

United Nations Children's Fund

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title: Development of Resource Mobilization & Partnerships Strategy and Related Materials		Duration: 6 months
Type: <input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Full-Time <input type="checkbox"/> Individual Contractor Part-Time <input type="checkbox"/> Single Sourcing		Consultancy Sourcing: <input type="checkbox"/> National <input checked="" type="checkbox"/> International
Duty Station: <input checked="" type="checkbox"/> Home based <input type="checkbox"/> Office based <input type="checkbox"/> Other		Organization Unit/Section : Planning, M&E Unit

1. BACKGROUND *(Brief Description)*

The UNICEF Haiti country office is increasing its resource mobilization efforts to facilitate programming in the context of the August 2021 earthquake recovery/reconstruction and emergency response in the gang-affected metropolitan area of Port-au-Prince, and to secure predictable and long-term funding in preparation for its new Country Programme cycle (2022-2026).

2. PURPOSE

To support these efforts, UNICEF Haiti is seeking a qualified consultant to: (i) develop a Resource Mobilization & Partnerships Strategy; (ii) develop concept notes operationalizing the Resource Mobilization Strategy for resource mobilization and leveraging; and (iii) provide temporary surge support on key funding proposal development.

3. OBJECTIVE AND TARGETS

Under the general supervision of the Chief of M&E and in close coordination and consultation with the Deputy Representative, Heads of Sections, and the Resource Mobilization and Partnerships Specialist, the consultant will be responsible for the development of the Resource Mobilization and Partnership Strategy 2022-2026 for UNICEF Haiti, with a specific reference to each programme sectors, as well as sections on International Financial Institutions, as well as the private sector.

The overall goal is to increase strategic partnerships and diversify and strengthen the donor base; and to equip the office with key related materials for partnerships and resources. The Strategy should also look at broader partnerships to leverage resources as well as partnerships for children, including through the engagement with the IFIs, private sector, as well as mobilizing domestic resources.

4. 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](#)

United Nations Children's Fund

5. **WORK ASSIGNMENT** (Delivery dates of deliverables/products and details of how the work is to be submitted (e.g. electronic submission, hard copy, software to be used, etc.) as well as performance indicators to assess results (e.g. value of services rendered in relation to their costs, etc.).

The Consultant will report to the Chief of M&E and work closely with the Deputy Representative, Sections of Heads and Teams, and the Resource Mobilization and Partnership Specialist.

Key Activities	Expected Methodology	Tools/Inputs to be provided	End Product/Deliverables	Expected Time Frame
i) Undertake strategic mapping of donor, business, and Government interests, priorities and funding windows to inform targeting of resource mobilization efforts.	Online research, desk review and dedicated interviews with donor counterparts, RM Unit and Programme sections	<ul style="list-style-type: none"> - Existing donor profiles and policy documents - Business Landscape Analysis 	<ul style="list-style-type: none"> - Donor mapping & Action Plan 	2 months
(ii) Draft the Resource Mobilization	Desk Review and drafting under RM Unit supervision	<ul style="list-style-type: none"> - 2017-2021 UNICEF Haiti Resource Mobilization Strategy - 2021-2022 Resource Mobilization Action Plan - Resource Mobilization Task Force presentations - CO Outreach tracker 	<ul style="list-style-type: none"> - Resource Mobilization and Partnership Strategy 2022-2026. 	3 months
(iii) Develop an action plan (2-3 years) for engagement with potential partners, donors, businesses, in a sustainable partnership [to be included as annex in the Strategy];	Ibid	<ul style="list-style-type: none"> - Ibid 	<ul style="list-style-type: none"> - Action plan [as annex in the Strategy]; 	3.5 months
(iv) Develop 9 sectoral concept notes for resource mobilization [as annexes in the Strategy];	Ibid	<ul style="list-style-type: none"> - CO programme documents and existing proposals and outreach material developed so far 	<ul style="list-style-type: none"> - 9 sectoral concept notes [as annexes in the Strategy]; and associated 1-2 pager summaries]; 	4 months
Resource mobilization package, including Project Briefs and Case Statements	Ibid	<ul style="list-style-type: none"> - CO programme documents and existing proposals and outreach material developed so far 	<ul style="list-style-type: none"> - Package inclusive of at least 5 Project briefs on key initiatives; Case Statements. 	5 months
Contribute to development of project proposals, concept notes and pitch documents	Ibid	<ul style="list-style-type: none"> - Ibid 	<ul style="list-style-type: none"> - As required 	

6. QUALIFICATIONS REQUIRED (INCLUDING SPECIALIZED KNOWLEDGE)

- Master’s degree in social sciences (communication, media, journalism), public relations, or business administration, finance, economics).
- Ability to lead formulation of strategies and their implementation.
- Understanding of the Caribbean context and donor landscape.
- Demonstrated experience in coordination and strong writing skills.
- Prior experience and/or knowledge of UNICEF Country Programme will be an added advantage.
- Language requirements: Fluency and strong writing skills in English and French is required.

7. PROFESSIONAL EXPERIENCES REQUIRED

- A minimum 5 years of proven work experience in resource mobilization, programme and partnerships management, donor proposals writing and funding strategy development.
- Developing country work experience and/or familiarity with emergency is considered an asset.

8. CONDITIONS (Including office accomodation, i.e. laptop, workspace, other equipments, etc..., if applicable)

Administratively, the consultant will report to UNICEF/Haiti office and work closely with partners. The consultant will work remotely, with possible travel to Haiti. He/she will be under the direct supervision of the Resource Mobilization and Partnerships Specialist.

The consultant will use his own equipment (Laptop, telephone, etc.). However, if needed, a workspace will be made available on UNICEF premises.

He/She must abide by UNICEF safety regulations.

The consultant's fees will be paid upon submission of the deliverables, presentation of an invoice certified by the supervisor and a final report mentioning the submitted deliverables. Final payment is subject to satisfactory performance evaluation.

9. CONTRACT DIRECT SUPERVISOR

Chief of Planning, M&E

10. TERMS AND CONDITIONS/ESTIMATED COST

The consultant is required to submit as part of his/her application:

- An all-inclusive financial proposal in USD (Fees and related costs, ie DSA, “Terminal Expenses”, communication and internet costs) based on the ToRs
- An up-to-dated CV and P11 form (to be attached)
- A scanned copy of the requested diploma
- Contact details (name, phone and email) of the last three supervisors for reference checks, including the current supervisor if possible.

11. OFFICIAL TRAVEL INVOLVED (if any)

- To be determined

Approval of Deputy Representative : _____

Date : 13.06.2022

Approval of Representative: *(in case of single sourcing/or if not listed in Annual Workplan)*

21/06/2022

Date :

i

¹ Individuals engaged under a consultancy or individual contract 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 and Individual Contractors. Consultants and individual contractors 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