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TERMS OF REFERENCE

TITLE – *Public Partnerships Consultancy*

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Bangkok, Thailand APRO – Office based
DURATION OF CONTRACT	12 months

Purpose of Assignment

Following the consolidation of EAPRO and ROSA into the Asia-Pacific Regional Office (APRO), the geographic scope, complexity and coordination requirements of the Public Partnerships Section have expanded significantly. The purpose of this assignment is to provide dedicated analytical, operational and knowledge management support to strengthen APRO's public partnerships function and ensure effective and coordinated engagement with government donors, regional bodies, public and private partners, Country Offices and the Centres of Excellence across the Asia-Pacific region. The assignment will build on systems, processes and partnership intelligence established during APRO's transition, while further strengthening the Section's capacity to identify funding and partnership opportunities, support strategic engagement with partners, and provide timely and relevant partnership intelligence and guidance to Country Offices. Particular emphasis will be placed on consolidating institutional knowledge and ensuring that partnership information, analysis and resources are systematically maintained and accessible to support evidence-based decision-making and coordinated regional engagement.

The assignment will also contribute to stronger coordination between APRO, the Centres of Excellence and Country Offices, helping ensure that regional partnership efforts are aligned, complementary and responsive to Country Office needs. Through systematic partnership intelligence, strengthened knowledge management and targeted analytical support, the assignment will enable the Public Partnerships Section to respond more effectively to APRO's expanded mandate and facilitate coordinated engagement across the region. Ultimately, the assignment will support the consolidation and strengthening of APRO's public partnerships architecture, enabling the Section to maintain institutional knowledge, improve the quality and accessibility of partnership intelligence, strengthen engagement with bilateral donors and regional organizations, and identify new opportunities for strategic partnerships and resource mobilization in support of UNICEF's priorities across Asia and the Pacific.

Scope of Work

The assignment will focus on five interconnected areas:

1. Bilateral donors and regional public partnerships: Conduct analysis of donor priorities, funding trends and partnership opportunities; support the preparation of proposals and reports; and provide relevant donor intelligence and guidance to Country Offices.

2. Knowledge management: Maintain and further strengthen the Public Partnerships SharePoint and related knowledge management resources, including donor and partner profiles, partnership pipelines, trackers and other information products, ensuring that information is current, accessible and useful for regional and Country Office engagement.

3. Briefings and analysis: Prepare partner briefings, analytical products, regional newsletters and other strategic information products to inform management decision-making, partner engagement and resource

mobilization efforts.

4. Regional bodies: Map priority regional organizations, partnership mechanisms and engagement opportunities; support relationship management and coordination; and identify opportunities for collaboration that advance UNICEF's regional priorities.

5. Public-private partnerships: Identify and support opportunities for collaboration with public and private sector partners, including partner analysis, development of engagement approaches and preparation of partnership concepts and proposals.

Work Assignments Overview	**Deliverables/Outputs**	**Delivery deadline to complete the deliverable**
Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS1] Begin donor / opportunity analysis and Country Office intelligence support for Q1 [WS2] Start SharePoint audit [WS2] 1 Knowledge management plan produced (structure, naming, access, refresh schedule) [WS4] Start regional bodies mapping and engagement plan	**Deliverable 1** - Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS1] Begin donor / opportunity analysis and Country Office intelligence support for Q1 [WS2] Start SharePoint audit [WS2] 1 Knowledge management plan produced (structure, naming, access, refresh schedule) [WS4] Start regional bodies mapping and engagement plan	31 January 2027 – 20 days
Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS2] 1 Donor or partner profile is developed [WS4] 1 Regional bodies mapping (priorities, focal points, ongoing and planned work, entry points for UNICEF) and 1 engagement plan are developed [WS2] SharePoint audit completed	**Deliverable 2** - Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS2] 1 Donor or partner profile is developed [WS4] 1 Regional bodies mapping (priorities, focal points, ongoing and planned work, entry points for UNICEF) and 1 engagement plan are developed [WS2] SharePoint audit completed	28 February 2027 – 20 days
Monthly progress report covering all five workstreams (activities completed, outputs shared,	**Deliverable 3** - Monthly progress report covering all five workstreams (activities	31 March 2027 – 20 days

issues), plus: [WS1] Q1 delivery: 2 donor / opportunity analysis, proposals, concept notes or donor reports, and Country Office intelligence support [WS2, WS3] Q1 partnerships briefing/material or analysis product is developed [WS2] Q1 update of donor profiles, pipeline and trackers is made [WS5] 1 PPP prospect profile (Start PPP opportunity 1)	completed, outputs shared, issues), plus: [WS1] Q1 delivery: 2 donor / opportunity analysis, proposals, concept notes or donor reports, and Country Office intelligence support [WS2, WS3] Q1 partnerships briefing/material or analysis product is developed [WS2] Q1 update of donor profiles, pipeline and trackers is made [WS5] 1 PPP prospect profile (Start PPP opportunity 1)	
Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS5] 1 PPP engagement pathway overview (PPP opportunity 1) [WS4] Analysis note #1 on regional bodies [WS1] Begin donor / opportunity analysis and Country Office intelligence support for Q2	**Deliverable 4 -** Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS5] 1 PPP engagement pathway overview (PPP opportunity 1) [WS4] Analysis note #1 on regional bodies [WS1] Begin donor / opportunity analysis and Country Office intelligence support for Q2	30 April 2027– 20 days
Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS2] At least 1 Donor or partner profile is developed [WS2] Documented Country Office support [WS5] 1 PPP proposal / concept note input (PPP opportunity 1)	**Deliverable 5 -** Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS2] At least 1 Donor or partner profile is developed [WS2] Documented Country Office support [WS5] 1 PPP proposal / concept note input (PPP opportunity 1)	31 May 2027 – 20 days
Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS1] Q2 delivery: At least 1 donor / resource mobilization opportunity analysis document is developed and	**Deliverable 6 -** Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS1] Q2 delivery: At least 1 donor / resource mobilization opportunity analysis	30 June 2027 – 20 days

