

Terms of Reference

Resource Mobilization Advisor

Type of Contract:	Individual Contract (IC))
Languages Required:	English (essential); Other UN language(s) (desirable)
Duration:	30 working days over the period of 6 months
Location:	Home based
Application Deadline:	2 weeks from posting on job site

Please note that UNDP is not in the position to accept incomplete applications - please make sure that your application contains all details as specified below in this notice.

1. Background

As part of UNDP's technical leadership on COVID-19 socioeconomic recovery for the UN system, it launched – along with initiating partners the UN Global Compact and the International Chamber of Commerce and strategic partners DHL, Microsoft and PwC – **the COVID-19 Private Sector Global Facility**. The Global Facility is a coherent mechanism for engaging, collaborating with, and supporting the private sector in the wake of the COVID-19 pandemic, guided by the Sustainable Development Goals as well as the Ten Principles of the UN Global Compact.

As the economic consequences of the COVID-19 pandemic have been vast, especially for micro-small- and medium-sized enterprises (MSMEs) around the world, **UNDP with its partners at the Global Facility is working to enhance the resilience of MSMEs**. Driven by the vision of empowering MSMEs as the principal agents of economic transformation to recover better towards more equitable and greener economies, the Global Facility provides support to MSMEs through three distinct solution areas. Through these three strategic areas of support, the Global Facility will provide capacity building and preparedness to MSMEs to help bridge the crisis and seize the opportunity for an economic transformation towards resiliency and sustainability, with MSMEs as the foundation for the new economy.

- 1) **Empower MSMEs with digital capabilities**, and support them in this period of accelerated digital transformation
- 2) **Connection to markets**, including trade facilitation, sustainable public procurement, and bridging the gap for upstream projects targeting MSMEs
- 3) **Lowering the barriers for accessing capital**, including addressing information deficits between financial institutions and MSMEs

In operationalizing this vision, the Global Facility has refined its approach as an innovative partnership platform – under the guidance of an Operations Management Committee composed of the initiating partners – where public and private actors can convene to co-create novel, integrated solutions to address complex challenges requiring a diversity of perspectives, expertise, and domains of action.

In order to sustain the ongoing work of the Global Facility, reliable resourcing is required on two fronts:

- **Platform funding** to support the innovative global partnership platform to identify, design and incubate Solutions to support SME resilience
- **Solution-based funding** to accelerate and scale access to the co-created Global Facility Solutions within countries based on the local context

2. Scope of Work and Activities

The overall objective of this assignment is to secure philanthropic and/or public resources for the platform funding component to sustain this innovative partnership at the global level.

3. Expected Outputs and Deliverables

Under the supervision of the Director, UNDP Istanbul International Center for private Sector in Development (IICPSD) , the Resource Mobilization Advisor will specifically:

- Develop a resource mobilization strategy including donor landscape mapping, appropriate for the needs of the Global Facility's partnership platform;
- Produce a unified donor pitch based on a resource mobilization workshop with donors and partners of the Global Facility;
- Secure at least 2 donors to provide funding for the global partnership platform through conducting further donor outreach and tailoring pitches as necessary.

Description of deliverables	Target delivery dates	Payment schedule
A resource mobilization strategy including donor landscape mapping, appropriate for the needs of the Global Facility's partnership platform is developed, presented to the Global Facility partners and finalized based on the feedback provided.	1 month after contract signature (approx. 12 working days)	40% of the original contract
A unified donor pitch is produced based on a resource mobilization workshop with donors and partners of the Global Facility and finalized based on the feedback provided.	2 months after contract signature (approx. 6 working days)	20% of the original contract
Funding from at least 2 donors secured for the global partnership platform	6 months after contract signature (approx. 12 working days)	40% of the original contract

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4. Competencies:

Corporate competencies:

- Demonstrates integrity by modeling the UN's values and ethical standards
- Promotes the vision, mission, and strategic goals of UNDP;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Treats all people fairly without favoritism;
- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment

