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TERMS OF REFERENCE

EMOPS Humanitarian Partners Engagement Strategy Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Geneva, Switzerland (remote)
DURATION OF CONTRACT	3.5 months

Purpose of Assignment

Background

Effective humanitarian partnerships are central to UNICEF's ability to deliver results for children in emergencies. Partnership work is embedded across all EMOPS sections, reflecting their respective mandates and areas of expertise. Partnership engagement takes different forms across EMOPS. Through these complementary efforts, EMOPS supports wider partnership work led by other divisions and offices, thereby contributing to strengthening the coherence, efficiency and strategic impact of UNICEF's partnership architecture across the humanitarian system.
The People-Centered Humanitarian Partnerships (PCHP) Section was established in February 2026. Its engagement with partners includes standby partnerships, inter-agency partnerships and other institutional partnerships at the global level. The PCHP May 2026 retreat and following meetings with EMOPS senior management provided a starting point for defining the Section's role, priorities and contribution to EMOPS partnerships efforts. Additional work is now needed to further articulate PCHP's strategic vision, value and direction, thereby strengthening its contribution to EMOPS' overall partnership engagement.

EMOPS seeks to review its partners engagement at a moment of significant change in the humanitarian system, driven by two concurrent reform processes: the Humanitarian Reset and the Secretary-General's UN80 Initiative. The Humanitarian Reset is pushing the system toward the prioritization of humanitarian action with a strong emphasis on localization and streamlining of coordination structures. While UN80 is prompting UN entities, including UNICEF, to reduce duplication and reassess how institutional partnerships are configured and resourced. Together, these processes are reshaping the dynamics between UNICEF and its key humanitarian partners, and constitute an important lens for repositioning the state of UNICEF EMOPS' partnerships.

Purpose

The PCHP Section seeks to engage a consultant who will facilitate discussion among key stakeholders resulting in a EMOPS-wide light review of its humanitarian partnerships engagements and a partnership strategy note for EMOPS, with specific emphasis on the work of the PCHP Section. The note will inform the future direction of EMOPS partnership role within the wider corporate partnership ecosystem, including the work led by other divisions (PFP, PPR and others) and identify opportunities to improve coherence, synergies and collective impact across EMOPS sections. The note will focus, in particular, on opportunities to strengthen the role of the PCHP Section, and will generate specific recommendations to strengthen PCHP's strategic engagement with key humanitarian partners within the broader EMOPS partnerships architecture.

This temporary assignment is limited to specific, measurable outputs to be completed within an estimated period of 20 days.

Scope of Work

Under the supervision of the Chief of PCHP, with the support of the Humanitarian Partnerships Manager and the Humanitarian Partnerships Specialist, the consultant will be responsible for the following deliverables:

1. The consultant will prepare an inception report confirming the assignment's scope, methodology, deliverables, stakeholder engagement approach and timeline. Informed by initial consultations, desk research and stakeholder feedback, the report will provide a clear framework for the light review. The inception report will also confirm the number of days required for the assignment.

2. The consultant will then develop a Humanitarian Partners Engagement Strategy Note, informed by a light review of EMOPS' partnership engagement. To achieve these products the consultant will facilitate strategic dialogue across EMOPS sections, senior management and other key stakeholders. The note will clarify EMOPS and EMOPS' sections partnership role within UNICEF's wider partnership engagement led by other Divisions, with specific attention to PCHP's function, and will identify gaps, missed opportunities and areas where engagement can add greatest value. Finally, the note will recommend ways to strengthen coherence, synergies and collective impact across EMOPS, with a particular focus on PCHP.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
1. Inception Report	1.1 Inception report defining more specifically the assignment's scope, deliverables, format, and content based on interviews, desk research, and stakeholder feedback. As part of the inception phase, the consultant will facilitate one or more meetings with senior management and other sections to discuss, refine, and agree on the final product based on stakeholder feedback.	15 December 2026 – 3 days
2. Humanitarian Partners Engagement Strategy Note (or any other product as defined by the inception report)	2.3 Deliver a strategic note (around 20 pages, excluding annexes) on EMOPS' partnership role within UNICEF's wider partnership ecosystem, with a particular focus on PCHP's function. The report will identify opportunities to strengthen the coherence, synergies and collective impact of partnership work across all EMOPS' sections. The content will be further defined.	10 February 2027 – 17 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:
    - Master's Degree in Political Science, International Relations, Economics, Business, Social Sciences, or similar field
- Work Experience:
    - A minimum of 15 years of progressively responsible experience in conducting analytical work at strategic level, preferably in a humanitarian context.
    - Demonstrated experience in analytical work at strategic level, such as evaluations, reviews, assessments, research studies, or strategic analyses, including the design of methodologies, collection and analysis of qualitative and quantitative data, synthesis of findings, and formulation of evidence-based conclusions and recommendations.
    - Direct experience in coordination and partner management is an asset.
    - Previous experience in the UN system is required.
- Language requirement:
    - Fluency in English (written and spoken) is required.
- Skills:
    - Proven ability to produce high-quality written outputs, including reports as well as strategic and analytical documents
    - Proven ability to use AI in a sound and transparent manner.
    - Excellent organizational and coordination skills, with the ability to manage multiple workstreams simultaneously and deliver under tight deadlines