unicef | for every child

TERMS OF REFERENCE

Flexible Funding Reporting Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Rome, Italy (Remote)
DURATION OF CONTRACT	5 months

Purpose of Assignment

The BRIDGE Team connects UNICEF's global programme expertise to both the public and private sectors, enabling quality funding and partnerships that deliver results for children. BRIDGE supports the Private Fundraising and Partnerships Division (PFP) and the Public Partnerships Division (PPD) across three priority pillars: flexible funding, results for partnerships and empowerment of fundraisers and partners.

The purpose of this assignment is to support the BRIDGE Team in quality and insights-based reporting on UNICEF's flexible funding that effectively engages audiences and reinforces their trust in the organization.

Scope of Work

This consultancy reports to the Programme Manager, Flexible Funding, and works in close collaboration with colleagues across PPR, PFP, PG, regional, and country offices.

The consultant will contribute to:

- Thematic funding reporting package 2026-2029: supporting the BRIDGE team in updating the reporting package for the new Strategic Plan regional and country thematic pools.
- Core resources engagement package 2026: supporting the BRIDGE team in delivering compelling, audience-centered, reporting assets for private sector engagement across markets.

unicef | for every child

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Thematic Funding Pools 2026-2029 Reporting Package (private sector)	**Deliverable 1** – Private sector reporting guidelines and templates for the SP 2026-2029 regional and country thematic pools **Deliverable 1.1:** Updated reporting *guidelines* for regional and country thematic pools, to better meet partner needs and further strenghten transparency, accountability, and results in UNICEF partner reporting • One standalone guideline for regional thematic pools, development and humanitarian (2 days) • Three standalone guidelines for country thematic pools, 1) sector specific, 2) cross-sectoral, and 3) humanitarian (6 days) **Deliverable 1.2:** Updated reporting *templates* for regional and country thematic pools • One standalone template for regional thematic pools, development and humanitarian (2 days) • Three standalone templates for country thematic pools, 1) sector specific, 2) cross-sectoral, and humanitarian (6 days) **Deliverable 1.3:** Updated supporting documents for regional and country thematic pools reporting	31 December 2026 (22 days)

	• Frequently asked questions by regional and country offices (2 days) • Two quality assurance checklists for 1) regional and 2) country thematic pools reports (2 days) • Templates to facilitate cube-based financial reporting for regional and country thematic pools reports (2 days)	
Thematic Funding Pools 2026-2029 Reporting Package (private sector)	**Deliverable 2** – Sample report for CPD thematic pools tailored for UNICEF Private Sector Fundraising (PSFR) COs to showcase the impact of locally raised unrestricted funding across markets **Deliverable 2.1:** Quality review of a representative sample of CPD thematic pool reports submitted by the 40 PSFR COs between 2022 and 2025, covering different regions and office sizes, and other relevant resources, to develop content recommendations for the 2026–2029 generation of reports (8 days). **Deliverable 2.2:** Consultations with PSFR COs on the content recommendations for the new reports and documentation of feedback (4 days) **Deliverable 2.3:** Sample report for CPD thematic pools (approximately 15-20 pages) incorporating feedback from PSFR COs (6 days) **Deliverable 2.4:** Support to the BRIDGE team with dissemination, including resource materials for the virtual clinics for CPD	31 January 2027 (22 days)

	reporting for PSFR COs (4 days)	
Core Resources Reporting Package 2026	**Deliverable 3** – New partner insights for flexible funding reporting **Deliverable 3.1:** Analysis of top 15 public sector partners' development cooperation priorities and interests across themes and geographies including insights into any strategic shifts (9 days, approx 20 pages) **Deliverable 3.2:** Analysis of private sector priorities and interests across top (15) markets, in consultation with National Committees (9 days, approx 20 pages) **Deliverable 3.3:** Recommended entry points for the Core Resources Reporting Package to systematically integrate new public and private sector partner insights (4 days)	28 February 2027 (22 days)
Core Resources Reporting Package 2026	**Deliverable 4** – Impact reporting for the Core Resources Annual Report 2026, grounded in partner insights **Deliverable 4.1:** Targeted results mapping exercise spanning all of UNICEF's country office annual reports 2026, and other data sources, to identify a long list of 25-30 exceptional country level results achieved which link to public and private sector partners' interests (12 days) **Deliverable 4.2:** Detailed research for each of the short-listed results (approximately 10-	31 March 2027 (22 days)

	15 results), to facilitate the documentation process into Impact Stories (10 days) including: • Participation in 1-hour interviews with up to 8 Country/Regional/Global Offices • Following the agreed Impact Story outline, gather the supporting evidence, produce analysis of data, trends, and other result or policy insights as relevant	
Core Resources Reporting Package 2026	**Deliverable 5** – Other content for the Core Resources Annual Report, grounded in partner insights **Deliverable 5.1:** Summaries of UNICEF's multi-year investments in strategic and innovative activities for children (1-2 pages) including highlights of country level impact (10 days) **Deliverable 5.2:** Documentation of examples on the use and impact of investments in global and regional programmes for children (8 days) **Deliverable 5.3:** Propose content for partner features, using the partner insights (4 days)	30 April 2027 (24 days)
Travel to Strategic Team Alignment Week to produce the Core Resources Reporting Package		5 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.
- 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:**
  - An advanced university degree in one of the following fields is required: international development, social sciences, or a related technical field.
  - A first-level university degree in a relevant field combined with two additional years of qualifying professional experience in impact reporting for partnerships may be accepted in lieu of the advanced degree. Include the level of education required] in [include the areas and indicate if they are preferred areas or required areas of work
- **Work Experience:**
  - A minimum of seven (7) years of progressively responsible and relevant professional experience in international development is required.
  - Experience in impact reporting for public and private sector partnerships is required.
- **Skills:**
  - Demonstrated skills in developing audience-centered reporting assets (impact narratives, global reports, etc.) for partners is required.

- Exposure to flexible funding partnerships and reporting is required.
- Strong understanding of Results-Based Management (RBM) principles and UNICEF programming frameworks is required.
- Strong planning, analytical, strategic thinking, and creative thinking skills, is required.
- Strong writing skills, including proven ability to transform technical programme content into audience-friendly communication products is required.
- Proven ability to work independently and effectively in cross-cultural and cross-sectoral contexts, is required.
- Familiarity with UN/UNICEF system is required.

- **Language Requirements:** Fluency in English is required; knowledge of another UN language is an asset.
- **Desirables:** Experience with UNICEF global, regional and country level reporting and other assets for partnerships.