



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 25 July 2017

Job title: *Partnerships Consultant*

Duty station (city, country): *Bonn, Germany*

Job Globally advertised: *International recruitment*

Practice area: *Management*

Brand: *UNV*

Type of Contract: *Individual Contractor*

Category: *External*

Post type: *International Consultant*

Languages required: *Excellent command of oral and written English, French and Spanish*

Expected Starting date: *8 August 2017*

Application Deadline: *please see in the e-tendering system*

Duration of initial contract: *approx. 5 months*

Expected duration of the assignment: *8 August 2017 – 31 December 2017*

Project name: *UNV Partnerships Unit Coordination*

1. BACKGROUND

The United Nations Volunteers (UNV) programme is the UN organization that contributes to peace and development through volunteerism worldwide. Volunteerism is a powerful means of engaging people in tackling development challenges, and it can transform the pace and nature of development. Volunteerism benefits both society at large and the individual volunteer by strengthening trust, solidarity and reciprocity among citizens, and by purposefully creating opportunities for participation. UNV contributes to peace and development by advocating for recognition of volunteers, working with partners to integrate volunteerism into development programming, and mobilizing an increasing number and diversity of volunteers, including experienced UNV volunteers, throughout the world. UNV embraces volunteerism as universal and inclusive, and recognizes volunteerism in its diversity as well as the values that sustain it: free will, commitment, engagement and solidarity.

UNV is headquartered in Bonn, Germany and has approximately 150 staff positions – with the majority in Bonn and some positions with different UN peacekeeping and political missions, and in other Headquarters locations (e.g. New York).

The UNV Peace and Development Programming Sections oversee and implement UNV's country programmes and operations. They advocate for the integration of volunteerism in peace and development at global, regional and national levels, targeting specific focus areas in which the role of volunteerism adds significant value.

Both Peace and Development Programming Sections work through Portfolio Teams. Each Portfolio Team is responsible for the implementation of the UNV programme strategy, including volunteer and programme management, at global, regional and local levels.

Under the new Strategic Framework 2014-2017, UNV has created five global programmes, each with the aim to provide strategic seed funds and targeted technical expertise for integrating volunteerism in select substantive areas. The five areas are: (1) access to basic social services; (2) community resilience for environment and disaster risk reduction; (3) peacebuilding; (4) youth; and (5) national capacity development through volunteer schemes.

In turn, in early 2015, the Programme Coordination Section (PCS) was officially established with the key objective to begin positioning UNV as a programmatic entity using four key pillars: global programmes, regional offices, Fully-Funded volunteer scheme, and partnerships with UN entities.

The Partnerships Unit, under PCS Chief's oversight, leads and coordinates the donor funds mobilization and partnerships management. The consultant will report to the Chief, Partnerships Unit.

2. MAIN OBJECTIVES, RESPONSABILITIES AND SCOPE OF WORK.

The objective of this assignment is to strengthen the Partnerships Unit outreach document, reporting templates and prepare for the next Partnerships Forum.

Under the direct supervision of the Chief, Partnership Unit and in coordination with other sections as needed, the consultant will perform the following deliverables and deadlines:

No	Description	Due date	Payment
1	Translation and coordination of several tools into French and Spanish for outreach to partners as determined by the Partnerships Unit	7 September 2017	20 %
2	Identify a minimum of 3 engagement opportunities for 2018 to support the Third phase of the Special Voluntary Fund (SVF) campaign. Organize in-house webinars to outreach colleagues regarding the campaign, roles and responsibilities.	30 September 2017	20 %
3	Develop an action plan with clearly defined actions and timelines for the implementation of the UNV Partnerships Forum taking place in 2018. Define external and internal objectives.	31 October 2017	20 %
4	Develop a minimum of 15 Partnerships document/fact sheets such as four-pagers per partner for outreach.	30 November 2017	20 %
5	Design project report template and prepare a training modul on the reporting template.	31 December 2017	20 %

3. Competencies

- Demonstrates integrity by respecting the UN's values and ethical standards
- Excellent planning, coordination and problem-solving skills
- Demonstrates strong oral and written communication skills
- Knowledge of the Sustainable Development Goals, UN Agenda 2030 and/or volunteerism for development
- Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural environment
- Experience and understanding of organizing complex and multi stakeholder events
- Proficiency in the usage of Microsoft Office Applications (Word, Excel, Outlook, Power Point, Visio), Database system and the internet (Social Media).

4. Qualifications

Education:

- Minimum of an advanced university degree (Master's degree equivalent or above) in economics, international development, project management studies or related fields.

Experience:

- Minimum of two years' experience in event or project management, coordination and resource mobilization for international organizations, preferably UNDP and UN system
- Experience and familiarity with UN system, especially UNV and UNDP
- Excellence in capacity building skills, especially in training cross-sectional personnel, to effectively introduce new tools, policies, business processes for practical use
- Work experience within an international organization is an asset
- Reporting and drafting skills as well as used of Social media
- Ability to work in team and in a diverse and rapidly-changing work environment.

Language requirement:

- Fluency in written and spoken English, French and Spanish

Criteria for Selection of the Best offer:

The selection of the best offer will be based on the combined scoring method – where the qualifications and methodology will be weighted 70%, and combined with the price offer which will be weighted 30%.

Key selection criteria are:

- Strategic approach and proven track record in coordination of partnerships projects and resource mobilization (35%)
- Proven reporting, advocacy and writing skills (20%)
- Professional experience in the UN system and/or an international organization (15%)

5. Application procedure:

Qualified candidates must apply online via the UNDP e-tendering website. Interested candidates are advised to carefully review this ToR and ensure that they meet the requirements and qualifications described above. Applications should contain:

- A brief cover letter, indicating your motivation for applying
- A financial proposal. The financial proposal shall consist of all-inclusive lump sum for the whole duration of the contract period, which shall include the consultancy fee, costs of living, costs for insurance, and cost of travel to and from the duty station. The financial proposal shall contain a breakdown of these costs). The lump sum/contract price is fixed regardless of subsequent changes

in the cost components. Download the Confirmation of Interest (COI) template from the e-tendering event for submitting your financial bid.

- A current completed and signed P11 form/ UN Personal History Form in English. Blank form can be downloaded from www.sas.undp.org/documents/p11_personal_history_form.doc
- Please also include your CV
- Contact details for 3 references including e-mail, company name and title and telephone no.

Incomplete applications will not be considered. Please make sure you provide all requested materials. Any queries should be sent in a separate e-mail and addressed to: procurement@unv.org clearly marking the job title in the subject line.

Interested candidates are advised to carefully review this ToR and ensure that they meet the requirements and qualifications described above before applying.