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TERMS OF REFERENCE

Partnerships Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Berlin – Germany, Remote
DURATION OF CONTRACT	6 months

Purpose of Assignment

The purpose of this time-bound consultancy is to provide deliverable-based capacity to the Public Partnerships & Resource Mobilization Division (PPR) Central Europe team to strengthen Germany-facing partnership engagement, visibility and resource-mobilization opportunities in support of the flagship Sahel Resilience Programme (SRP), supporting structured engagement with the German Federal Ministry for Economic Cooperation and Development (BMZ), the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), the World Food Programme (WFP), the Hamburg Sustainability Conference (HSC) and the German National Committee for UNICEF; translating SRP results and priorities into partner-facing materials and events and supporting youth participation and visibility around Hamburg Sustainability Conference 2027 (HSC27). While the West and Central Africa Regional Office (WCARO)/SRP provides the program substance, technical direction and regional coordination, the Berlin/PPR team is best placed to manage this assignment because the outputs are primarily partnership, contribution-management, advocacy, communications and stakeholder-engagement deliverables for German audiences and institutions. Locating the consultancy within PPR ensures close alignment with the Central Europe Section's partnership priorities and donor engagement. While WCARO/SRP remains responsible for program content and strategic direction, PPR Berlin provides the Germany-facing partnership interface needed to convert program results into sustained political, visibility, and resource-mobilization opportunities. This consultancy addresses a temporary but critical capacity gap at the point where program priorities meet donor engagement. The deliverables will improve information flow between WCARO/SRP and German partners, strengthen UNICEF's ability to position the SRP in current Sahel policy discussions in Germany, and support a more coherent approach to sustaining Germany's partnership with UNICEF in the Sahel.

Within the specified consultancy period, the consultant will deliver:

1. Documented stakeholder coordination and donor-engagement outputs, including written updates on relevant policy developments, donor priorities, resource-mobilization and partnership opportunities; records of partner meetings and follow-up actions; defined contributions-management inputs prepared for UNICEF staff review and approval; and agreed outputs supporting the SRP Phase 3 proposal-development process.

2. Preparatory and post-event outputs supporting the meaningful participation and visibility of SRP youth delegates at the Hamburg Sustainability Conference 2027 (HSC27), including documented logistical, visa, accessibility and safeguarding arrangements; tailored engagement agendas; on-site coordination support; and a post-event report capturing results, delegate feedback, lessons learned and recommendations.

3. Defined event and mission-support products for agreed high-level events, workshops, webinars, donor engagements and missions promoting SRP results and priorities, including agendas, briefing and preparatory materials, coordination records and documented follow-up actions.

4. Agreed communications and visibility outputs developed with relevant German partners, including digital and physical products, SRP website content and materials collected through agreed missions, to increase awareness of SRP achievements, impact and partnership opportunities among German partners and audiences.

These deliverables will address identified coordination and information-flow gaps, facilitate timely partner outreach, and strengthen the effectiveness of UNICEF's advocacy, visibility, resource-mobilization and partnership-development efforts for the SRP within the German partnership landscape.

The assignment is temporary and deliverable-based and does not entail assuming an established staff post, exercising representational or decision-making authority on behalf of UNICEF, or performing continuous administrative or program-management functions.

Scope of Work

1. Partner Outreach and Coordination

Deliverable: Documented stakeholder coordination, donor-engagement and contributions-management outputs submitted to UNICEF for review and follow-up.
Key activities:

- Prepare stakeholder-engagement packages, including meeting agendas, briefing notes, meeting records, action trackers and follow-up recommendations.
- Prepare draft contributions-management documentation and supporting inputs for UNICEF review, including grant set-up, reporting and disbursement-related documentation, as applicable.
- Compile agreed research, consultation records and drafting inputs supporting the development of the SRP Phase 3 proposal

2. Youth Participation and SRP visibility at HSC27

Deliverable: Complete youth-participation coordination package and post-event reporting for SRP delegates participating in HSC27.
Key activities:

- Prepare delegate participation files, including travel-support documentation, accommodation arrangements, visa-support documentation, accessibility measures, safeguarding considerations and daily program information.
- Develop tailored engagement agendas linking delegates with agreed sessions, networking opportunities and side events.
- Maintain records of on-site coordination activities, issues addressed and follow-up actions during HSC27.
- Produce a post-event report summarizing participation outcomes, delegate feedback, lessons learned and recommendations.

