

## TERMS OF REFERENCE

### Partnerships Consultant – Faith-Based and Membership Organisations

**CONTRACT MODALITY** Individual Consultancy

**DUTY STATION** Rome, Italy (remote)

**DURATION OF CONTRACT** 13.5 months

#### Purpose of Assignment

The Global Foundations and Faith and Membership Organization team is located within UNICEF's Private Fundraising and Partnerships (PFP) Division. The team works with leading and emerging foundations, faith-based organizations and membership organizations to increase financial investment for children, exchange knowledge and technical expertise, advocate for children's rights, and leverage partners' influence, networks and financing.

The purpose of this consultancy is to support implementation and further development of UNICEF's foundations and FFMBO partnership approach; deepen high-value technical partnerships; advance ambitious new business opportunities; and provide precise, action-oriented support throughout the partnership cycle. The consultant will work across PFP, programme and supply teams, Centres of Excellence, National Committees, Regional Offices and Country Offices to identify opportunities, mobilize internal stakeholders, strengthen ways of working and maximize partnership value across income, influence, expertise and reach.

Overall objective: Strengthen UNICEF's engagement with foundations and faith-based and membership organizations by accelerating new business, deepening existing partnerships, improving strategic market support, and equipping UNICEF colleagues and senior leadership to engage partners effectively.

#### Scope of Work

- Implement specific, strategic approaches to prospective partners, secure internal buy-in, support negotiations and direct engagement with stakeholders specific to the partnership and increase the number and quality of partnerships globally.
- Strengthen and deepen existing partnerships through the delivery of coordinated strategies, leadership engagement and collaboration across UNICEF offices.
- Provide strategic support to priority National Committees on annual strategies, revenue targets, investment needs and specific partnership opportunities.
- Provide support to creating and delivering knowledge, skills, tools and cross-cutting ways of working for Foundation and FMBO engagement.
- Equip the Executive Director's Office and senior leadership with timely intelligence, portfolio updates and engagement materials.
- Undertake financial and strategic analysis of income, projections, actuals, market opportunities and sector trends.
- Support implementation and monitoring of UNICEF's strategic framework for engaging foundations and extend relevant technical approaches to faith-based, civil society and membership organizations.

The consultant will work under the guidance of the Chief, Foundation Partnerships although will have matrix reporting to others in the team, depending on areas of specific focus. A detailed workplan, priorities and delivery schedule will be agreed at the outset and reviewed regularly. Deliverables will be developed in consultation with relevant UNICEF stakeholders and cleared by the supervisor.

| Work Assignments Overview                                                                                                                                                                                                                                               | Deliverables/Outputs                                                                                                                                                                                                                                     | Delivery deadline to complete the deliverable |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <p>Strategy implementation and business analysis</p> <p>Support implementation and monitoring of the Foundations Strategy; map sector trends; analyze income, projections, actuals and opportunities; and develop new models of engagement.</p>                         | <p>Strategy implementation plan and progress updates; trend and market analyses; income and pipeline analysis; specific deliverables around assigned partnerships as determined by activity and need.</p> <p>1 trip to Rome around 5 days</p>            | December 31, 2027 – 53 days                   |
| <p>New business development</p> <p>Implement strategic approaches to prospects, mobilize internal stakeholders, support partner engagement and negotiations, and advance high-value opportunities. Support analysis of priority areas for new business advancement.</p> | <p>Prioritized prospect strategies; opportunity plans; proposals, concept notes and pitch materials; negotiation and decision-support materials.</p>                                                                                                     | December 31, 2027 – 52 days                   |
| <p>Growth of existing partnerships</p> <p>Co-develop bespoke approaches with UNICEF colleagues, strengthen collaboration, engage leadership, support negotiations and maximize finance, influence and expertise.</p>                                                    | <p>Partnership growth and stewardship plans; engagement roadmaps; partnership structures and roles and responsibilities, partner reports and updates; documented follow-up and next steps, oversight of action taken and action taken where needed.</p>  | December 31, 2027 – 53 days                   |
| <p>Strategic market support and capacity building</p> <p>Support National Committees and UNICEF offices on strategy, revenue targets, investment needs, opportunity development, tools and skills.</p>                                                                  | <p>Market support plans; guidance and tools; workshops or knowledge sessions; documented recommendations for priority markets, particularly for faith and membership organisation partnerships, as required and where opportunities are prioritized.</p> | December 31, 2027 – 53 days                   |
| <p>Leadership engagement and coordination</p> <p>Prepare intelligence and information for senior leadership and coordinate engagement across headquarters, markets and technical teams.</p>                                                                             | <p>Briefing notes, talking points, portfolio updates, leadership engagement plans, meeting packages and action trackers. Support major convening events around preparation and follow up.</p>                                                            | December 31, 2027 – 53 days                   |

#### 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.

### 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 for ensuring 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.

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

#### **Minimum requirements:**

- Education:
  - An advanced university degree in international development, public administration, business management, communication or another relevant technical field is required.
  - A first-level university degree in a relevant field combined with two additional years of qualifying professional experience in partnership development may be accepted in lieu of the advanced degree
- Work Experience:
  - At least five years of progressively responsible professional experience involving private foundations and/or other public or private grant-making organizations, partnership development, programming, communications or project management.
  - Demonstrated success shaping and implementing partnership strategies, growing complex partnerships, mobilizing internal stakeholders and working across complex organizational settings.
  - Deep understanding of how foundations operate and how UNICEF engages highly programmatic and technical partners; experience with faith-based or membership organizations is an asset.
  - Direct experience identifying, negotiating, securing and delivering high-value partnerships with long-term technical partners.
  - Demonstrated leadership in securing, negotiating and managing multiple global partnerships valued at more than US\$10 million.

- Skills:
  - Strong strategic, analytical, communication, collaboration and project-management skills.
- Language requirements:
  - Fluency in English is required.
  - Knowledge of another official UN language—Arabic, Chinese, French, Russian or Spanish—is an asset.

**Desirables:**

- Direct experience with foundation partners and familiarity with UNICEF programmes are highly desirable.