

TA Requisition/TOR Form

(FOR Temporary Appointments)

UNICEF-ICO: TERMS OF REFERENCE (TOR)

Job Title and Level: Partnerships Officer – NO- 2 (Foundations)

Section: Resource Mobilization & Partnerships

Duration: 09 Months

Duty Station: New Delhi, India

Job Organizational Context:

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, a Champion and an Advocate! How can you make a difference?

The Resource Mobilization & Partnerships (RM&P) section works with the corporate sector, Foundations and Major Donors to maximize income and drive income growth. There are three pillars within RM&P. The purpose of the Partnerships team is to drive income growth from Corporates, Foundations and Major Donors. The pillar will lead the development of these existing and new areas to grow these income streams as well as developing relationships at a global level with high value individual supporters and large-scale international foundations.

Purpose of the job:

India Country Office (ICO) is UNICEF's largest non-emergency programme in the world, and our outcomes have the biggest impact of any single country on delivery of the SDGs. To successfully deliver the impact agreed with Government of India in the new 5-year agreement and programme plans, ICO needs to create partnerships with significant impact and generate high levels of income. Growth in these areas has been significant in the last 5 years and there are huge opportunities to do more.

The incumbent will work under the direct supervision of the Partnerships Specialist in Resource Mobilization and Partnerships (RMP) and will be responsible for working with the team in implementing the strategy and management of the Foundations portfolio. India Country Office is looking for a temporary fill of the Foundations Partnership Officer role who will support the development and execution of the organization's engagement strategy with private foundations (both Indian and international). The incumbent will identify new opportunities, cultivate relationships, and manage donor stewardship, with the goal of mobilizing resources to support the organization's mission and programs in India.

1. WBS# ---

2. Indicative assignment dates: 09 Months

3. Supervisor: (must be a staff member, not a consultant)

Partnerships Specialist, Resource Mobilization

4. Major duties and responsibilities: (*fill-in key responsibilities*)

1. Partnership development and fundraising

- Identify, research, analyze and outreach prospective foundation donors aligned with the organization's priorities.
 - Research the foundation's mission, history, founders, trustees, governance structure, and funding history.
 - Examine public records, annual reports, audits, and media coverage.
 - Assess their giving patterns, thematic focus areas, and geographical priorities and make recommendations on prospects.
- Follow the due diligence process for prospects
- Maintain awareness of UN and multilateral bodies/Governments current activities including political and social events, present analysis to understand how they impact UNICEF's activities and programs and provide timely information to the leadership
- Contribute to ideas and opportunities to develop engagement strategy for small and mid-size donors new existing synergies with other UN agencies to senior external partnership officers in order to support a more effective and efficient approach to program delivery.
- Manage a portfolio of existing foundation partnerships to ensure strong donor engagement and high-quality reporting.
- Track donor landscape trends, including CSR foundations, philanthropic collaboratives, and strategic funders.

2. Proposal writing and Grant management

- Develop tailored proposals and concept notes in coordination with program teams.
- Coordinate end-to-end proposal development including internal reviews and approvals.
- Ensure compliance with donor requirements and internal policies.
- Collaborate with stakeholders to align budgets and program design.
- Monitor grant deliverables and timely submission of donor reports.

3. Relationship management

- Maintain regular and professional communication with foundation partners.
- Organize donor visits, meetings, and events to showcase impact.
- Prepare briefing notes, presentations, and stewardship materials for high-level meetings.
- Attend meetings with the UN agencies, multilateral bodies NGO's, Governments -take notes, support joint information programs to amplify UNICEF's visibility and protect its interests

4. Internal coordination and knowledge sharing

- Work closely with programs, M4R, finance, communications, and leadership teams to ensure alignment in donor engagement.
- Maintain donor database and contribute to organizational learning on fundraising best practices.
- Prepare, collate, share, analyze information on program activities, issues, priorities as required by UN agencies, Member States, Co-hosts, Governments, Partners etc.

5. Qualifications or specialized knowledge/experience/competencies required for the assignment:

Requirements of the position (EDUCATION, EXPERIENCE, SKILLS)

Education

- A first-level university degree in development studies, Social Sciences, Communications, Business, or related field.

Work Experience

- 2 years of relevant experience in fundraising, partnerships, or donor relations, preferably in an international development setting.
- Desirable strong understanding of the Indian and global philanthropic foundation landscape.
- Demonstrated experience in managing foundation fundraising pipeline and successfully securing multimillion USD grants from foundations
- Desirable Deep UNICEF program understanding to be able to write and review proposals for donors and be able to have program technical conversations with prospects and donors

Languages

- Fluency in English is required. Knowledge of the local language of the duty station or another official UN language is considered an asset.

Core Values (Required)

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Competency Areas:

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)