

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Job Title	: Donor Relations Specialist	Duty Station	: Jakarta, Indonesia
Level	: P-3	Section	: Office of Representative
Duration (maximum 364 days)	: 364 days (1 year)	Report to	: Representative, D2
Estimated start date	: 1 April 2024		

ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB

The Donor Relations Specialist reports to the Representative (D2) to work across the office, especially with Private Sector Fundraising Unit; Communications Cluster; Social Policy/ Emergency Cluster; Planning and other Programme Clusters to ensure alignment of resource mobilization and donor relations efforts with organizational priorities, for both regular programming and humanitarian response efforts. As part of working across the office, the role also has responsibility for supporting the further development and rollout of the Business for Results (B4R) approach in UNICEF Indonesia.

KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

Strategy

- Prepare and update the office-wide Resource Mobilization Strategy, including the related action plan, which details ongoing fundraising efforts across the office to address resource gaps, by country programme output.
- Support development of B4R approach and coordinate B4R inputs into the office's next CPD/CPMP.

Donor Intelligence

- Act as the main knowledge point for intelligence on international donors. Keep up to date with the latest developments and initiatives (e.g. donor trends and regional strategies, new funding initiatives on thematic areas announced by international donors, donors announcing interest in Indonesia, donors contributing to emergency appeals, etc.)
- Keep up to date and act as main knowledge point in Indonesia for the family of UNICEF National Committees (e.g. leadership changes, areas of interest, etc.) working closely with the Chief, PSFR.
- Participate in relevant webinars, trainings, workshops etc. organized by regional office and headquarters on behalf of UNICEF Indonesia (or advise appropriate participation) and share gained knowledge /intelligence with the office

Coordination

- Track and monitor all resource mobilization efforts in the office
- Coordinate across submissions to the same entities (e.g. one NatCom or one public sector donor)
- Coordinate any public sector donor efforts with the relevant counterpart(s) in New York headquarters
- Coordinate any private sector efforts outside Indonesia with the relevant counterpart in UNICEF Geneva headquarters and/or the responsible National Committee in consultation with Chief PSFR
- Organization and documentation of quarterly in-house Resource Mobilization Meetings
- Filing and archiving all key documents for donor relations on the shared drive system, including paper-based filing where necessary (Proposals, reports, contracts, field trip documentation, key correspondence, donor visibility material, etc.)
- Support coordination of inputs into the B4R strategy development – working closely with the CRB Officer, Planning Section, Section Chiefs and others across the office

Proposals and pitching material

- Overall monitoring of internal timelines and deadlines to ensure the timely submission of proposals, including to allow sufficient time for quality control, editing, etc.
- For all proposals responsible for quality assurance including layout, editing and formatting, and for checking the completeness of the proposal including the proposed budget, visibility and reporting agreements, etc. This includes compliance with UNICEF terminology and brand guidelines.

- Ensure the proposals include clear arrangements and agreements on reporting timelines as well as donor visibility (human interest stories, branding, website/social media coverage, field visits), including on the related cost.
- Coordinate preparation of proposals for emergency appeals, together with the office Emergencies unit.
- Develop a set of compelling communication assets such as fact sheets, a standard slide presentation, etc. that can be customized easily for different donors.

Relationship Management

- Maintain effective and positive relationships with all donors (incl. potential donors) together with and in coordination with the responsible cluster lead in the CO as well as the responsible account managers in UNICEF New York and Geneva (headquarters) and/or the Bangkok regional office.
- Provide informal soft donor updates outside the agreed reporting schedule to demonstrate progress and impact to the donor (e.g. newspaper articles, website coverage, quick photos and videos from the field, key staff profiles, etc.)
- Act as the focal point and responsible person to respond to any ad-hoc queries coming from donors.

Implementation Monitoring

- Monitor and track the successful implementation of donor agreements in line with the agreed proposal, including expenditure monitoring together with the PM&E unit
- Flag any deviations and/or delays to senior management
- Negotiate grant extensions with the donor as necessary, together and in coordination with the technical cluster lead

Reporting and Visibility

- Overall monitoring of reporting schedules for all grants and ensuring timely submission
- Provide quality assurance of reports including layout and formatting, and ensuring reporting is in line with initial agreements and templates under the proposal. This includes accuracy check as well as ensuring compliance with UNICEF terminology and brand guidelines. This is done in coordination with the PM&E unit's regular report editors.
- Ensure that the office delivers any agreed communication materials, e.g. human interest materials, video, social media postings, website, etc., in line with visibility agreements.

Donor Visits

- Overall responsibility to organize and implement agreed donor visits, in collaboration with the relevant programme colleagues and the communication cluster
- Maintain the Country Management Team's donor field visit and visibility plan

Business for Results

- While the development of the Business for Results approach is the responsibility of various sections as part of the 2025-2030CPD/CPMP development, the Donor Relations Specialist will be a focal point for B4R in the office – working with key counterparts in Planning, PFP and other Sections.

UNCT

Act as UNICEF Indonesia's focal point and main participant in UN-wide meetings on resource mobilization, including the UN Country Team

RECRUITMENT QUALIFICATIONS

Please refer to classification guidelines for [GS](#) or [NO/IP](#)

Education:

Advanced university degree in Marketing, Communications, Business Administration, International Development, or another relevant technical field.

Work experience:

A minimum of five years of professional experience in professional partnerships management and successful team leadership.

Language proficiency:

Fluency in English is required.