unicef | for every child

TERMS OF REFERENCE

TITLE – *Partnerships Consultant*

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Geneva, remote with Travel
DURATION OF CONTRACT	1 year

Purpose of Assignment

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in advocacy, in programmes, and in operations. UNICEF delivers change by advocating for high-quality programmes at scale, harnessing innovation and collecting evidence, in partnership with governments, other United Nations partners, civil society, the private sector, communities and children. It uses these strategies to leverage wider change nationally and globally through advocacy, communications and campaigning. UNICEF also wins the support of decision makers and the public around the world to drive change, volunteer, advocate and mobilize resources for the cause of children, and works with partners to achieve an even greater impact.

As a part of its portfolio, UNICEF's Migration and Displacement Hub leads the strategic partnership, programme development and coordination for the Partnership for Improved Prospects (PROSPECTS) and supports UNICEF offices to effectively work on behalf of children and young people on the move. PROSPECTS programme includes policy change objectives to advance the protection and opportunities of displaced people. This consultant will support policy analysis and policy advice through global fora to achieve these objectives. 2027 is the final year of phase 2 of the programme and essential to consolidate the gains, while making a final push for results.

Scope of Work

This consultancy will provide coordination support among UNICEF offices, on a weekly and monthly basis, and with the five partners of the Prospects programme: WB, IFC, UNHCR, ILO and the Netherlands, notably for the monthly Global Steering Committee meetings. UNICEF will be responsible for providing the secretariat role for all partners in Q1 2027 in addition to the regular intensive coordination work as this is a rotating function. The consultancy will also contribute to consolidation and presentation of UNICEF's work for internal and external exercises.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline**
Develop tools and resource materials to facilitate internal information sharing to ensure successful implementation of PROSPECTS	**Deliverable 1** - The Sharepoint Landing Page for Prospects is updated monthly with news, tools, and resources for all UNICEF teams – COs, ROs, and COEs	30.11.2026. – 26 days

Support monthly coordination of UNICEF offices implementing the PROSPECTS programme	**Deliverable 2** - 12 monthly internal coordination calls (develop Ppts, surveys, visuals etc.) are prepared and documented, serving the needs of all accountable teams.	31.12.2026. – 24 days
Develop tools and resource materials to represent UNICEF in the final year of PROSPECTS Phase 2 (2024-2027) and in the lead-up to a possible Phase 3	**Deliverable 3** - 12 monthly Global Steering Committee + related only partners meetings with donors and partners (develop TPs, visuals, PPTs etc.) are prepared and documented	30.11.2026. – 24 days
Support UNICEF global rotating penholdership of the Partnership through 31 March 2027, including scheduling and convening recurring monthly meetings ahead of the GSC and ad hoc meetings as needed, coordinating with the Netherlands on meetings and inputs, and track actions.	**Deliverable 4 -** Partners' collective engagement in 12 monthly GSC meetings is coordinated and supported during UNICEF's penholdership, with agreed agendas, reports, and actioned.	31.12.2026. – 15 days
In the context of UNICEF penholdership, support the preparation of the MAGRP MEL session to take place in Feb 2027, the draft of the MEL Outcome document, and related MAGRP Update Process	**Deliverable 5 -** MEL Outcome document developed (UNICEF part but also coordination and supervision of other partners parts) PROSPECTS Multi-Annual Global and Regional Programme (MAGRP) updated.	30.11.2027. – 20 days
Produce 5 analytical and strategic papers and Briefing Notes - including for senior management, SG or SR report submissions.	**Deliverable 6 -** 5 Briefing notes and strategic papers submitted	30.12.2027. – 25 days
Prepare UNICEF's engagement in two sessions or side events in major global advocacy fora	**Deliverable 7 -** 2 Concept notes, invitations, agenda and resource materials developed and events delivered	31.12.2027 – 20 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 international human rights law, international relations, public policy, international development, or a related field. Law degree preferred.
- **Work Experience:**

  • At least 10 years of programme coordination experience in refugee protection and migration, including at global level.
  • Prior experience working with complex partnerships of UN/multilateral institutions.
- **Skills**:

  • Demonstrated expertise in forced displacement
  • Strong communication, writing and presentation skills
- **Language Requirements:** Fluent in English, another UN language is a bonus.

Desirables:
• Strategic thinking and critical analysis skills
• Commitment and drive, with a clear focus on results.
• Ability to juggle competing priorities under pressure, whilst maintaining attention to detail and meeting deadlines.

- Prior experience with the Prospects Partnership
- Knowledge of Global Compact on Refugees