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TERMS OF REFERENCE

Partner Engagement Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Ulaanbaatar, Mongolia (Office based)
DURATION OF CONTRACT	13 months

Purpose of Assignment

UNICEF Mongolia implements its Country Programme (2023–2027) to advance the rights and well-being of children and adolescents, with a strong focus on equity and inclusion. Its programmes across health, education, child protection, climate resilience, social policy and other areas require sustained collaboration and strategic partnerships.

As an upper-middle-income country undergoing social and economic transformation, Mongolia presents both opportunities and challenges for development financing. In an increasingly constrained global funding environment, traditional development assistance is becoming less predictable, making partnership diversification, strategic donor engagement and resource mobilization increasingly critical to sustaining and scaling results for children.

UNICEF Mongolia has established strong partnerships with national and subnational government institutions, international development partners and donors, while progressively expanding collaboration with the domestic private sector. Building on these relationships, the office seeks to mobilize additional financial and non-financial resources, strengthen domestic public financing and co-financing opportunities, and diversify partnerships to sustain results for vulnerable children.

This is particularly important as UNICEF Mongolia prepares its next Country Programme, which will require a more diversified and sustainable financing base. UNICEF Mongolia therefore seeks a Partner Engagement Consultant to provide time-bound technical support for strategic partnership development and resource mobilization across public and private sectors, including donor intelligence, partnership prospecting, funding proposals, responsible business engagement and knowledge management.

Scope of Work

Under the direct supervision of the Representative, and in close collaboration with senior management and Programme Sections, the consultant will provide time-bound technical support to strengthen UNICEF Mongolia's strategic partnerships and resource mobilization across domestic private-sector partners and public-sector partners, including international government donors, development agencies, multilateral institutions and national and subnational government authorities. The assignment will focus on a diversified, actionable partnership and financing pipeline aligned with the current and forthcoming Country Programmes.

- Integrated Partnership and Resource Mobilization Planning: Develop a practical, cross-cutting partnership and resource mobilization workplan covering domestic private-sector prospects, international public donors and national/subnational public financing opportunities, with priorities, engagement approaches, milestones and measurable indicators.
- Partnership Development and Resource Mobilization: Work closely with Programme Sections to identify and assess prospective partnerships with domestic businesses and financial institutions; international government donors, bilateral agencies and multilateral partners; and national and subnational government institutions. Develop a qualified and prioritized pipeline, tailored funding propositions and partnership proposals, including opportunities for domestic resource mobilization, co-financing, in-kind contributions and programme scale-up. Support authorized engagement and prepare appropriate partnership documentation, subject to UNICEF due diligence and approval procedures.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable	Input Days	Travel
Inception report and 2026–2027 implementation roadmap.	Submit an inception report confirming priorities, methodology, coordination arrangements, milestones and outputs, including a preliminary stakeholder map and prioritized prospects spanning domestic private sector, international public donors, and national/subnational government financing.	31 Dec 2026	27 days	Travel may be required for monitoring stakeholder engagement meetings and partnership activities, as needed.
Integrated Partnership and Resource Mobilization Workplan and Opportunity Pipeline.	Develop an integrated office-wide partnership and resource mobilization workplan for 2027, covering domestic private-sector engagement, international public donors and domestic public financing/co-financing. Include priorities, responsibilities, timelines, indicators and a qualified prospect pipeline with rationale, potential contribution, engagement approach and next steps (minimum target to be agreed before advertisement).	31 Jan 2027	20 days	Travel may be required for monitoring stakeholder engagement meetings and partnership activities, as needed.
Partnership Strategy and Public/Private Financing Opportunities Assessment.	Submit a concise partnership and financing opportunities assessment informed by donor, market and stakeholder intelligence, covering domestic businesses, international government/development donors, and national/subnational financing opportunities; identify priority prospects, risks, possible contributions and recommended actions (targets to be finalized).	28 Feb 2027	18 days	Travel may be required for monitoring stakeholder engagement meetings and partnership activities, as needed.
CRBP strategy and implementation package.	Develop a CRBP strategy and implementation roadmap, including priority business audiences, proposed engagement activities, capacity-building needs, policy engagement opportunities, indicators and a monitoring framework.	31 March 2027	22 days	Travel may be required for monitoring stakeholder engagement meetings and partnership activities, as needed.
Priority partnership concepts and donor engagement	Develop a defined number of tailored partnership concepts with Programme	30 April 2027	22 days	Travel may be required for monitoring stakeholder

report	Sections, covering both public-sector donor/financing opportunities and domestic private-sector partners (number to be finalized before advertisement).			engagement meetings and partnership activities, as needed.
Priority Public- and Private-Sector Funding Proposals and Due Diligence Support Package.	Prepare a defined number of tailored funding proposals or business cases for priority public- and private-sector prospects, including appropriate due diligence support where required (number to be finalized before advertisement).	31 May 2027	20 days	Travel may be required for monitoring stakeholder engagement meetings and partnership activities, as needed.
Private-sector engagement package for the June children's event	Develop a private-sector engagement plan for the relevant June children's event, including targeted partner outreach, proposed contributions and visibility opportunities consistent with UNICEF policy.	30 June 2027	22 days	Travel may be required for monitoring stakeholder engagement meetings and partnership activities, as needed.
Partnership Development Follow-up and Proposal Advancement Report	Follow up on priority public- and private-sector partnership opportunities and funding proposals, coordinate further engagement with prospective partners and relevant Programme Sections, address outstanding information or documentation requirements, and update the opportunity pipeline with progress, next steps, responsible parties and timelines.	31 July 2027	20 days	Travel may be required for monitoring stakeholder engagement meetings and partnership activities, as needed.
Partnership Implementation and Resource Mobilization Progress Report	Document progress in advancing priority partnership opportunities, including follow-up on submitted proposals, partner feedback, potential co-financing arrangements and emerging funding opportunities. Identify bottlenecks and risks, recommend corrective actions, and update the partnership engagement plan and pipeline to inform the next reporting period.	31 August 2027	22 days	Travel may be required for monitoring stakeholder engagement meetings and partnership activities, as needed.
CRBP capacity-building and partner engagement report.	Deliver at least 4 CRBP or child-rights-and-business capacity-building session	30 September 2027	22 days	Travel may be required for monitoring stakeholder engagement meetings and