Country Office intelligence support is provided [WS2] Q2 update of donor profiles, pipelines and trackers [WS2, 3] Regional newsletter #1 [WS2] 1 briefing note/materials or analysis product (Q2)	document is developed and Country Office intelligence support is provided [WS2] Q2 update of donor profiles, pipelines and trackers [WS2, 3] Regional newsletter #1 [WS2] 1 briefing note/materials or analysis product (Q2)	
Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS4] Relationship updates with regional bodies [WS1] Begin donor / opportunity analysis and Country Office intelligence support for Q3	**Deliverable 7 -** Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS4] Relationship updates with regional bodies [WS1] Begin donor / opportunity analysis and Country Office intelligence support for Q3	31 July 2027 – 20 days
Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS2] At least 1 Donor or partner profile is developed [WS2] Documented Country Office support [WS5] Start PPP opportunity 2: 1 prospect profile	**Deliverable 8 -** Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS2] At least 1 Donor or partner profile is developed [WS2] Documented Country Office support [WS5] Start PPP opportunity 2: 1 prospect profile	31 August 2027 – 20 days
Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS1] Q3 delivery: At least 1 Donor / opportunity analysis, proposals, concept notes or donor reports, and Country Office intelligence support [WS2, WS3] At least 1 briefing or analysis product is developed (Q3) [WS2] Q3 update of donor profiles, pipeline and trackers. [WS4] Analysis note #2 on regional bodies [WS5] PPP	**Deliverable 9 -** Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS1] Q3 delivery: At least 1 Donor / opportunity analysis, proposals, concept notes or donor reports, and Country Office intelligence support [WS2, WS3] At least 1 briefing or analysis product is developed (Q3) [WS2] Q3 update of donor profiles, pipeline and trackers. [WS4] Analysis note #2	30 September 2027 – 20 days

opportunity 2: 1 engagement pathway overview	on regional bodies [WS5] PPP opportunity 2: 1 engagement pathway overview	
Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS5] PPP opportunity 2: proposal / concept note input (WS5) [WS4] Relationship updates with regional bodies [WS5] Begin donor / opportunity analysis and Country Office intelligence support for Q4	**Deliverable 10** - Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS5] PPP opportunity 2: proposal / concept note input (WS5) [WS4] Relationship updates with regional bodies [WS5] Begin donor / opportunity analysis and Country Office intelligence support for Q4	31 October 2027 – 20 days
Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS2] At least 1 Donor or partner profile is developed (Q4) [WS2] Documented Country Office support [WS4] Draft 1 end-of-year summary of regional bodies relationships	**Deliverable 11 -** Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS2] At least 1 Donor or partner profile is developed (Q4) [WS2] Documented Country Office support [WS4] Draft 1 end-of-year summary of regional bodies relationships	30 November 2027 – 20 days
Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS1] Q4 delivery: At least 1 donor / opportunity analysis, proposals, concept notes or donor reports, and Country Office intelligence support [WS2] Q4 update of donor profiles, pipelines and trackers [WS2, 3] Regional newsletter #2 [WS2] 1 briefing or analysis product (Q4) [WS4] 1 Final end-of-year summary of regional bodies relationships	**Deliverable 12 -** Monthly progress report covering all five workstreams (activities completed, outputs shared, issues), plus: [WS1] Q4 delivery: At least 1 donor / opportunity analysis, proposals, concept notes or donor reports, and Country Office intelligence support [WS2] Q4 update of donor profiles, pipelines and trackers [WS2, 3] Regional newsletter #2 [WS2] 1 briefing or analysis product (Q4) [WS4] 1 Final end-of-year summary of	31 December 2027 – 20 days

paper [WS2] 1 Annual review/handover note	regional bodies relationships paper [WS2] 1 Annual review/handover note	

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.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

- Minimum requirements:

- **Education:** Master'sDegree in Social Science, International Relations, Business Administration, Development Studies or related field.
- Work Experience: Minimum 5 years of working experience in the area of Partnerships, Social Development, and Communication. Experience in working for climate change and environmental sustainability as an asset.
- **Skills**: Advocacy and communication skills, donor engagement.
- **Language Requirements:** Fluency in English (written and spoken) required. Excellent writing skills in English.

- **Desirables (If provided in the ToR):** Ability to analyze, conceptualize, innovate, plan and execute ideas as well as transfer of knowledge and skills.