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| **I. Position Information** | |
| Job Title: Partnership and Resource Mobilization Specialist  Department: UNDP  Reports to: Resident Representative  Direct Reports: Resident Representative  Position Status: Non-Rotational  Job Family: Communication and external relations | Duty Station: Nouakchott, Mauritania  Family Duty Station as of Date of Issuance:  Date of Issuance: August 15  Duration and Type of Assignment: Less than a year; Temporary Appointment |

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| II. Job Purpose and Organizational Context |
| In the context of COVID 19 pandemic, it is anticipated that the longer-term social and economic impact of this crisis will be profound. The International Monetary Fund expects a global recession more severe than the 2008 global ﬁnancial crisis, with two-thirds of the economic dislocation from losses of business and consumer conﬁdence and tightened ﬁnancial markets rather than the pandemic itself. But by building back better, this dislocation also provides an opportunity to shift our planetary trajectory towards the 2030 Agenda and a climate resilient future. UNDP is helping countries assess and understand the impacts of COVID-19. Our post-disaster needs assessments were developed in coordination with the European Union, the World Bank and the rest of the UN system, building on experience dating back to the 2004 Indian Ocean Tsunami, through the Ebola and Zika epidemics and many other crises and disasters around the world. UNDP is already working to understand the social, economic and political impacts of the crisis, and to ﬁnd ways to mitigate them with sustainable, resilient and rights-based solutions crafted with the public and private sectors. This leverages our capacity on innovation, digital solutions, social protection systems, response to increased gender-based violence, emergency job creation and economic restoration. Examples include scaling up digital solutions for health care, ﬁnancing and other services, designing targeted social protection for marginalized groups, develop women’s economic empowerment strategies, and developing ﬁscal policy and SDG aligned ﬁnancing mechanisms with partner governments. UNDP is currently producing country-speciﬁc assessments of the COVID-19 economic impact, policy options to contain it, and approaches to protect the most vulnerable. We are assessing how existing instruments in each country, including subsidies, transfers and existing social protection instruments, can be used for short-term response to the crisis. We ensure that gender data is available, integrated, and actionable.  In that framework UNDP in Mauritania is hiring a temporary expert on Partnership and Resources Mobilizations to beef up country office capacity to deliver a programmatic offer aligned with SDGs, national priorities and partners services lines. |

