**TERMS OF REFERENCE FOR**

**INDIVIDUAL CONSULTANT**

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| **Terms of référence for the recruitment of an individual consultant to support on resources mobilization strategies from the private sector for the 9e Country Program Document (CPD)** | |
| Hiring Office: | UNFPA Burundi |
| Purpose of consultancy: | The UNFPA Burundi Country Office intends to build resource mobilization strategy for its 9e country program (2024-2027) Burundi-UNFPA under approval process. Therefore, the Burundi Country Office requested technical support from the ESARO Resource Mobilization and Partnership Unit to visit the Burundi Country Office from 09-14 July 2023. The mains objectives of their mission are as follow:  • Discuss roles and responsibilities for RM unit and other units in the country office;  • Agree on 2023 - 2024 resource mobilisation priorities;  • Assist on the Resource mobilization Strategy;  • Support the development of an operational plan for the resource mobilisation unit for 2023 and 2024;  •Support the country office to unpack the newly developed resource mobilisation strategy and donor mapping study to help ensure it is aligned to the CO CPD and 2023- work plan.  The mission will be conducted in an intensive English work where some important topics might not be captured by colleagues within the week.  **In this context, the purpose of the consultancy is to support the country office in structuring and finalizing the strategy both in English and French and customizing the document by taking in consideration, local environment and lessons learned from past experiences, especially in the private sector.** |
| Scope of work:  *(Description of services, activities, or outputs)* | Based on the training materials on Resource Mobilization, CPD9, past experiences and lessons learned in a private sector and non-government organization, the consultant will have the following activities:   1. Structuring the resource mobilization strategy and finalizing the document and the corresponding annexes, both in English and French. **Output expected**: final documents in hard copies and electronical version. 2. Writing a short PowerPoint presentation on resource mobilization that will be shared with potential donors during fundraising meetings. **Output expected**: final electronical powerpoint presentation. 3. Proposing and conceiving some factsheet (in French and English) with main important information of the CPD9 in order to capture the attention of the donors. **Output expected**: final documents in hard copies and electronical version. |
| Duration and working schedule: | The consultancy will last for one calendar month (3rd july-2nd august 2023). |
| Place where services are to be delivered: | Services must be delivered at UNFPA main office in Bujumbura |
| Delivery dates and how work will be delivered (*e.g.,* electronic, hard copy etc.): | Deliveries are expected by the end of the consultancy both in hard copy and electronically. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | While final deliveries are expected at the end of the consultancy period, for purpose of follow up and review during the course of the work, a mechanism will be set up to convene on the way the supervisor will monitor the progress toward the goals. The formal monitoring may be agreed every two weeks beside daily discussions and meetings. |
| Supervisory arrangements: | The consultant will work under the leadership of the Representative and the technical support of the Program Coordinator who is the focal point of resources mobilization strategy. He/she will be supported by the entire UNFPA Burundi team as well as ESARO regional team involved resource mobilization. UN Inter-agency groups such as inter-agency communication group will be also the entity that will serve as a favorite environment where outputs will benefit for UNFPA country office. |
| Expected travel: | Yes, missions may be carried out in the main cities within the country. |
| Required expertise, qualifications, and competencies, including language requirements: | 1. **Qualification and expertise**   Below qualification and expertise are required:   * Master’s in business administration, Economics, Finance, Project management including in humanitarian settings; * At least 10 years work experience in financial institutions or private companies including UN agencies as well as non-government organization engaged in sustainable development, * Demonstrated expertise in partnership building and resources mobilization: * Ability to advocate to potential donors and partners on mandate UNFPA’s mandate and the impact of their commitments on the implementation of the 9th program development Burundi-UNFPA.  1. **Competencies :**   Ability to communicate fluently with partners and stakeholders;  Familiar with computer and information technology applications skills;  Demonstrated results in partnership building and creation of alliances;  Proactive and solution oriented behaviors;  Analytical competencies and ability on the environment scanning;  Adapt to changes and capability to work in a multicultural environment;  Respect of diversity and open mind to learn from others.   1. **Language requirements :**   The consultant must be fluent in English and French. Another UN language may be an asset. |
| Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable: | UNFPA will make available a working space with internet connectivity as well as all necessary 8th and 9th country programme documents and its annexes. Transport will be provided as well as daily substance allowance in case of mission on the fields. |
| Other relevant information or special conditions, if any: | The consultant will be paid on the satisfactory service deliveries basis at the end of the consultancy. The technical supervisor will be responsible for consultant’s work evaluation. A lumpsum will be negotiated for the duration of the contract. This means no other entitlements will be expected apart from the lumpsum. The consultant will be responsible for medical insurance during the period of the contract.  COA: BDIO8ACP/40500/PU0074/FPA90/PLAIDOYER/71300 |
| Signature of Requesting Officer in Hiring Office: Kacou Pierre Konan, Program Coordinator, UNFPA Burundi  Date: 22/07/2023 | |