



TERMS OF REFERENCE

Local or International Consultant - Resources Mobilization Plan	
Location:	Home-based
Deadline for application:	1 December 2019
Type of contract:	Special Service Agreement (SSA)
Language(s) required:	English
Expected start date:	15 December 2019
Expected end date:	14 April 2020

Context

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, 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.

The UN Women Brazil Country Office Strategic Note 2017-2021 is proposed in the framework of the international commitments to gender equality, empowerment of women and women's rights of which Brazil is signatory (CEDAW, CERD, Beijing Platform for Action, Durban Action Plan, UN Security Council Resolution 1325 and Agenda 2030). It aligns with the United Nations Partnership Framework for Sustainable Development (UNPFSD) 2017-2021, and with national priorities. It also aligns with four Outcomes of the UN Women Global Strategic Plan (2018-2021):

1. Women lead, participate in, and benefit equally from governance systems
2. Women have income security, decent work and economic autonomy
3. All women and girls live a life free from all forms of violence
4. Women and girls contribute and have greater influence in building sustainable peace and resilience, and benefit equally from the prevention of natural disasters and conflicts and from humanitarian action

The UN Women Brazil Country Office is looking for a resources mobilization specialist to develop the CO's resource mobilization strategy and action plan for the period 2020-2021 reflective of UN Women's strategic vision and direction. The objective is to mobilize the necessary financial resources for the next

five years. The Resource Mobilization Consultant will develop the resource mobilization strategy, action plans, tools, materials (two-pagers, concept notes, power point presentations) and procedures for its implementation.

Duties and Responsibilities

Under the overall guidance and direction of the National Programme Officer, the Consultant will:

1. Conduct desk review of key institutional documents: UN Women Global Strategic Plan, UN Women Brazil Strategic Note and Annual Work Plan, Global and Regional Resources Mobilization strategies and tools, donor intelligence, among others;
2. Conduct interviews with UN Women Brazil Country Office (CO) programme team to identify existing resource mobilization strategies, pipelines, priority areas for resources mobilization, understand institutional and contextual challenges, opportunities and risks, understand donor relations, identify experience and good practices, among other issues;
3. Conduct interviews with UN agencies resources mobilization teams and with the Resident Coordinator Office to identify opportunities for joint programming and joint resources mobilization;
4. Liaise with regional resources mobilization specialist, and with the resources mobilization team in headquarters and in liaison offices;
5. Map CO's previous, current and potential donors; map existing funds targeted at joint programming; review donor intelligence/hub;
6. Review the functions and staffing available at the CO for resource mobilization activities;
7. Prepare a draft resources mobilization strategy and action plan that includes:
 - a. Background and objective
 - b. Contextual analysis
 - c. Value proposal
 - d. Action plan (shall include context-specific, innovative models for resources mobilization; traditional and non traditional donors; core and non-core resources)
 - e. Targets
 - f. Risks and mitigating actions
 - g. Monitoring
 - h. Annex I: adapted donor intelligence

Other sections may be included after desk review and interviews.
8. Discuss the draft resources mobilization strategy with National Programme Officers, the Representative and other key staff and incorporate feedback into the final document;
9. Propose responsibilities and workflow for staff responsible for resources mobilization;
10. Prepare draft resources mobilization materials (two-pagers, concept notes, power point presentations) for at least three programme priorities;
11. Discuss draft resources mobilization materials with National Programme Officers, the Representative and other key staff and incorporate feedback into the final documents;

Products, Schedule and Payments

Product	Deadline	Payment (%)
Report of findings from desk review, interviews and mapping exercises	31 January	30%

Final approved resources mobilization strategy and action plan	28 February	30%
Final approved staff responsibilities and workflow for resources mobilization		
Final approved resources mobilization materials (two-pagers, concept notes, power point presentations) for three programme priorities	15 April	30%
		100%

All documents must be in United Kingdom (UK) English.

UN Women will review and provide feedback within 5 working days after receiving each product. UN Women will approve after feedback is incorporated and considered final and pay within 10 working days after receiving the original invoice.

Travel and Inputs

Travel is not expected. Inputs for the consultancy, such as equipment and workplace will be the responsibility of the consultant.

Requirement

Required qualification:

Education:

Bachelor’s Degree in Social Sciences, Gender Studies, Development Studies, Human Rights, Journalism or related field.

Languages:

Fluency in English.

Experience:

At least 5 years of progressively responsible experience in resources mobilization;
 Experience in grant writing;
 Experience in gender equality and women's empowerment.

Desirable qualification:

Education:

Master’s Degree in Social Sciences, Gender Studies, Development Studies, Human Rights, Journalism or related field.

Languages:

Fluency in Spanish.

Experience:

Experience working with development aid agencies, private sector and/or other donors;

Experience working in the UN system.

Selection

Applications will be evaluated by the following criteria:

Criteria	Weight
Master's Degree in Social Sciences, Gender Studies, Development Studies, Human Rights, Journalism or related field	5
At least 5 years of progressively responsible experience in resource mobilization	25
Experience in grant writing	20
Experience in gender equality and women's empowerment	20
Experience working with development aid agencies, private sector and/or other donors	15
Experience working in the UN system	15
Total	100

The criteria will be evaluated based on the documents listed in the "Application" section (below).

Selection process

First phase: Shortlist of the applications based on the required qualifications.

Second phase: Analysis of the applications by a Selection Committee. Classification based on the criteria.

Third phase: Written test, if the Selection Committee considers it necessary.

Fourth phase: Interview, if the Selection Committee considers it necessary.

At the end of the last phase, the selected applicant should provide the following documents:

1. Copies of the diplomas and certificates listed in the P11 form.
2. Copies of the identity document with picture and signature.
3. Evidence of the ownership of a bank account.
4. Vendor form completed and signed.

Application

Applicants must complete the online [Application Form](#) and send the following documents:

1. [UN Women Personal History Form \(P11\)](#) completed and signed.
2. Supporting documentation as evidence of requirements (proof of Master Degree; a sample resources mobilization strategy; a sample of grant proposal; proof of proficiency in English; etc).
3. **Financial proposal**, in a separate file, with the proposed value of the consultancy.

Send to unwomenbra.hr@unwomen.org until **1 December 2019**. Indicate in the subject line: "Consultant – Resources Mobilization"

Applicants that do not complete the online [Application Form](#) or do not send **all** documentation will be not be considered.

Due to the large number of applications received, only the selected applicant(s) will be notified.

Questions should be sent to unwomenbra.hr@unwomen.org. Indicate in the subject line: "QUESTION: Consultant – Resources Mobilization"

Observations

Applicants with an employment at a public institution may only be hired if they present evidence of unpaid leave or a letter of non-objection to the execution of the consultancy, issued by the public institution of employment. If the applicants' relationship is with a research institution and universities, it is sufficient to present a letter of non-objection issued by the public institution of employment.

Applicants may not have an active contract or pending matters with UN Women.

Applicants must not be directly related (mother, father, sister, brother, son or daughter) to employees of the United Nations system.

Link to the online Application Form: <https://forms.gle/2TKbcNStax2L9Drw9>

Link to UN Women Personal History Form (P11): <http://prod.unwomen.org/-/media/headquarters/attachments/sections/about%20us/employment/un-women-p11-personal-history-form.doc?la=en>