

**UNOPS****Terms of Reference****I. Post Information**

Position Area: **Partnerships**
Position Level: **Specialist**
Position Function: -
Organizational Unit: **HTOC**
Duty Station: **Port-au-Prince, Haiti**
Reports to: Director
Source of Funding
(project/non-project): 100% MB

Current Grade:
Proposed Grade: ICS 10
Approved Grade:
Post Classified by:
Classification Approved by:
Title: Partnerships Specialist

II. Organizational Context

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organizations.

Under the overall guidance and direct supervision of the **Country Director & Representative** and the Head of Programme, and in close coordination with the Regional Office and the Partnerships Group, the partnerships Specialist is responsible for developing and implementing the partnership and programme development plan for the offices and countries managed by the Country Director.

III. Functions / Key Results Expected

1. Partnership and programme development planning
2. Development and follow up of partnership opportunities
3. Representation, inter-agency collaboration and partnership development
4. Knowledge management and innovation

1. Partnership and programme development planning

- Develop a comprehensive partnership and programme development plan in line with UNOPS Strategic Plan and Regional Strategies. This includes country context, analysis of the regional and national development and humanitarian landscape, identification of main partners, strategic positioning of UNOPS in the potential operational niches identified, as well as grow a pipeline opportunities for all countries in scope of the UNOPS Country Office or the HQ Partnership Group. Ensure plan reflects in-house capacity, typology of projects and the internal tools and knowledge resources.
- Examine risks and opportunities presented by the strategic positioning of the Country office and propose appropriate responses to ensure sustainable growth.
- Coordinate and collaborate with relevant Partnerships personnel at local, liaison and HQ level, as well as Project Managers and project personnel of the country offices covered by the office, to ensure aligned and coherent interactions with partners.

2. Develop opportunities

- Monitor and evaluate humanitarian and development trends and needs to identify areas of collaboration within UNOPS mandate and existing capacity.
- Research events, publications and announcements, to track and screen opportunities for possible UNOPS interventions and identify trends that will drive partnership opportunities.
- Provide advice and feedback to UNOPS HQ and Regional Office on the development of framework partnership agreements that can increase opportunities at the regional level.
- Contribute to the identification, design, formulation and negotiation of new projects and programs and draft concept notes and project document briefs for discussion with partners.
- Create and maintain oneUNOPS opportunities and engagement functionalities in alignment with UNOPS corporate guidelines.
- Coordinate technical and financial requirements, and negotiate proposals to close new project opportunities.
- Drafts agreements and/or contractual documents required for the signature and implementation of new projects.
- Understand and clearly explain UNOPS pricing policy to partners.
- Contribute to the diversification of the Country Office in line with UNOPS strategic and Regional objectives.
- In coordination with the Communications and Reporting personnel, when available, gather content for communications and outreach materials for any countries managed within the scope of the UNOPS office or by the Partnerships Group.

3. Representation and inter-agency partnership

- Establish and further develop partnerships with UN agencies, international organisations, governments, foundations, international NGOs and private sector organisations to diversify project opportunities within the Country Office.
- Undertake advocacy, public information and communication activities in collaboration with the Communications Officer, when required.
- On behalf of the Country Office Director and/or Head of Programme, participate in and report on the relevant inter-agency, donor and government coordination meetings including addressing project development issues in consultation with UNOPS project managers and technical experts when required. Take part in UN common planning and programming processes, including strategic country analysis, OneUN Plan/ISF, UNSDCF,, response plans, etc.

- Build a network of key partners, keeping abreast of evolving trends (social, economic, and political), including the application of innovation to project and partnership development.

4. Knowledge management and innovation

- Implement standards, tools and templates provided by HQ to effectively manage partnership and project development within the team to enhance/maintain UNOPS effectiveness as a provider of project services for sustainable results.
- Contribute to the ongoing research, development and implementation of best practice and innovative approaches to maximise performance and sustain achievements in project and partnership development.
- Help build partnerships capacity and negotiation skills among project managers
- Contribute to the dissemination and sharing of best practices and lessons learned for planning and knowledge building within project and partnership development.
- Provide regular feedback on existing systems, tools and resources to ensure its relevance to day-to-day operations.

IV. Impact of Results

The effective and successful achievement of results by the Partnerships Specialist impacts on the performance of the Country Office by maintaining a robust and diverse pipeline of project opportunities, which leads to sustainable growth of the UNOPS' presence and strengthens the achievements of UNOPS management results and the fulfilment of its mandate.

V. Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.




Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).

| | |
|---|---|
|  | Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries. |
|  | Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements. |
|  | Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving. |
|  | Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground. |

| VI. Recruitment Qualifications | |
|--------------------------------|--|
| Education: | <p>A Master's degree in a relevant field such as Business Administration, Public Administration, International Development, Engineering, Political Science, Communications, International Relations, or other relevant fields.</p> <p>A combination of Bachelor's degree with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above.</p> |
| Experience: | <p>At least 5 years of experience in partnerships, communications, business development, marketing or other related fields, including demonstrated experience following areas:</p> <ul style="list-style-type: none"> • Developing and executing partnership and/or alliances. • Proposal writing. • Projects and/or business development, • Project and programme management experience is an asset • Establishing partnerships with UN agencies, international development organisations, governments, foundations, international NGOs or private sector organisations is an asset. • Marketing and/or communications experience is an asset. • Prior experience working in international organisations, international development, post-disaster and/or emergency contexts would also be an advantage; |

| | |
|------------------------|--|
| | <ul style="list-style-type: none"> ● International exposure, including in contexts of fragility, and UN experience is highly desirable. |
| Language Requirements: | Full working knowledge of English and French is essential. Fluency in creole and/or spanish are an asset. |

| VII. Signatures- Post Description Certification | | |
|---|------------|-------|
| Incumbent <i>(if applicable)</i> : | | |
| Name: | | |
| Title: | Signature: | Date: |
| Supervisor: | | |
| Name: | | |
| Title: | Signature: | Date: |
| Chief Division/Section: | | |
| Name: | | |
| Title: | Signature: | Date: |