

## TERMS OF REFERENCE

### Partnerships Consultant – Faith and Membership-Based 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-Based Organisation Partnership team is located within UNICEF's Private Fundraising and Partnerships (PFP) division. The team is charged with maximizing partnerships for UNICEF with Foundation and FMBO partners. This is a complex partner group requiring varied and bespoke approaches that bring together stakeholders across UNICEF to secure and deliver results for a demanding audience.

UNICEF has a number of valuable partnerships with global FMBOs and Foundations, which have been a major source of income in recent years. Both the Faith and MBO strategy and the Foundations strategy have seen significant growth in the number of partnerships, as well as their size and complexity. Taken together, these partners represented annual income of around US\$500 million in 2025, and UNICEF is keen to see this momentum continue.

UNICEF has been undertaking an ambitious strategy to accelerate faith and membership-based partnerships by providing organizations with the opportunity to extend their reach and amplify their impact with UNICEF through resource mobilization, engagement, leveraging their influence and networks, and enhanced thought leadership and advocacy.

The team provides strategy development and capacity building to National Committees and Country Offices, including supporting prospect research, engagement and cultivation opportunities for global partners, new business development discussions, best-practice sharing, training, and prospect cultivation and management. The team also works with Regional Offices, Centers of Excellence and Programme Group to align strategies and ensure effective coordination of partnerships. Team members also play a role in relationship management of key partners.

This role sits at the intersection of Foundations and Faith/Membership-Based Organizations, requiring the ability to navigate and align two distinct partnership ecosystems while blending fundraising, advocacy and faith engagement approaches.

The incumbent will be responsible for delivering on the combined FMBO and Foundation strategy, maximizing engagement and income from this audience, supporting implementation of the global strategy, and providing guidance, best practices and capacity building to key priority markets.

The post will focus on building the fundraising capacity of markets, supporting them to develop nationally appropriate strategies, develop and manage their pipeline, and secure significant partnerships from within the audience.

The post will also support global partners, ensuring that their architecture, strategy and integration with the global organization are aligned, and that UNICEF is maximizing engagement with them through both financial and non-financial mechanisms, while supporting capacity and strategy to grow engagement with these partners across UNICEF.

#### Scope of Work

### **Fundraising and Pipeline Development: Strategic support for National Committees, Country Offices, Regional Offices, Centers of Excellence and thematic areas**

- Act as a dedicated focal point of the team for a number of National Committees and Country Offices, supporting them in their Faith and Membership revenue stream, with a particular focus on markets in Asia/Pacific and northern Europe.
- Collaborate closely with key priority markets to support their new business development and help establish a pipeline of top prospects with defined engagement plans.
- Support the conduct of additional strategic mapping, with the goal of exploring new opportunities.
- Support the development of key enablers and tools that will position UNICEF as a partner of choice and open new opportunities, including on grant management and tracking, due diligence principles, communication guidance and materials.

### **Partnership Strategy (FMBO and Foundations)**

- Ensure existing strategic partnerships are optimized and retained.
- Support existing relationship managers in markets, Regional Offices and Centers of Excellence with growth strategy, coordination and stakeholder management, including with senior management and the Office of the Executive Director, ensuring the architectures around the partnerships are running smoothly.
- Support expansion and growth into new regions and markets as appropriate.
- Ensure these strategic partnerships are adequately recognized and are able to engage with UNICEF through engagement platforms such as the UN General Assembly, Commission on the Status of Women, World Health Assembly and COP.

### **Technical expertise and capacity building**

- Use technical expertise and insights to grow UNICEF's portfolio of both markets and organizations that the team works with.
- Build a global Community of Practice, equipped to collaborate and share best practice.
- Build a database of technical guidance notes to support relationship managers and partnership focal points to best maximize opportunities.
- The post holder may be required to provide support to additional projects or other tasks as required, in line with evolving office priorities and the supervisor's direction.

| <b>Work Assignments Overview</b>                                                                                                                              | <b>Deliverables/Outputs</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Delivery deadline to complete the deliverable</b> |
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| Priority market income growth<br><br>Provide direct coaching, support, expertise and insight to relationship managers and senior leaders in priority markets. | For each priority market assigned by the contract manager, deliver an agreed market support package comprising: (i) a documented support plan with objectives, milestones and named owners; (ii) a prospect pipeline with priority prospects, next actions and target dates; (iii) written coaching recommendations; and (iv) a quarterly progress summary recording actions completed, pipeline movement, constraints and follow-up actions agreed with the market to grow income. | December 2027 – 90 days                              |
| JSP and national strategy support<br><br>Contribute to JSP discussions for key markets to ensure the                                                          | For each JSP process supported, submit a written input package comprising an assessment of the Faith and Membership revenue stream, priority partnership opportunities, strategic recommendations, proposed positioning within the                                                                                                                                                                                                                                                  | September 2027 – 20 days                             |

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| audience is equipped appropriately and positioned effectively within national strategies.                                                                                                                                        | national strategy, and agreed next steps.                                                                                                                                                                                                                                                                                                                                      |                         |
| Partnership development and engagement opportunities<br><br>Support partnership development, including opportunities for global recognition, thought leadership and appropriate engagement platforms.                            | Deliver partnership development and engagement support for each assigned priority opportunity, this could include stakeholder and decision-maker maps, engagement plans with objectives and milestones, recognition and thought-leadership opportunities, briefing or outreach materials, and a written record of agreed follow-up actions.<br><br>1 trip for 5 days, New York | October 2027 – 40 days  |
| Community of Practice<br><br>Build a community of practice with fundraisers from National Committees, Regional Offices and Country Offices.                                                                                      | Facilitate the global Community of Practice by delivering at least five virtual sessions during the contract period, including agendas and materials for each session, session summaries with agreed actions, and a shared repository containing the resources and best practices presented.                                                                                   | December 2027 – 20 days |
| Technical expertise and learning strategy<br><br>Develop a strategy to grow the technical expertise of relationship managers, including onboarding, professional development and mechanisms to share best practice and learning. | Deliver a validated technical expertise and learning strategy comprising: (i) a competency framework for relationship managers; (ii) an onboarding pathway; (iii) a professional development plan; (iv) a prioritized set of guidance notes; and (v) mechanisms for sharing learning across partnerships and countries.<br><br>1 trip for 5 days, Rome                         | March 2027 – 50 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:
  - A minimum of five years of relevant professional experience in fundraising or partnerships is required, including partnership development and cultivation of high-value or strategic partnerships.
  - Experience in managing high-value, six-figure relationships with faith, membership-based organisations, civil society organizations or foundations is required.
  - Demonstrated experience working with faithbased organisations or engaging faith actors is required, including an understanding of faithdriven partnership dynamics and sensitivities and experience navigating diverse religious contexts at global or regional level.
  - Familiarity with the global fundraising landscape and experience in cultivating high-value gifts is required.
- Skills:
  - Excellent interpersonal and communication skills, both written and verbal, are required.
  - Must possess a strong work ethic, confidence, initiative and enthusiasm as a team player.
  - Proven ability to prioritize, work independently, handle multiple complex tasks simultaneously, and generate pragmatic solutions to challenges.
  - Strong customer service approach to interactions with colleagues and partners, with the ability to navigate complex environments and help build relationships with a variety of stakeholders.
  - Proficiency in Microsoft Word and Excel, and experience using complex databases, are required.

### **Desirables:**

- UNICEF/UN experience is considered an asset.