**Term of Reference (TOR)**

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**Job Title: Strategic Partnership & Resource Mobilization Coordinator**

**Level:**[**Consultant**](http://www.unfpa.org/resources/united-nations-staff-categories)

**Contract Type: Consultancy**

**Closing date: 12 December 2017 - 5:00pm (Dili time)**

**Duty Station: Dili, Timor-Leste**

**Duration: 11 Months**

**Organizational Setting:**

The post is located in the UNFPA Timor-Leste Country Office in Dili. The incumbent will report to the UNFPA Representative and will carry out cross sectoral functions in partnership development and resource mobilization. S/he will support the Representative and Country Office program team with the smooth and timely implementation and technical input of the Country Programme activities and CO and IP capacity building, in accordance with UNFPA policies and procedures.

**Job Purpose:**

The Strategic Partnership and Resource Mobilization Coordinator substantially contributes to the formulation, coordination and management of T-L Country Programme implementation, monitoring and evaluation in close coordination with the program team. This includes ensuring the integration of population, sexual and reproductive health, gender based violence, youth and gender dimensions in the broader development agenda. S/he engages national counterparts, bilateral and multilateral donor agencies and development partners, civil society organizations and community based organizations to facilitate delivery of the country Programme.

The Coordinator analyses and assesses relevant political, social and economic trends and provides substantive technical inputs to project formulation and evaluation, joint programming and initiatives and national development frameworks. S/he guides and facilitates the delivery of UNFPA’s programmers by monitoring results achieved during implementation.

**Main Tasks and Responsibilities**

1. **Programme**

Develops new programme and projects in substantive areas; expands the range of UNFPA deliverables from existing projects and research areas, such as the Demographic and Health Survey and originates new project portfolios within ICPD (International Conference on Population and Development) and SDG (Sustainable Development Goals) agendas based on national priorities; in the context of the UNFPA supported Country Programme recommends areas of population assistance on the basis of continuous review and analysis of demographic health and socio-economic and national population policies. Creates knowledge by monitoring/analyzing on-going Programme and projects, documents lessons learned best practices and replicable strategies and actively shares and applies this knowledge.

1. **Partnership and Advocacy**

Maintains a continuous flow of information with government and donors and pursues innovative ways to maintain and create new partnerships; participates in the UN system joint initiatives in the country as part of broader UN reforms initiatives; participates in the Delivering as One (DaO) activities by providing substantive inputs to facilitate policy dialogue and incorporation of these policies into plans and strategies. Contributes to the resource mobilization strategy by analyzing information on potential donors, preparing substantive briefs and project proposal in line with donor priorities????.

1. **Resource Mobilization**

Actively develops and explores partnership with potential donors seeking to encourage their commitment to UNFPA. This includes both traditional and newly established donors and funding mechanism (through traditional donors, the UN, World Bank, donor special programmes, private sector and foundations) and analyses specific funding trends and patterns which can assist in predicting donor interest in UNFPA Programmes.

**Qualifications and Experience**

**Education:**

Advanced University degree in public health, health policy, medicine, sociology, demography, gender, economics, international relations, international development, public administration, management or other related field.

**Knowledge and experience:**

Minimum of 7 years of increasingly responsible professional experience in development work. substantive knowledge and practical experience in population, sexual and reproductive health, youth and gender programming.

Excellent communications and writing skills in English

Proficiency in SPSS

Proficiency in current office software applications

**Languages:**

Fluency in English is required

Knowledge of Tetum, Bahasa and Portuguese is a strong asset.

**Other desirable skills**

Takes initiative, strong conceptual and analytical abilities, sound judgement, strong interest in development work, particularly in IPCD and SDG mandates and the principles of the United Nations.

**Required Competencies**

**Values:**

* Exemplifying integrity
* Demonstrating commitment to UNFPA and the UN system
* Embracing diversity in all its forms
* Embracing change

**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

**Functional skills set:**

* Building Strategic Partnerships
* Resource Mobilization
* Job Knowledge/ Technical Expertise
* Personal Leadership and Effectiveness

**Major Activities/Expected Results**

Under the supervision of the Representative, the incumbent will:

* Keeps abreast of current political and social environment and trends in Timor-Leste in terms of their ability to affect the development of right-based reproductive health and population policies and programmes in the country.
* Analyzes political, economic and social risk factors that may adversely affect the achievement of the goals of the 3rd country Programme and develops strategies for minimizing them;
* Analyzes and communicates the analysis of such trends to the Representative, Assistant Representative and the National Programme Analysts/Officers in order to help guide them in terms of providing advocacy and policy advise;
* Analyzes the work of other partners and interest groups working in the areas of reproductive health, GBV and population in Timor-Leste and assesses their impact of UNFPA’s ability to achieve the goals of 3rd Country Programme;
* Provide substantives inputs to the program team for UNFPA works on high level advocacy such as the National Parliament ( Women Parliamentarian group and Committee F and G, Office of the President of RDTL , First Lady office and Office of the Prime Minister);
* Helps to identify key partners, both institutions and individual from the public and private sectors, to mobilize support for rights-based reproductive health and population principles and programmes;
* In collaboration with the General Directorate of Statistics coordinate and encourage partners to undertake cooperative and mutually-reinforcing activities opportunities for further data analysis of the Census, DHS 2016 and other surveys and effectively communicate and update partners with data, information and analysis;
* Identifies the need and strengthen the capacities if counterparts/partners to effectively advocate for the SDGs and ICPD goals and proposes remedial interventions to this effect
* Creates, update and maintains user-friendly databases on networks of organizations/institutes/individuals and all existing and potential partners of UNFPA Timor-Leste as well as maintain neutral working relations with them to support delivery of the 3rd Country Programme;
* Advocates and supports resource mobilization efforts of the Country Office by analyzing information on potential donors, preparing relevant documentation, i.e. project summaries, policy briefs, conference papers, speeches, donor profiles and participating in donor meetings and public information events;
* Development of donor proposals in close coordination with the program team and in the preparation of progress reports;
* Oversee timely and high-quality compliance with donor reporting requirements by Country Offices, including through the Donor Agreement and Report Tracking System (DARTS);
* Oversee full utilization of donor contributions, review donor-funded Programme implementations bottlenecks, challenges and opportunities and suggest solutions to improve results-based implementation and reporting;
* Represents UNFPA in meetings, fora and collaboration frameworks in specific area of assignment;
* Undertake other official tasks are required.

**How to apply**

* An application letter to apply for this consultancy, as well as a curriculum vitae/resume, and P11 must be sent by E-mail to [jossoares@unfpa.org](mailto:jossoares@unfpa.org) by **12 December 2017. The consultant must also register on UNFPA consultant roster link:** <http://www.unfpa.org/unfpa-consultant-roster>.