2021
7. Database of private sector partners and networks produced. Introductory meeting(s) between key private sector representatives and UNICEF Cambodia Country Office facilitated as needed.	3	23/02/2021
Total days	60 days	

5. Duration and Location

Duration of this assignment is expected to be for sixty (60) working days over 3 months, from 1 December 2020 to 23 February 2021. The consultant will undertake this consultancy remotely at their home base.

6. Administrative Issues

The Consultant will be paid according to the financial proposal submitted and approved by UNICEF Cambodia. Consultant shall be responsible for undertaking suitable insurance for the contract period and taxes on this contract, as necessary.

7. Contract supervisor

Consultant will report to UNICEF Chief of Communication.

8. Qualifications and Experience

Education:

- Advanced University degree in business, finance, marketing, communications other fields related to the work of UNICEF.

Experience:

- A minimum of 5 years of professional experience in corporate philanthropy, business engagement, CRS, fundraising, children's rights and/or international development.

- Training or experience in partnership management is an asset.
- Knowledge with non-financial private sector engagement (corporate social responsibility, shared value, multi-stakeholder partnerships).
- Strong research skills, analytical and conceptual thinking.
- Ability to work independently and within a set timeframe.

Technical competencies (evidenced by production portfolio):

- Demonstrated professional competence and knowledge of the areas of work

Competencies:

- Ability to work quickly and responsively
- Ability to work independently, including identifying story angles, identifying the main characters in the video, and interviewing techniques
- Demonstrates integrity and high ethical standards
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favouritism
- Fulfils all obligations to gender sensitivity and zero tolerance for sexual harassment

Languages:

- Fluency in English and excellent written and oral communication skills in English are required

9. Payment schedule linked to satisfactory deliverables

** The fees shall be calculated based on the days estimated to complete the assignment in the Terms of Reference and shall be considered the maximum compensation as part of a lump sum contract and agreed on a work plan for submission of deliverables. No additional fees shall be paid to complete the assignment. Payment will be made upon delivery of all final products and full and satisfactory completion of the assignment.*

Deliverables	Payment (including business travel fee) be directly linked with satisfactory deliverables	Reporting Requirements for each deliverable (***)Reports on each deliverable are part of one consolidated document)
Deliverable #1,2	25%	Related mapping report submitted and approved by manager.
Deliverable #3,4,5	50%	Related mapping report and situation analyses submitted and approved by the manager.
Deliverable #6,7	25%	Private Sector Engagement Plan submitted and approved by the manager. Database of private sector partners and networks established and shared with manager. Introductory meeting(s) conducted as need.

10. Penalties for Underperformance

Payment of fees to the Contractor under this contract, including each instalment or periodic payment (if any), is subject to the Contractor's full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF's satisfaction, and UNICEF's certification to that effect.

Performance indicators: Consultants' performance will be evaluated against the following criteria: timeliness, quality, and relevance/feasibility of recommendations for UNICEF Cambodia.

11. Termination of Contract

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and fourteen (14) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice.

12. Submission of applications

Interested candidates are kindly requested to apply and upload the following documents to: <http://www.unicef.org/about/employ/>

1. Letter of Interest (cover letter) with indication of applicant's ability and availability.
2. CV or Resume with explaining how your background and experience are relevant to the consultancy work assignment and the qualifications, competencies, knowledge and skills.
3. Example/s of applicant's Performance evaluation reports or references of similar consultancy assignments or other references of similar consultancy assignments (if available).
4. Example/s of applicant's previous work in this area.
5. Your fee proposal or price proposal by indicating daily/monthly rate (in US\$) to undertake the terms of reference above. Applications submitted without a daily/monthly rate will not be considered.

13. Assessment Criteria

A two-stage procedure shall be utilized in evaluating technical assessment being completed prior to any price proposal being compared.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

NOTE:

For evaluation and selection method, the Cumulative Analysis Method (weight combined score method) shall be used for this recruitment:

- a) Technical Qualification: **max. 100 points**, weight (70 %)
 - Education (**20 points**)
 - Relevant working experience (**30 points**)
 - Knowledge and Skills (**30 points**)
 - Quality of past work (e.g. applicant's written Standard Operational Procedures or other relevance written work) (**20 points**)

- b) Financial Proposal: **max. 100 points** weight (30 %)
 - The maximum number of points shall be allotted to the lowest Financial Proposal that is evaluated and compared among those technical qualified candidates who have attained a minimum 60 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.
 - The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.

The maximum number of points shall be allotted to the lowest Financial Proposal that is compared among those technical qualified candidates who have attained a minimum 60 points score in the technical evaluation. Other Financial Proposals will receive points in inverse proportion to the lowest price.

The Contract shall be awarded to candidate obtaining the highest combined technical and financial scores, subject to the satisfactory result of the verification interview.