

## **TERMS OF REFERENCE**

### **Individual Consultant: In House Face to Face Fundraising City Coordinator (Open to international candidates only)**

**Duty Station:** New Delhi, India

**Contract Duration:** 03 months

**Closing Date:** 31<sup>st</sup> May 2023

#### **1. BACKGROUND / RATIONALE**

The City Coordinator will be required to facilitate an accelerated growth plan for the campaign from the onset. The purpose of this assignment is to facilitate the growth of the New Delhi In House team and prepare middle managers for more senior roles within the team. Strong fundraising leadership will be needed on a day-to-day basis to ensure operations in New Delhi grow to contribute significantly to UNICEF's In-House Face-to-Face fundraising operations. On a day-to-day basis this consultant will support Team Managers and Team Leaders in driving results from the ground up and will be in the primary role of setting and supporting face-to-face fundraising performance expectations whilst maintaining a quality donor focused fundraising culture.

#### **2. MAJOR TASKS AND ACTIVITIES TO BE ACCOMPLISHED**

The City Coordinator will be primarily responsible for supporting the daily field operations of Face-to-Face (F2F) In-House team for three months in New Delhi. The City Coordinator will act as an interface between the UNICEF Individual Giving Fundraising Manager, the National Field Operations Manager (consulting at the national level) and Team Managers, Team Leaders and Fundraisers in that city.

The City Coordinator will monitor and support the performance of all Fundraisers, Team Leaders and Team Managers within the city through effective training and performance management strategies, providing guidance and action plans to management teams where necessary. The consultant will lead initial inductions, ongoing training, field coaching and implement personal development plans agreed with Fundraisers, Team Leaders and Team Managers.

#### **3. DELIVERABLES AND DEADLINES**

	<b>Deliverables/Outputs</b>	<b>Timeline</b>
1.	Exceeding: Sign ups Per Hour (SPH) 0.10. Of all the pledge donors recruited 33% must be over 35 years of age, 500 Pledges, Manage and lead 30 facers.	End July 2023
2.	Exceeding: Sign ups Per Hour (SPH) 0.10. Of all the pledge donors recruited 33% must be over 35 years of age, 500 Pledges, Manage and lead 30 facers.	End August 2023
3.	Exceeding: Sign ups Per Hour (SPH) 0.10. Of all the pledge donors recruited 33% must be over 35 years of age, 500 Pledges, Manage and lead 30 facers.	End September 2023

#### **4. DUTY STATION**

New Delhi, India

#### **5. OFFICIAL TRAVEL INVOLVED (ITINERARY AND DURATION)**

One return trip from Home Country to Duty Station

#### **6. ESTIMATED DURATION OF CONTRACT**

03 months, from 1<sup>st</sup> July 2023 to 30<sup>th</sup> September 2023

## **7. QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

### **Minimum Qualifications required:**

- High School Certificate

### **Knowledge/Expertise/Skills required:**

- Minimum 3 years' experience, successfully managing face to face fundraising teams at a city or national level.
- Experience of managing teams in India will be an advantage.
- Experience of managing an in-house team will be an advantage.

## **8. TECHNICAL EVALUATION CRITERIA (WITH WEIGHTS FOR EACH CRITERIA)**

Technical and Financial ratio is 70:30 (technical proposal-70 points and financial proposal-30 points)

- 1) Educational background (applicant with higher educational background will get additional weightage) -10 points
- 2) Relevant work experience (experience of managing F2F Fundraising Teams) – 20 points
- 3) Experience of working in Indian context, challenges faced, strategies developed for mitigation etc. – 40 points

Candidates need to score 49 points (out of 70) to qualify in technical evaluation.

## **9. PAYMENT SCHEDULE**

Payment will be made on submission and acceptance of 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

## **10. IMPORTANT NOTES**

- 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.
- The selected candidate is solely responsible to ensure that the health insurance (and visa if applicable) required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates 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. It 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.

## **HOW TO APPLY:**

The application to be submitted through the online portal and must contain three separate attachments, as follows:

1. A cover letter (max 2 pages) outlining understanding of the scope and activities, motivation to undertake it and demonstrating fit for the assignment **(to be uploaded online under “Cover Letter” tab)**
2. An updated CV demonstrating all requirements stated above **(to be uploaded online under “Resume” tab)**

3. A financial proposal indicating all-inclusive amount (professional fee + travel cost as applicable) against each of the deliverable, as per the template attached. Please do not forget to specify your name in the file while saving **(to be uploaded online under “Financial Proposal” tab).**

**Important Note: Please do not indicate financials anywhere else in the online application form, please mark "n/a or 00", under the fee related questions in the online application form.**

**Without all the above 03 documents, your application will be considered incomplete and invalid and will not be considered further.**

- Any attempt to unduly influence UNICEF’s selection process will lead to automatic disqualification of the applicant.
- Joint applications of two or more individuals are not accepted.
- Please note, UNICEF does not charge any fee during any stage of the process.
- Women, trans, non-binary and gender diverse candidates meeting the requirements are strongly encouraged to apply.
- UNICEF is committed to diversity and inclusion and encourages qualified candidates from all backgrounds including persons living with disabilities to apply.
- General Terms and Conditions for the Consultancy Contract is attached, for your reference.

**For any clarifications, please contact:**

UNICEF

Supply & Procurement Section

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