3. Event Facilitation and Missions Support

Deliverable: Event-support and mission-support packages submitted for agreed SRP-related events, workshops, webinars, donor engagements and senior-management missions.
Key activities:

- Prepare event-support packages including concept notes, agendas, briefing materials, speaker coordination records and documented follow-up actions.
- Develop mission-support packages including mission programs, stakeholder briefs, talking points, meeting schedules and post-mission action trackers.
- Compile records of event outcomes, partner engagement and agreed next steps.

4. Communications and Visibility Support

Deliverable: Strengthened communication outputs and partner outreach for SRP visibility at different levels.
Key activities:

- Coordinate digital communications products with partners in Berlin, including National Committee, WFP, GIZ and BMZ
- Coordinate physical communications products with partners in Berlin, including National Committee, WFP, GIZ and BMZ
- Support content updates for the SRP Sway website, including gathering visuals, drafting or editing text, and coordinating with technical colleagues
- Support missions to the region for the purpose of creating additional visibility and communications materials

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Partner Outreach and Coordination	Deliverable 1 1. Four partner-engagement packages, each comprising an agreed agenda or preparatory note, meeting record, action points and follow-up tracker. 2. Two contributions-management document packages prepared for UNICEF staff review and approval, such as draft grant-setup inputs, disbursement-request documentation or reporting inputs. 3. One consolidated SRP Phase 3 proposal-support package containing the agreed research, stakeholder inputs, drafting contributions and supporting materials.	30 June 2027 20 days

Youth Participation and SRP visibility at HSC27	**Deliverable 2** 1. Four complete youth-delegate travel and participation files, each containing confirmed travel and accommodation arrangements, visa documentation, accessibility and safeguarding measures, emergency contacts and daily programme guidance. 2. Four tailored delegate engagement agendas matching each participant's profile and interests with confirmed sessions, side events, speaking roles and networking opportunities. 3. One HSC27 on-site coordination record documenting participation, accessibility or safeguarding issues addressed, attendance at agreed engagements and immediate follow-up actions. 4. One post-event report capturing participation results, delegate feedback, visibility achieved, lessons learned and recommendations for future youth engagement.	30 June 2027 18 days
Event Facilitation and Missions Support	Deliverable 3 1. One complete event-support packages for agreed workshops, webinars, donor events or technical discussions, each comprising an agenda or concept note, briefing and preparatory materials, participant or speaker	31 Mar 2027 12 days

	coordination record and documented follow-up actions. 2. One complete senior-management mission-support package comprising a mission programme, stakeholder and meeting briefs, speaking or talking points, logistical coordination record and post-mission action tracker.	
Communications and Visibility Support	Deliverable 4 1. One curated mission-content package containing an agreed shot list or content plan, captioned and cleared visual assets, interview or story notes and a content inventory for future visibility products. 2. One final physical visibility product developed with relevant German partners and submitted in print-ready format. 3. Three final digital communications or social-media products, including approved copy and cleared visual assets, prepared for publication through agreed partner channels. 4. One consolidated SRP website-update package containing drafted or edited text, selected visuals, captions and proposed placement for technical publication.	30 Jun 2027 12 days
Travel lump sum	Trip to Hamburg for Hamburg Sustainability Conference	

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.
- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.
- 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.

Minimum requirements:

- Education: Bachelor's degree in Global Studies, Political Studies, International Relations or a relevant field.
- Work Experience:
  - At least 2 years progressively responsible professional experience in national or international public service related to external relations, resource mobilization, planning, or project management related activities;
  - Demonstrated familiarity with UNICEF partnership management processes and information flows is strongly desirable;
  - Experience in supporting youth participation, youth engagement initiatives or youth-focused events, including international conferences, is required.
  - Experience in engaging with German government institutions Ministries is required.
- Skills:
  - Strong oral and written skills in English and German, with proven ability to draft clear briefing notes, meeting records, reports, partnership materials and communication products;
  - Demonstrated accuracy and professionalism in document production, editing and quality assurance;
  - Strong interpersonal and coordination skills, culturally and socially sensitive, with the ability to work inclusively and collaboratively with a range of partners;
  - Ability to work and adapt professionally and effectively in a complex and fast-paced environment, including within multicultural teams of international and national personnel;

- Self-motivated, with the ability to work with minimum supervision and meet tight deadlines;
- Demonstrated ability to prepare analytical notes, partnership documentation and communication product.

- Language Requirements: Fluency in English and German (written and verbal) is required
- Desirables: Experience working with Salesforce for partnership management and donor tracking and AI tools.