



## CONSULTANCY - TERMS OF REFERENCE

# Title: Partnership Specialist

*Division: UNICEF Office of Innovation, Stockholm, Sweden*

*Duration: 12 months (260 working days)*

*Duty Station: Remote, coordinates with Stockholm office time zone*

### Advertising summary

UNICEF's Office of Innovation (OOI) is seeking an experienced Partnerships Specialist to support the growth and management of the Partnership and Communication team of the Office of Innovation (headquartered in Stockholm). As a member of the Partnership and Communication team, the successful candidate will work across other teams and in coordination with the UNICEF partnership cone and relevant National Committees. The consultant will work remotely and is required to work hours complementary to the CET time zone.

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### 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](#).

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UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

### For every child...innovate

UNICEF has a 70-year history of innovating for children. We believe that new approaches, partnerships and technologies that support realizing children's rights are critical to improving their lives.

The **Office of Innovation** is a creative, interactive, and agile team in UNICEF. We sit at a unique intersection, where an organization that works on huge global issues meets the start-up thinking, the technology, and the partners that turn this energy into scalable solutions.

UNICEF's Office of Innovation creates opportunities for the world's children by focusing on where new markets can meet their vital needs. We do this by:

- Connecting youth communities (or more broadly -- anyone disconnected or under-served) to decision-makers, and to each other, to deliver informed, relevant and sustained programmes that build better, stronger futures for children.
- Provoking change for children through an entrepreneurial approach -- in a traditionally risk averse field -- to harness rapidly moving innovations and apply them to serve the needs of all children.
- Creating new models of partnership that leverage core business values across the public, private and academic sectors in order to deliver fast, and lasting results for children.

The Office of Innovation specifically looks to form **partnerships around frontier technologies** (like drones and UAVs, blockchain, 21st century skills, urban technologies, new banking tools, wearables and sensors, or 3D-Printing) that exist at the intersection of \$100 billion business markets and 1 billion person needs – and to identify how they can grow and scale profitably and inclusively.

### Our team

We're an interdisciplinary team around the world tasked with identifying, prototyping, and scaling new technologies and practices. With our partners, we focus on convening and collaborating on new and different solutions, low- and high-tech, by:

- **Looking** at the 2-5 year horizon to evaluate emerging and trending technologies and to see how UNICEF can work with the private sector on doing better business while improving essential services for children;
- **Investing** in early stage solutions that show great potential to positively impact children in the 02 year future including the Venture Fund that invests in open source technology solutions from start-ups based in UNICEF's programme countries;
- **Identifying** proven solutions that can be implemented at national scale in multiple countries – taking the ideas that help thousands in one country, bringing them to dozens of countries across multiple sectors, and impacting the lives of millions of children.”

### **How can you make a difference?**

We are seeking an experienced Partnerships Specialist to support the development of new and management of existing partnerships. This consultant will be part of the Partnership and Communications team of the Office of Innovation (OOI), work closely across OOI teams and support coordination and engagement with the UNICEF Partnerships cone and relevant National Committees.

### **Your main responsibilities will be:**

UNICEF is seeking to hire a consultant to support high-quality and adaptive coordination, engagement, and management of partnerships for the Office of Innovation. The consultant will be responsible for:

- Lead the prospecting and development of new partners for OOI Prospecting Priority Initiatives (Upshift and Innovation30)
- Map Public Sector Donors against the 4x Prospecting Priorities of OOI.
- Identify relevant platforms and opportunities in the UK market in close collaboration with the UK Natcom.
- Provide oversight & quality control for internal partnership management systems & processes
- Supporting and implementing internal coordination and communications across OOI teams.
- Other duties as assigned but not limited to contributing strategic planning, conducting research

## Description of assignment

	<b>Main Deliverable Task</b>	<b>Deliverable Description</b>	<b>Delivery Frame</b>
1	<b>Lead the prospecting and development of new partners for OOI Prospecting Priority Initiatives: Upshift and Innovation30</b>		<i>25% of tasks outlined, see payment schedule below</i>
		Conduct research and analysis to support the identification of a pipeline of prospective partners for 2x priority areas of work.	Months 1, 2 and 3
		Lead initial outreach to prospective partners in coordination with relevant OOI programme focal point.	Month 1-12
		Coordination and collaboration with PFP, PPD and NatComs on live prospects for the priority initiatives.	Month 1-12
		Work with Partnership lead in the drafting of partnership agreements (e.g., agreements, MoUs and Lols), in line with UNICEF processes and in collaboration with Legal, Finance, and others as needed, for partners and collaborators.	Month 1-12
		Contribute to monthly partnerships updates for the Partnerships and Communications team.	Month 1-12
		Keep partnership prospecting tracker, materials and asks up to date.	Month 1-12
2	<b>Map Public Sector Donors against the 4x Prospecting Priorities of OOI.</b>		<i>25% of tasks outlined, see payment schedule below</i>
		Through desk research and engagement with OOI and PPD colleagues research the thematic and innovation priorities of all large and medium sized Public Sector Donors.	Month 1, 2,
		Develop a workspace on OOI Partnership Tracker that contains a clear, concise and comprehensive overview of Public Sector Donors thematic and innovation priorities mapped against OOI priorities.	Month 3, 4
		Present this work to P&C management team.	Month 5

