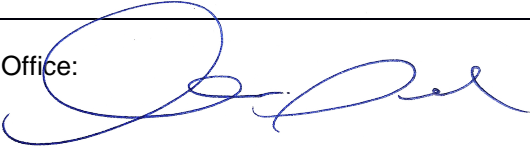


Partnership specialist TOR TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Country Office in Belarus
Title of consultant:	Partnership Specialist
Purpose of consultancy:	<p>Under the guidance of the UNFPA Assistant Representative, the Partnership Specialist participates in the overall effort to building and sustaining strategic partnerships aiming at advancing UNFPA mandate issues and mobilizing resources for UNFPA Country Office programme. The Partnership Specialist is responsible for the development and implementation of the country office resource mobilization and partnership strategy and plan.</p> <p>The key results of this consultancy will be creation and maintaining of strategic partnerships, revision and implementation of RM and partnerships development strategy with a focus on private sector, ensuring sustainable funding for the CO programme.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> • Identifying opportunities for partnering with private sector, national partners, international organisations and UN Agencies around UNDAF, SDGs and UNFPA CP • Revising CO RM and partnership strategy and plans in order to strengthen the private sector component • Building and maintaining issue-based partnerships and coalitions with the private sector, donors and partners • Mobilizing resources (including but not limited to financial) from private sector • Identifying emerging modalities for funding, assessment of their current usage and potential for the future • Providing inputs to outreach/publicity material geared towards partners and donors • Identifying best practices and lessons learned directly linked to resource mobilization and partnership-building activities • Assess (external and internal) CO opportunities for resource mobilization and identification and mapping of current and potential donors • Undertake and keep continuously analysis of donor funding streams and priorities in order to formulate a donor pipeline and strategically target donors and partners for engagement • Work closely with programme staff to identify funding gaps, prioritize fundraising needs and set fundraising targets • Organising of training/briefing for the CO staff on resource mobilization issues with a focus on work with private sector • Fulfil other assignment identified by the Assistant Representative
Duration and working schedule:	September 2017 – August 2018, full time
Place where services are to be delivered:	UNFPA, Country Office Belarus
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> • Upon the completion of consultancy assignment, the consultant should report to UNFPA on achievement of the following deliverables: Desk review of donor priorities and funding opportunities; • Mapping of prospective donors/partners, foundations and private sector with development of fundraising and partnership tracking system; • UNFPA funding gap analysis and fundraising targets; • Revise and improve the resource mobilization & partnership development strategy and action plans • Develop funding proposals as per action plan targets (at least 3); • Develop of concept notes as per action plan targets (at least 3); • Develop and conclude partnership MOUs with private sector (at least 5) • Develop background materials and content for donor and partnership outreach; • Meeting schedule and minutes with potential partners and donors.

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Weekly work monitoring to be done by Assistant Representative, in addition to weekly phone calls with AR/Country Director.
Supervisory arrangements:	The Consultant works under the overall guidance and reports to the UNFPA CO Assistant Representative
Expected travel:	Possible field visits based on agreed work plan and needs within and outside of Belarus.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Advanced university degree • At least 3 years experience of work with the private sector • Proven experience in working with the private sector in the area of corporate social responsibility, as well as the proven record of successful resource mobilizing from private sector • At least 3 years of experience interacting with development donors • Excellent capacity for developing and maintaining a network of contacts with potential donors and partners • Self-starter with initiative, drive and the capacity to spot potential • Fluency in Russian and/or Belarusian. Basic knowledge of English. Fluency in English is an asset.
Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:	UNFPA provides all relevant background materials, office space and necessary equipment
Other relevant information or special conditions, if any:	Fees to be paid monthly, upon UNFPA certification that deliverables have been produced satisfactorily.
<p>Signature of Requesting Officer in Hiring Office: </p> <p>Date: 26th May 2017</p>	