

TERMS OF REFERENCE

Objective	To hire a national consultant on partnerships and resource mobilization.
Period of service	6 months, starting in October.
Area of expertise	Partnerships and Resource Mobilization
Location	Office based. Mission and travel to be agreed.

I. BACKGROUND

Grounded in the vision of equality enshrined in the Charter of the United Nations, UN Women works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

Placing women rights at the center of all its efforts, UN Women will lead and coordinate United Nations System efforts to ensure that commitments on gender equality and gender mainstreaming translate into actions throughout the World. It will provide strong and coherent leadership in support of Member States priorities and efforts; building effective partnerships with civil society and other relevant actors.

II. OBJECTIVE

Under the direct supervision of the Brazil CO Representative and in close dialogue with the Programme Managers, the Consultant on Partnerships and Resource Mobilization will provide technical support to the development and management of UN Women’s strategic partnerships and relationships, and undertake necessary actions to implement the country office resource mobilization strategy, as well as enhance resource mobilization capacity in CO.

III. ACTIVITIES AND SCOPE OF WORK

The successful performance of the key functions under the consultancy will directly result in the expansion of UN Women’s portfolio and donor resources for gender equality and the empowerment of women in Brazil, being responsible for the following activities:

Activities	Scope of Work
Activity 1 Facilitate the implementation of Brazil CO resource mobilization strategies and initiatives	<ul style="list-style-type: none"> • Provide key inputs and implement donor fund-raising strategies, aligned with Brazil CO Strategic Note 2017-2021; • Gather information on project/programmes pipelines and corresponding resource needs through close collaboration with country-based counterparts; • Provide technical support and develop project proposals in line with the UN Women’s strategy and the interest of donors; • Undertake ad-hoc donor studies, research, and other activities to identify funding opportunities; update the resources mobilization strategy as needs emerge. • Provide regular updates on donor profiles, databases (e.g. contacts management) and donor intelligence; • Identify opportunities to secure additional non-core resources; • Provide strategic advice to the Brazil CO on building and maintaining partnerships and positioning with potential donors, including non-traditional donors;

	<ul style="list-style-type: none"> • Advise Country Office on the design and implementation of effective advocacy strategies and methods for proactive and strategic targeting of partners and donors; • Follow up on prospective donors and partners.
<p>Activity 2 Build trust and maintain effective relationships with donors</p>	<ul style="list-style-type: none"> • Provide technical support to the Brazil CO Representative and Programme Managers in the preparation of missions, meetings and other consultations with donors, including the preparation of notes, briefs and other materials; • Write project documents proposals and concept notes and review partner-specific Framework Arrangements and Cost Sharing Agreements; • Facilitate and follow up on clearance of non-standard donor agreements. • Update systems to promote compliance with the terms of grants and agreements • Advise on the creation of UN Women communication products, packages and positions.
<p>Activity 3 Participate in knowledge building and sharing and advocacy efforts</p>	<ul style="list-style-type: none"> • Contribute to the development of knowledge products and mechanisms to effectively position UN Women in Brazil wherever possible; • Monitor emerging issues that could affect partnerships and resource contributions at the national level (risk management).

IV. EXPECTED DELIVERABLES

Payments will be made according to the following schedule of disbursements in local currency and will be disbursed over a period of 30 days upon delivery and acceptance of the expected product/s.

Deliverables/ expected products	Deadline	Payment condition
<ol style="list-style-type: none"> 1. Review ongoing partnerships and prospective donors. 2. Submit a situation analysis on RM in Brazil. 3. Provide inputs to update RM Strategy for 2017-2018 4. Submit an action plan for the implementation of RM strategy for Brazil CO, aligned with Brazil CO Strategic Note 2017-2021. 	D + 30	Upon receipt and approval of monthly activity report.
<ol style="list-style-type: none"> 1. Follow up on ongoing partnerships and prospective donors. 2. Write funding proposals and concept notes and review partner-specific Framework Arrangements and Cost Sharing Agreements, as needed. 	D +60	Upon receipt and approval of monthly activity report.

<ol style="list-style-type: none"> 3. Update systems to promote compliance with the terms of grants and agreements, as needed. 4. Monitor emerging issues that could affect partnerships and resource contributions at the national level (risk management). 5. Follow up on clearance of non-standard donor agreements. 	D +90	Upon receipt and approval of monthly activity report.
	D +120	Upon receipt and approval of monthly activity report.
	D +150	Upon receipt and approval of monthly activity report.
<ol style="list-style-type: none"> 1. Submit final report (hand over) that should include description of partnerships established and agreements signed; partnerships and agreements under negotiation and their status, updated RM strategy with recommendations for the future and follow-up actions. 	D +180	Upon receipt and approval of monthly activity report.

V. MINIMUM REQUIREMENTS

Education and certification:	<ul style="list-style-type: none"> • Bachelor’s degree or equivalent in economics, business management, social sciences, public administration, international relations, communications, women's studies, or a related field is required.
Experience:	<ul style="list-style-type: none"> • At least 5 years of progressively responsible experience in resource mobilization, programme design and implementation, communications/ advocacy, and/or business development; • Experience in gender equality and women's empowerment; • Experience working with international institutions and donors; • Experience working in the UN system is an asset.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English is required • Knowledge of the other UN official working language is an asset.
Core Values:	<ul style="list-style-type: none"> • Respect for Diversity • Integrity • Professionalism
Core Competencies:	<ul style="list-style-type: none"> • Awareness and Sensitivity Regarding Gender Issues • Accountability • Creative Problem Solving • Effective Communication • Inclusive Collaboration • Stakeholder Engagement • Leading by Example

VI. APPLICATIONS

Applications should be sent to Compras.br@unwomen.org until 11 October 2017, submitting the following documents: P11 – Personal History Form and Financial Proposal.