**UNFPAlogo**

**Terms of Reference**

**Programme Title:** Recourse Mobilization and Partnerships

**Post Title:** Resource Mobilization and Partnerships Associate

**Post Level: Service Contract,** SB3/Q3

**Position number:** 10XXXX

**Duration of the service:** one yearwith possible extension

**Duty Station:** Kyiv

Full/part time: Full time

**The position:**

Under the supervision of the Program Analyst, Resource Mobilization and Partnerships, Resource Mobilization and Partnerships Associate contributes to the development of partnerships and mobilizing resources to support implementation of UNFPA Ukraine Programme.

**How you can make a difference:**

UNFPA, the United Nations Population Fund, is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person’s potential is fulfilled. The Fund operates globally since 1969 in more than 150 countries and territories. UNFPA focuses on women and young people because these are the groups whose rights are often compromised. UNFPA has been active in Ukraine since 1997.

In accordance with the organisational mandate and national development priorities of Ukraine, UNFPA implements a country programme of technical assistance to Ukraine for 2018-2022. Among several priorities, the country programme seeks to contribute to the development of a robust national system of response and prevention of domestic and gender-based violence (GBV), ensure access to quality sexual and reproductive health (SRH) services, enhance resilience and develop capacities of young people.

Since the start of the large-scale military invasion of Russia into Ukraine in February 2022, UNFPA implements a comprehensive nationwide Humanitarian Response Plan to provide life-saving GBV and SRH services to women and girls across Ukraine.

UNFPA is seeking highly-motivated candidates who share our values, are innovative, committed to excellence and keen to transform, inspire and deliver high impact and sustained results.

**Job Purpose:**

Under the overall guidance and direct supervision of the Program Analyst, Resource Mobilization and Partnerships Associate supports the overall effort to build partnerships and mobilize an appropriate and sustainable funding base in the UNFPA Ukraine Country Office.

Resource Mobilization and Partnerships Associate works in a client, quality and results-oriented manner in close collaboration with all units of the UNFPA Ukraine Country Office (CO) and external partners, including international donors, international financial institutions, civil society organizations, national and local governments, municipalities to ensure smooth operation of the Resource Mobilization and Partnerships unit work.

Resource Mobilization and Partnerships Associate plays a vital role in mobilising resources and building partnerships, with specific focus (but not limited to) on Youth programme and engagement with Corporate sector. S/he supports the Programme Analyst by providing the information and recommendations required to make decisions and build relationships with internal and external partners.

**Major Duties and Responsibilities:**

* Provide support in preparation of concept notes and project proposals, briefing notes and reports;
* Ensure efficient monitoring of the implementation of the current projects, analysis of the gaps and needs for additional financial resource and partnerships to be established;
* Ensure full compliance with donor requirements and provision of timely advice to the programme team on those;
* Analyse potential new donors/ partners for effective implementation of the UNFPA Ukraine Programme in a timely and high-quality manner;
* Communicate with donors and partners on start and implementation of the projects;
* Engage in negotiations with partners, including national/ local state stakeholders, civil society organizations, corporate sector representatives, think-tanks etc. (knowledge of local context/ language required);
* Ensure timely analysis of the national strategies and action plans;
* Ensure high-quality coordination of work with corporate sector, including through individual projects and Corporate Alliance work, knowledge platform for corporate sector management;
* Conduct analysis of corporate sector partners, including their priorities in terms of social responsibility, and current and previous engagements/ donations with UN;
* Perform due-diligence assessment for potential corporate sector partners as per UNFPA policies and guidance;
* Engage in development and participate in the monitoring missions, project launch events, and other events as required;
* Ensure accurate records and data management related to resource mobilisation and partnerships management;
* Contribute to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, good practice of Resource Mobilization and Partnerships;
* Perform other tasks as requested by the Program Analyst and UNFPA senior management.

**Qualifications and Experience:**

* Minimum 3 years of relevant professional experience in resource mobilisation, building partnerships, project planning, monitoring, coordination, finance and/or other related fields;
* Experience of working with international organisations or multilateral technical assistance projects;
* Excellent communications, networking and analytical skills;
* Strong knowledge of outcome-oriented approach in project design, delivery and reporting;
* Excellent writing skills in English and Ukrainian, proven ability to present complex ideas in a coherent, clear and effective manner;
* Proficiency in MS Office package, Google applications;
* Familiarity with UN procedures and working methods, particularly with UNFPA agenda, policies and procedures will be a benefit;
* Knowledge of humanitarian-development nexus and/or areas related to the UNFPA mandate (gender-based violence, sexual and reproductive health, population and development, gender equality) will be a strong asset.

**Education:**

Master’s Degree in International Development, Management, Economics, Finance Journalism or in the area of social studies, gender studies or political science.

**Languages:**

Fluency in English and Ukrainian.

**Required Competencies:**

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| **Values:**   * Exemplifying integrity * Demonstrating commitment to UNFPA and the UN system * Embracing cultural diversity * Embracing change | **Functional Competencies:**   * Advocacy/ Advancing a policy-oriented agenda * Leveraging the resources of national governments and partners/ building strategic alliances and partnerships * Delivering results-based programmes * Internal and external communication and advocacy for results mobilization |
| **Core Competencies:**   * Achieving results * Being accountable * Developing and applying professional expertise/business acumen * Thinking analytically and strategically * Working in teams/managing ourselves and our relationships * Communicating for impact | **Managerial Competencies:**   * Providing strategic focus * Engaging in internal/external partners and stakeholders * Leading, developing and empowering people, creating a culture of performance * Making decisions and exercising judgment |

Incumbent’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Immediate Supervisor’s Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Head’s of Office Name & Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_