**Externally funded internship/FELLOWSHIP**

**TERMS oF reference**

**I. Identification of the post**

Title: Resource Mobilisation and Partnership Reporting Analyst

Sector of assignment: Resources Mobilisation

Organizational unit: Programmes

Country and Duty Station: Sierra Leone, Freetown

Expected duration: 9 months

Expected starting date: April, 2023

Supervisor’s name: Pa Lamin Beyai

Supervisor’s title: Resident Representative

**II. CORPORATE BACKGROUND:**

UNDP works in about 170 countries and territories, helping to eradicate poverty, reduce inequalities and exclusion, and build resilience so countries can sustain progress. As the UN’s development agency, UNDP plays a critical role in helping countries achieve Sustainable Development Goals.

**III. RECEIVING OFFICE BACKGROUND:**

Development challenges in Sierra Leone are as diverse and complex as the country itself. To respond to these challenges, UNDP in Sierra Leone concentrates its efforts on building the country’s capacity to promote inclusive, green, and pro-poor growth, effective governance, and sustainable and resilient development. We help our partners in identifying relevant solutions to complex development challenges and offer policy and implementation services to address these challenges.

**III. DUTIES:**

Under the guidance and overall supervision of the Resident Representative with the day-to-day supervision of the Deputy RR, the Resource Mobilization and reporting Analyst supports the CO Management in the overall effort to build partnerships and mobilize an appropriate and sustainable funding base for the CO. The Resource Mobilization Analyst implements the CO resource mobilization and partnership strategy, conducts donor intelligence, contributes to the strengthening of the UNDP position within the UN family, and develops strategic partnerships with the government, donors, private sector, and CSO. The Analyst also coordinates and leads all programmatic and project reporting obligations.

All the activities are implemented in close cooperation with other Management Support staff, Programme, Operations and other Teams. The Resource Mobilization and Reporting Analyst maintains a network with colleagues from UNDP, UN Agencies, Government officials, multi-lateral and bi-lateral donors, the private sector, and civil society.

The Intern/Fellow will assist in the following duties and responsibilities:

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| **No** | **Duties and responsibilities** | **% of time** |
| 1 | **Implements strategies and policies related to RM and partnerships building**   * Synthesis of proposals and provision of inputs to the development and implementation of a donor intelligence strategy, RM strategy, Client Relationship Management strategy under the supervision of direct supervisor. Implementation of strategies; * Analysis and assessment of CO opportunities for resource mobilization; * Identification of opportunities in the country based on partner-specific intelligence and the competitive landscape and where the CO competency strengths overlap with partner/client needs; * Analysis of key development and sectoral policies currently being discussed and implemented in the country and key donors willing to support these policies; * Drafting and revision of agreements with donors. Monitoring of overall implementation of agreements; * Analysis of the level of CO engagement with each donor: type and level of contact and particular areas of interest; * Identification of emerging sources of funding; assessment of their current usage and potential for the future; * Participation in the development of specific donor fund-raising strategies and approaches; * Conduct of a Competitive Landscape Analysis of partners, their priorities and characterization of their relationships/partnerships; * Negotiation of mutually beneficial agreements, compliance with partner requirements, including reporting requirements; * Coordinates and leads all programmatic and projects reporting obligations and requirements; * Writes proposals that respond to funding instruments within the UN system as well as externally; * Develops and implements a private sector engagement strategy and resource mobilization strategy; | **%** |
| 2 | **Strongly positions UNDP in the UN family:**   * Identification of opportunities for UNDP in its relationship with other UN Agencies, IFIs, private sector, and bilateral partners; * Provision of inputs to the development and implementation of CO strategy for partnering with UN Agencies around SDGs, and other joint programming for the implementation of UN Reform; | **%** |
| 3 | **Facilitate knowledge building and knowledge sharing as required by the organization**   * Support other/ad hoc activities as seen relevant and needed. * Identification and synthesis of best practices and lessons learned directly linked to resource mobilization and partnership-building activities; * Contributions to knowledge networks and communities of practice; * Organization of training/briefing for the CO staff on resource mobilization issues; | **%** |

**IV. REQUIREMENTS AND QUALIFICATIONS**

**Education:**

Candidates must meet one of the following educational requirements:

* currently in the final year of a Bachelor’s degree; or
* currently enrolled in a postgraduate programme (such as a Master’s programme or higher); or
* have graduated no longer than 1 year ago from a university degree or equivalent studies.

Field of study: **Development Studies, Sociology, Project Management, Economics, Sustainable Human Development,**  or equivalent.

**IT skills:**

* Knowledge and a proficient user of Microsoft Office productivity tools;
* Excellent Time Management
* Attention to detail
* Ability to creatively solve problems
* Good analytical skills in developing and implementing resource mobilization strategies
* Ability to work effectively in teams
* Ability to prioritize workload and demonstrate deliverables/outcomes.
* Initiative taker, self-motivation and a commitment to continuously work results oriented
* Negotiation, communication and interpersonal skills.
* Good understanding of reporting processes.

**Language skills:**

* Excellent knowledge of English, both spoken and written is required;
* Knowledge of any other UN Language is an advantage.

**Other competencies and attitude:**

* Interest and motivation in working in an international organization;
* Good analytical skills in gathering and consolidating data and research for practical implementation;
* Outgoing and initiative-taking person with a goal-oriented mind-set;
* Communicates effectively when working in teams and independently;
* Good in organizing and structuring various tasks and responsibilities;
* Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
* Responds positively to feedback and differing points of view;
* Consistently approaches work with energy and a positive, constructive attitude.