	for business stakeholders/			partnership activities, as needed.
Partnership pipeline review and resource mobilization portfolio report.	Review the integrated public- and private-sector prospect pipeline and document at least 10 substantive partner/donor engagements, progress on proposals, follow-up actions and prospective or confirmed contributions, as applicable.	31 October 2027	21 days	Travel may be required for monitoring stakeholder engagement meetings and partnership activities, as needed.
Private-sector engagement package for the November children's event and CRBP progress review.	Prepare and support the implementation of a targeted business engagement plan for the November children's event.	30 November 2027	21 days	Travel may be required for monitoring stakeholder engagement meetings and partnership activities, as needed.
Final partnership results and knowledge product.	Submit a final report on progress against the integrated partnership workplan, public- and private-sector pipeline, proposals, agreements and contributions where applicable, CRBP/B4R activities, public financing engagement, lessons learned and recommendations for the next Country Programme.	31 Dec 2027	22 days	Travel may be required for monitoring stakeholder engagement meetings and partnership activities, as needed.

- Child Rights and Business Principles (CRBP): Provide technical support to the development and implementation of the office's CRBP strategy and roadmap, including engagement with key business stakeholders, partnership opportunities, capacity-building materials and initiatives promoting responsible business practices that respect and support children's rights.
- Domestic Private-Sector Resource Mobilization: Identify and cultivate Mongolian corporate, foundation and financial-sector prospects; prepare tailored propositions and proposals; document substantive engagements and follow-up actions; and identify opportunities for financial and non-financial contributions toward office resource mobilization priorities.
- Policy Engagement on Business and Children's Rights: Provide technical support to government engagement on the implementation of CRC General Comment No. 16 on State obligations regarding the impact of the business sector on children's rights, including the preparation of policy briefs, stakeholder consultation materials and actionable recommendations to strengthen an enabling policy environment for child-friendly workplaces and responsible businesses.
- Business for Results (B4R): Support the rollout of the Business for Results initiative in Mongolia, in collaboration with Programme Sections and the Regional Office, through the development of a context-specific implementation roadmap, practical tools and knowledge-sharing activities to strengthen UNICEF Mongolia's capacity to engage with businesses.
- Partnership Workplan and Results Monitoring: Maintain an integrated public- and private-sector partnership pipeline and deliver the agreed workplan, with milestones, funding propositions, progress updates, documented engagement outcomes and actionable recommendations. Monitor contributions secured where applicable, without treating third-party funding decisions as guaranteed consultant outputs.
- Donor and Market Intelligence: Conduct targeted analysis of domestic business trends, bilateral and multilateral

donor priorities, development financing opportunities and national/subnational public financing mechanisms. Prepare concise intelligence updates and recommended engagement actions to inform partnership development and the next Country Programme.

• Strategic Partner Engagement: Develop targeted engagement plans, briefing materials and follow-up actions for public- and private-sector partners, including relevant June and November children's events where confirmed. Document partner participation, prospective commitments and opportunities while safeguarding UNICEF's interests, reputation and approval authority.

• Knowledge Management and Dissemination: Document results, practical lessons and recommendations from public- and private-sector partnership development and resource mobilization. Produce a concise final analytical report and transferable knowledge product to support the next Country Programme and potential wider dissemination.

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:
    - A university degree in one of the following fields is required: International development, International Relations, Business Administration, Social sciences, Communications, Public policy, or related field.
- Work Experience:
    - At least 3 years of relevant professional experience in strategic partnership development, resource mobilization, donor engagement, public- or private-sector partnerships, development financing or

related fields. Demonstrated experience in prospecting, proposal development and stakeholder engagement is required.

- Language requirement:
    - Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.
- Skills:
    - Strong understanding of public- and private-sector partnership development, donor engagement, development financing and resource mobilization approaches.
    - Strong proposal-writing, analytical, research and report-writing skills.
    - Knowledge of corporate social responsibility, responsible business practices, sustainability or human rights-based approaches.
    - Ability to develop practical strategies, implementation roadmaps, stakeholder engagement plans and measurable performance indicators.
    - Strong communication, negotiation, presentation and stakeholder relationship-management skills.
    - Ability to work independently, manage competing priorities and deliver high-quality outputs within agreed timelines.
    - Familiarity with due diligence, reputational risk assessment and partnership compliance requirements.

Desirables:

- Experience in children's rights and business, corporate partnerships, public-sector donor engagement or development financing is desirable; familiarity with Mongolia's donor and government financing landscape is an asset.
- Previous experience supporting UNICEF or another UN agency or related development programmes.