Functional competencies:

- Strong interpersonal skills, communication and diplomatic skills, ability to work in a team
- Openness to change and ability to receive/integrate feedback
- Ability to work under pressure and stressful situations
- Strong analytical, reporting and writing abilities
- Excellent public speaking and presentation skills

5. Qualifications

Academic Qualifications/Education:

- Masters-level qualifications in international affairs, development finance, public / business administration, economics, or related fields is required.
- Bachelor's degree in international affairs, development finance, public/business administration, economics, or related fields with additional 5 years of relevant professional experience might be considered in lieu of Master's Degree.

Experience:

- At least 10 years of professional work experience in resource mobilization, especially for innovative partnerships and partnership platforms, including a knowledge of donor priorities and outreach strategy is required.
- Demonstrated experience with donor communication including pitch and proposal development is a must.
- Familiarity with and experience in supporting public-private partnerships is highly desirable.

Language skills:

- Excellent writing, editing, and oral communication skills in English is a must
- Knowledge of other UN languages is an advantage, but not a requirement.

6. Evaluation of Applicants

Individual consultants will be evaluated based on a cumulative analysis **taking into consideration the combination of the applicants' qualifications and financial proposal.**

The award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- a) responsive/compliant/acceptable, and
- b) Having received the highest score out of a pre-determined set of weighted technical (P11 and cover letter desk review) and financial criteria specific to the solicitation.

Technical Criteria - 70% of total evaluation – max. 70 points:

Criterion A –At least 10 years of professional work experience in resource mobilization, especially for innovative partnerships and partnership platforms, including a knowledge of donor priorities and outreach strategy – Max points: 15;

Criterion B – Demonstrated experience with donor communication including pitch and proposal development - Max points: 10;

Criterion C - Familiarity with and experience in supporting public-private partnerships - Max points: 10;

Criterion D - Excellent writing, editing, and oral communication skills in English- Max points: 5;

Criterion E: Knowledge of other UN languages – Max points: 10;

Criterion F – Methodology on the proposed approach and implementation of the assignment – Max points 20

Only candidates who will get at least 70% of points in Criteria A-F will be considered for the Financial Evaluation.

7. Application procedures

The application submission is a two-step process. Failing to comply with the submission process may result in disqualifying the applications.

Step 1: Interested candidates must include the following documents when submitting the applications (Please group all your documents into one (1) single PDF attachment as the system only allows upload of one document):

- **Cover letter** explaining why you are the most suitable candidate for the advertised position
- **Methodology / brief approach** on how you will approach and conduct the work.
- **Filled P11 form** or CV including past experience in similar projects and contact details of referees

(blank form can be downloaded from:

http://www.eurasia.undp.org/content/dam/rbec/docs/P11_modified_for_SCs_and_ICs.doc);

Step 2: Submission of Financial Proposal - Only shortlisted candidates will be contacted and requested to provide a financial offer.

Incomplete applications will not be considered. Please make sure you have provided all requested materials.

8. Terms of Payment

The assignment is based on a lump sum contract amount and payment is based only upon the certification and acceptance of the deliverables received as indicated in the ToR. In the event of non-performance and pre-termination where payments cannot be made in full or may have to be suspended, the final payment will be pro-rated against received and accepted deliverables.

***Payments** will be made only upon confirmation of UNDP on delivering on the contract obligations in a satisfactory manner.*

*Individual Consultants are responsible for ensuring they have **vaccinations**/inoculations when travelling to certain countries, as designated by the UN Medical Director. Consultants are also required to comply with the UN **security directives** set forth under dss.un.org*

***General Terms and conditions** as well as other related documents can be found under: <http://on.undp.org/t7fJs>*

*Qualified **women** and members of **minorities** are encouraged to apply.*

Due to large number of applications, we receive, we are able to inform only the successful candidates about the outcome or status of the selection process.