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| III. Duties and Responsibilities |
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| **Summary of Key Functions:**   * Definition and clarification of Partnerships and Resources mobilization strategies and revenue generation service offers and entry points for the Country Office (CO); * Strong positioning of UNDP within Government counterparts, other bilateral and multilateral partners especially development financing institutions, UN family; philanthropic community and foundations * Formulation and facilitated implementation of updated CO strategies related to RM and partnerships building especially for the private sector, foundations, international public finance sources and other forms of innovative finance including digital finance, pay for performance, blended finance solutions * Facilitation of knowledge building and knowledge sharing for successful replication and scaling up of partnerships and resource mobilization |
| 1. **Build up strong donor relations mechanisms**  * Support Management in its overall dialogue with partners and donors at all levels, including at the ambassadorial and/or heads of cooperation level. Tasks will include preparing background summary notes, factsheets, talking points, notes for the records and ensure that all decisions are duly followed up on. * Draft concept notes, projects, or programme proposals, as well funding options as per the requirements of donors. * Collect partner intelligence and gather and analyze information about donor policies, trends and priority areas, including a who’s who of across the Donors’ landscape in the context of frequent staff turnover at post. Consolidate a Map of Donor’s sector involvement and maintain a macro picture of current and future funding and accordingly update the Country Office Partnership and Communication Action Plan; * Liaise with UNDP RSCA, regional bureaus, HQ, and donor country based (Dakar, Addis Ababa, New York, Istanbul, Brussels, Paris, Seoul, etc.) as needed to ensure coherent corporate advocacy and for identifying funding options. * Prepare briefs and other documents explaining donor strategies, policies/trends; alert senior management on major donor issues. * Develop and strengthen relationships with key decision makers in donor agencies and ensure that all stakeholders are well informed on UNDP Mauritania activities, operations, impact/positive results as well as overall financial situation. As such it is expected that the specialist develop a leaflet on CO portfolio profile and other outreach material; * Design, organize, and carry out donor mission to UNDP projects in the field. * Provide support to management to ensure a dynamic engagement with regional programmes and initiatives funding through regional platforms (G5 Sahel, etc) * Participate in and/or observe donor coordination meetings and prepare summary of discussion notes for Management Office. * Organize regular multi-donor meetings to brief donors on the status of UNDP CO’s overall operational stance, priorities, and funding situation. * Attend external strategic meetings with the Resident Representative and prepare read-outs. * Draft and or / or review policy briefs, summary reports, meeting notes/minutes as needed. * Provide UNCT and other multilateral bodies, NGOs, and other stakeholders with information on the UNDP CO’s programmes and develop joint information programmes to increase CO profile and protect its interests. * Analyze and keep current activities, political and social events of UN and other multilateral bodies/governments that may impact on UNDP CO’s activities and programmes. * Perform other duties as needed. |
| 1. **Communication and outreach**, as part of the External Relations team, support the main Communication Officer with the following task and responsibilities:  * Help drafting press release and other official statements destined to the public and key partners. * Support organizing events such as press conferences and Senior Management public appearances. * Ensure effective update of the Country Office (CO) Partnership and Communication Action Plan and effectively uses social media to enhance CO visibility * Ensure proactive tracking of partners survey action plan to address gaps identified by the survey through corrective measures * Initiate a partners feedback system to help ensure CO is client oriented and responsive on performing its mandate * Perform other duties as needed. |
| 1. **Donor reporting management to support the program Officers** with the following task and responsibilities:  * Monitor and review regular sources of information and data required for preparation of humanitarian reports. * Assist in the preparation, writing and editing of all other reports required by headquarters, including speeches for the Regional Director. * Assist in the preparation of documents for donor appeals and reports including the Standard Project Report for the Annual Reporting Exercise, in conjunction with Programme and operation Officers. * Perform other duties as needed. |
| 1. **Facilitates knowledge building and knowledge sharing as required by the organization, focusing on the following results:**  * Identification and formulation of lessons learned and recommendations especially on government cost sharing and private sector partnership to be integrated into broader CO knowledge management efforts; * Contributions to knowledge networks and communities of practice including studies and publication of successful case for replication and scaling up as well as lessons on UNDP new financial instruments and modalities * Organization and conduct of trainings on RM and partnerships building in the Country Office; * Elaboration of proper documentation in support of RM efforts, in consultation with the program staff, including concept notes, project documents, and any other document as required; * Proposes and implements activities, initiatives and programs to promote public awareness of, and access to UNDP information and publicity materials. Effectively liaise with media, NGO’s, Civil Society, Foundations and other partners to this end. * Creation of a dedicated web page on CO knowledge sharing and results * Temporarily oversee administrative tasks pertaining to the communication unit * Identify local consultants or other affordable hiring options to fill critical capacity gaps; * Complete quarterly Actions Reports |

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| III. deliverables |
| 1)- Donor relations building tools availiable (leaflets on country office program profile, donnor mapping and matching with office programme offer)  2)- Information and communication tools specifically social media plan and contain available  3)- Knowledge sharing tools available, specifically updated web page, and other documents easy to use for the prospect of disseminating country office knowledge and lessons learnt |

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| **V. Recruitment Qualifications** | |
| Education: | Master’s Degree or equivalent in Business Administration, Economics, Social Sciences, International Relations, Political Sciences or related field. |
| Experience: | * 5 years of relevant experience at the national or international level involving partnership development, resource mobilization and revenue generation topics; * Good understanding of research, policy-level analysis and trends; * Hands on experience on project development facilitation especially in multi-stakeholder settings; * Previous track record of success in resource mobilization projects. |
| Language Requirements: | Proficiency in both French and English (both oral and written). Working knowledge of other UN language desirable |
| Other: | Describe any additional qualifications:   * Non-Smoking environment |