

TERMS OF REFERENCE

Partnerships and Advocacy Consultant TMC0006834

CONTRACT MODALITY Individual Consultancy

DUTY STATION CoE Amman, Jorda

DURATION OF CONTRACT 13 months, Remote

Purpose of Assignment

The purpose of this assignment is to provide comprehensive support to partnership and advocacy priorities within the Child Protection and Migration Practice- ensuring high quality products such as concept notes, proposals, donor reports, talking points, and advocacy messages are developed to support proactive resource mobilisation efforts and global visibility for UNICEF Child Protection and Migration programmes.

Scope of Work

- Prepare up to 15 brief child protection and migration concept notes for a range of donor partners to support resource mobilization initiatives.
- Prepare up to 10 child protection and migration proposals for a range of donor partners to support resource mobilization initiatives.
- Prepare up to 10 donor reports for partners, ensuring input is consistently collated, and clearly demonstrating results for children on child protection and migration outcomes.
- Develop up to 12 sets of key child protection and migration advocacy messages/ talking points for a range of audiences (both internal and external) to support key Child Protection and Migration priorities.
- Develop up to 6 child protection and migration presentations to summarise key outline of concept notes, to be used when engaging with donor partners.
- Develop up to 15 info sheets for donor partners on different thematic areas within child protection and migration.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Concept notes for resource mobilization efforts for child protection and migration	Deliverable 1: Produce 15 brief child protection and migration concept notes to support resource mobilization efforts.	1 December 2027, 30 days
Proposal development for resource mobilization purposes for child protection and migration	Deliverable 2: Prepare up to 10 child protection and migration proposals to support resource mobilization efforts	3 December 2027 50 days

Donor reports for partners clearly demonstrating results for children in the area of child protection and migration	Deliverable 3: Prepare up to 10 donor reports for partners, ensuring input is consistently collated, and clearly demonstrating results for children in child protection and migration outcomes.	7 December 2027, 40 days
Advocacy messages/ talking points for donor engagement on resource mobilization for child protection and migration	Deliverable 4: Produce 12 sets of advocacy messages/ talking points on child protection and migration to support donor engagement.	10 December 2027, 12 days
Presentations for resource mobilization efforts in child protection and migration	Deliverable 5: Gather content and produce 6 child protection and migration presentations for resource mobilization efforts- summarizing core elements of concept notes.	12 December 2027, 6 day
Info sheets on child protection for donor partners	Deliverable 6: Develop 15 info sheets for donor partners on different thematic areas within child protection and migration	13 December 2027, 24 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: Bachelors Degree in Communications, Media, Digital Communications, English Language, English Literature, Project Management, Social Work, or related area.

Work Experience:

Strong experience developing engaging concept notes and proposals primarily for external donor partners- both private and public sector- particularly in child protection and migration. Excellent written communication skills including report writing, developing advocacy messages and talking points. Strong presentation development skills. Strategic thinking.

Language Requirements:

Fluency in written and spoken English.

Knowledge/Expertise/Skills:

8+ years experience in resource mobilization, proposal and report writing related roles, including for UN agencies, national and international NGOs.

Desirables:

Previous experience in resource mobilization including drafting proposals, concept notes, donor reporting, talking points and presentations.

Familiarity with UNICEF child protection result area.

**Listed requirements will be used for technical evaluation in the competitive process.*