3	<b>Identify relevant platforms and opportunities in the UK market in close collaboration with the UK Natcom.</b>		25% of tasks outlined, see payment schedule below
		Working closely with UNICEF UK map out relevant opportunities for OOI to network and present its work in the United Kingdom in 2023 and 2024.	Month 3, 6, 9.
		Produce a comprehensive overview of key events relevant to OOI and propose which area of OOI's work / potential attendees should be prioritized to present / attend.	Month 1-12
		Represent OOI at relevant networking events in the UK in 2023 and 2024.	Month 1-12
4	<b>Contribute to internal and external coordination and communication</b>		25% of tasks outlined, see payment schedule below
		Contribute to the production of detailed monthly report on prospective and active partnerships.	Month 1-12
		Work with Partnership lead in production of bi monthly dashboard on existing partners and ongoing prospects.	Month 2, 4, 6, 8, 12.
		Work with Partnership lead in the maintenance, coordination of updates with relevant external partners and forums.	Month 1-12
		Develop briefing notes and event coordination at major events and meetings.	Month 1-12

Payment schedules as per outlined tasks above are

Deliverable	Lead the prospecting and development of new partners for OOI Prospecting Priority Initiatives: Upshift and Innovation30	Map Public Sector Donors against the 4x Prospecting Priorities of OOI.	Identify relevant platforms and opportunities in the UK market in close collaboration with the UK Natcom.	Contribute to internal and external coordination and communication	Total
	%	%	%	%	%
<b>Month 1</b>	2.25	2.25	2.25	2.25	<b>9</b>
<b>Month 2</b>	2.25	2.25	2.25	2.25	<b>9</b>
<b>Month 3</b>	2.25	2.25	2.25	2.25	<b>9</b>
<b>Month 4</b>	2.25	2.25	2.25	2.25	<b>9</b>
<b>Month 5</b>	2	2	2	2	<b>8</b>
<b>Month 6</b>	2	2	2	2	<b>8</b>
<b>Month 7</b>	2	2	2	2	<b>8</b>
<b>Month 8</b>	2	2	2	2	<b>8</b>
<b>Month 9</b>	2	2	2	2	<b>8</b>
<b>Month 10</b>	2	2	2	2	<b>8</b>
<b>Month 11</b>	2	2	2	2	<b>8</b>
<b>Month 12</b>	2	2	2	2	<b>8</b>
<b>Total</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>100</b>

### To qualify as an advocate for every child you will have...

- An advanced university degree (Master's or higher) in one of the following fields: public and/or private sector partnerships, communications, social sciences communication, public relations, business administration and management.  
\*A first University Degree combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.
- A minimum of 8 years of progressively responsible experience in partnerships/project management. Experience supporting partnership prospecting between the technology sector and development/non-profit organizations would be beneficial.
- Experience in fundraising and partnership management in the United Nations is a huge plus.
- Demonstrated planning, communication, and fundraising skills.
- Contribution management experience and very strong writing and editing skills.
- Capacity to prioritize, support and manage a diverse range of priorities, partners, projects, and activities.
- Must be a natural project manager - keeping resources and conversations organized is a key requirement for this position.
- Developing country work experience and/or familiarity with emergency is considered an asset.

- Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

#### Travel:

- If the consultant is not based in Stockholm, they would be expected to travel to Stockholm for one stay of 10 nights.
- The consultant is responsible for arranging his/her own travel, including visa and travel insurance.

#### Payment details and further considerations

- Payment of professional fees will be based on the 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.

#### How to apply:

- Interest applicant is required to submit a financial proposal with all-inclusive fee. Please see the financial proposal template.
- Financial proposal must include travel costs (economy class) and daily subsistence allowance, if travel is required as per TOR and any other estimated costs: visa, travel/health insurance
- **Applications without a financial proposal will not be considered.**

#### For every Child, you demonstrate...

UNICEF's values of Care, Respect, Integrity, Trust, Accountability, and Sustainability ([CRITAS](#)).

To view our competency framework, please visit [here](#).

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. The UNICEF family is committed to include everyone, irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

UNICEF offers reasonable accommodation for consultants/individual contractors 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.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will

therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

**Remarks:**

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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 visa (applicable) and health insurance 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.