unicef | for every child

TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Job Title	**: Donor Relations Specialist (Strategic Partnerships)**	**Duty Station**	**: Jakarta, Indonesia**
Level	**: P-3**	**Section**	**: Private Fundraising & Partnerships**
Duration (maximum 364 days)	**: 364 days (1 year)**	**Report to**	**: Chief PSFR, P5**
Estimated start date	**: 1 Feb 2027**		

ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB

UNICEF Indonesia's Resource Mobilization Strategy calls for a proactive and coordinated approach to partnerships with public and private sectors – with both partners within Indonesia and overseas. This includes stronger National Committee engagement, integrated programme propositions, and integrated partnerships spanning the public and private sectors. The strategy is intended to support delivery of the Country Programme 2026-2030 and increase the resources and partnerships available for priority results for children.

Reporting to the Chief, PFP, the Donor Relations Specialist (Strategic Partnerships) will provide dedicated capacity to advance a portfolio of high-priority partnership initiatives. The position will work closely with the PFP High Value Partnerships team, Programme Sections and other parts of UNICEF Indonesia teams to connect programme priorities with partner interests, coordinate inputs from across UNICEF Indonesia, and help move strategic opportunities from concept development through partner engagement and follow-up.

KEY FUNCTION, ACCOUNTABILITIES AND RELATED DUTIES/TASKS

Strategy

- Shape, continue to update as appropriate and monitor the implementation of the 2026-2030 Resource Mobilization Strategy, including the related action plan, which details ongoing fundraising efforts across the office to address resource gaps, by country programme output.

Specific project initiative accountabilities

Development of Integrated Programme Visions

Provide coordination and partnership-development support to transform priority areas of UNICEF's Country Programme into integrated, partner-ready programme visions.

- Work with programme sections and Field Offices to define intended results, strategic narrative, comparative advantage and partnership opportunities.
- Facilitate cross-sectoral discussions where an opportunity spans several programme areas.
- Help structure theories of change, results narratives and high-level implementation approaches.
- Working with PFP High Value Partnership Team and others, identify relevant audiences and examine their likely interests and motivations.
- Translate technical programme content into clear, compelling and audience-specific propositions.
- Coordinate development of concept notes, investment cases, presentations, pitches and briefing packages.
- Ensure programme visions articulate opportunities for financial and non-financial engagement.
- Maintain version control, feedback processes and agreed next steps for each proposition.

Strategic National Committee Engagement Opportunities

Support a systematic and strategic approach to engaging UNICEF National Committees around Indonesia's priority programmes and partnership opportunities.

- Map priority National Committees against relevant thematic, geographic and partner interests.
- Maintain an engagement pipeline and calendar of priority outreach, briefings, visits and follow-up actions.
- Prepare tailored briefings, investment cases, presentations and engagement materials.
- Coordinate responses to expressions of interest and requests for programme or partnership information.
- Organize strategic consultations between National Committees and UNICEF Indonesia leadership and technical teams.

- Identify opportunities for joint partner cultivation, advocacy, technical engagement, field visits and resource mobilization with regular consultation with PFP High value Partner team.
- Record decisions, interests, commitments and agreed next steps to support relationship continuity

Healthy Starts Accelerator

Act as the UNICEF Indonesia partnership focal point for the Healthy Starts Accelerator, working closely with programme colleagues, partnerships teams, communications colleagues and participating partners.

- Coordinate UNICEF Indonesia's internal contributions and maintain a consolidated overview of actions, decisions and dependencies.
- Support stakeholder mapping and identify prospective founding, technical, implementing and funding partners.
- Coordinate bilateral consultations and multi-stakeholder engagement.
- Prepare agendas, briefings, presentations, meeting materials and follow-up actions.
- Support development of the Accelerator's theory of change, results framework, partnership model and joint action agenda.
- Help align partner contributions with UNICEF-led action at national and subnational levels.
- Support the mobilization of financial resources, expertise, networks and other partner assets.
- Coordinate advocacy, visibility, youth engagement, social and behaviour change, and evidence generation with relevant teams.
- Document lessons and emerging evidence to support potential scale-up and replication.

Multi-National Committee Field Visit Pilot

Coordinate the design and delivery of a pilot field visit bringing together several UNICEF National Committees and, where appropriate, their partners or prospective partners.

- Serve as the central coordination point between UNICEF Indonesia, participating National Committees, relevant programme sections and Field Offices.
- Develop the visit concept, objectives, proposed audience, programme focus and participant journey.
- Coordinate the selection of suitable programme locations and experiences with programme and Field Office colleagues.
- Develop participant briefings, programme narratives, talking points and partnership materials.
- Coordinate operational preparations with relevant teams, including schedules, internal clearances and partner communications.
- Ensure the visit demonstrates UNICEF's contribution, the role of government and implementing partners, and credible opportunities for further engagement.
- Facilitate structured follow-up with National Committees and prospective partners after the visit.
- Capture learning from the pilot and develop recommendations for a repeatable, scalable approach.

Cross-cutting accountabilities

Donor Intelligence

- Act as the main knowledge point for intelligence on international donors. Keep up to date with the latest developments and initiatives (e.g. donor trends and regional strategies, new funding initiatives on thematic areas announced by international donors, donors announcing interest in Indonesia, donors contributing to emergency appeals, etc.)
- Keep up to date and act as main knowledge point in Indonesia for the family of UNICEF National Committees (e.g. leadership changes, areas of interest, etc.) working closely with the Chief, PSFR.
- Participate in relevant webinars, trainings, workshops etc. organized by regional office and headquarters on behalf of UNICEF Indonesia (or advise appropriate participation) and share gained knowledge /intelligence with the office

Coordination and reporting

- Track and monitor resource mobilization efforts in the office working with relevant sections
- Coordinate submissions to the same entities (e.g. one NatCom or one public sector donor) ensuring a holistic approach to each partner entity is achieved
- Coordinate any public sector donor engagement efforts with the relevant counterpart(s) in Centers of Excellence, Regional or other HQ offices
- Coordinate any private sector efforts outside Indonesia with the relevant counterpart in UNICEF PFP headquarters and/or the responsible National Committee in consultation with Chief PSFR
- Organization and documentation of quarterly in-house Resource Mobilization Meetings
- Overall monitoring of reporting schedules for all grants and ensuring timely submission
- Provide quality assurance of reports including layout and formatting, and ensuring reporting is in line with initial agreements and templates under the proposal. This includes accuracy check as well as ensuring compliance with UNICEF terminology and brand guidelines. This is done in coordination with the PM&E unit's regular report editors.
- Overall monitoring of internal timelines and deadlines to ensure the timely submission of proposals, including to allow sufficient time for quality control, editing, etc.
- For all proposals responsible for quality assurance including layout, editing and formatting, and for checking the completeness of the proposal including the proposed budget, visibility and reporting agreements, etc. This includes compliance with UNICEF terminology and brand guidelines.

Donor Visits

- Overall responsibility to organize and implement agreed donor visits, in collaboration with the relevant programme colleagues and the communication cluster
- Maintain the Country Management Team's donor field visit and visibility plan

RECRUITMENT QUALIFICATIONS

Education:

Advanced university degree in Marketing, Communications, Business Administration, International Development, or another relevant technical field.

Work experience:

A minimum of five years of professional experience in professional partnerships management.

Language proficiency:

Fluency in English is required.