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TERMS OF REFERENCE

TITLE – *Partnerships Lead Consultant*

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	**Thimphu, Bhutan (Office Based)**
DURATION OF CONTRACT	8 Months

Purpose of Assignment

To strengthen public and private sector partnerships, donor outreach, prospecting, proposition development and resource mobilization for UNICEF Bhutan Country Office.

The consultancy will provide time-bound technical support to identify and advance new funding opportunities, strengthen stewardship of existing partners, and support the Representative and senior management with high-quality donor intelligence, briefs, partnership engagement planning, meetings and follow-up.

Scope of Work

Under the supervision of a designated supervisor in UNICEF Bhutan Country Office, the consultant will support the Country Office by:

· Developing and operationalizing a focused public and private partnerships and resource mobilization action plan aligned with Bhutan Country Programme priorities.

· Mapping and prioritizing bilateral and multilateral donors, international financial institutions, foundations, companies, high-net-worth individuals, faith-based organizations and other prospective partners.

· Coordinating with UNICEF regional and headquarters teams, National Committees and relevant Country Offices on regional, global and multi-country opportunities relevant to Bhutan.

· Building and maintaining a qualified prospect pipeline, donor profiles, engagement plans, opportunity trackers and a calendar of funding windows.

· Advising programme teams on positioning and packaging priorities for viable funding opportunities.

· Leading or coordinating tailored investment cases, propositions, concept notes, pitch decks and proposals.

· Supporting the Representative and senior management with donor briefs, meeting packs, presentations and strategic recommendations.

· Strengthening stewardship of existing partners through updates, reports, visibility commitments and expansion opportunities.

· Strengthening Country Office systems and capacity for partnership development and resource mobilization.

· **Office-based in Bhutan Country office with a possibility of remote work for part of the assignment (visa-dependent)**

Reporting:

The consultant reports to a designated supervisor in UNICEF Bhutan Country Office.

Progress is monitored through monthly progress updates against agreed deliverables, quarterly partnership and pipeline updates, and timely delivery of donor briefs, propositions, proposals and partnership communications.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline	Input days
Monthly Consultancy Services – Month 1	Approved inception report covering stakeholder consultations, baseline review, prioritized public/private partner map, initial prospect pipeline, eight-month engagement plan, success indicators and briefing template for the Representative.	15 January 2027	20
Monthly Consultancy Services – Month 2	Donor intelligence package for priority prospects; at least six partner profiles and tailored engagement pathways; operational opportunities and funding-window tracker; monthly progress report, ensure donor follow-up plan is in place.	28 February 2027	20
Monthly Consultancy Services – Month 3	At least one funding propositions or concept notes developed with programme teams; meeting briefs and talking points for priority outreach; updated follow-up tracker; quarterly pipeline review. Targeted outreach package for priority public and private prospects; tailored pitches and presentations; at least three substantive outreach engagements supported and documented; agreed follow-up advanced.	30 March 2027	20
Monthly Consultancy Services – Month 4	At least one funding proposition or concept note developed with programme teams, and at least one full proposal and one additional investment proposition, concept note or pitch deck completed or substantially advanced, quality assured and aligned with UNICEF and donor requirements.	30 April 2027	20
Monthly Consultancy Services – Month 5	Mid-point partnership and resource mobilization review covering pipeline value and maturity, outreach, propositions, bottlenecks, corrective actions and Months 6–8 priorities; quarterly update completed.	31 May 2027	20
Monthly Consultancy Services – Month 6	Stewardship and expansion plans for priority existing partners; briefs and meeting materials for senior engagements; at least one regional, National Committee or global opportunity actively pursued.	30 June 2027	20
Monthly Consultancy Services – Month 7	Priority funding asks refined based on partner feedback; at least two donor engagements, submissions or negotiations supported; systems, prospect records and next-step ownership updated.	31 July 2027	20
Monthly Consultancy Services – Month 8	Final results and handover package including updated pipeline, partner profiles, engagement status, propositions and submissions, funding unlocked or advanced, lessons learned, recommendations and a	31 August 2027	20

	twelve-month forward action plan. Including the development of the partnership strategy.		

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:

- Bachelor degree: International Relations, Development Studies, Business Administration, Communications, Public Policy, Economics or related fields.

Work Experience:

- Minimum three years of progressively responsible experience in partnership management, public and private sector engagement, donor stewardship, resource mobilization or business development, including donor prospecting, proposition development, proposal writing, senior-level briefing and management of complex stakeholder relationships.

Language Requirements:

- Fluency in English (written and spoken) required.

Knowledge/Expertise/Skills:

- Strong partnership experience with public and private partners. Demonstrated ability to develop donor intelligence, investment cases, concept notes, proposals, pitch materials and strategic briefs, and to coordinate

across multiple internal and external stakeholders.

Desirables:

- Demonstrates the following core values: Care, Respect, Integrity, Trust, Accountability, Sustainability.
- Demonstrates the following competencies: Builds and Maintains Partnerships; Drives to Achieve Results for Impact; Innovates and Embraces Change; Manages Ambiguity and Complexity; Thinks and Acts Strategically.