



TERMS OF REFERENCE

- Position:** Partnerships and Resource Mobilization
- Duration:** September – December 2021
- Time:** The assignment will be full time with an expected workload of 40 hours per week
- Where:** UNFPA Bangladesh Country Office

Who we are

United Nations Population Fund, UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every birth is safe, and every young person's potential is fulfilled. UNFPA's Headquarters are located in New York. The Fund works in over 155 countries around the world. For more information about our work, please visit our website at www.unfpa.org. For more information on UNFPA's work in Bangladesh, please visit our website at www.unfpa.bgd.org

Under the direct supervision and guidance of the Representative, the incumbent will assist the Country Office with partnership management and resource mobilization. The position will include the following tasks outlined in greater detail below.

Tasks and Responsibilities

A specific work plan with intended achievements and learning outcomes for the duration of the assignment will be agreed upon with the supervisor.

Support will be provided to the development and implementation of strategies to increase and widen the funding base and partnerships of UNFPA. Tasks include:

- Contribute to launching and implementing the partnership and resource mobilization strategy;
- Assist in developing messaging and arguments to support and strengthen the investment case for UNFPA's mandate areas;
- Contribute towards generating, maintaining and updating cutting-edge and time-sensitive government donor intelligence to underpin and inform targeted, timely and effective outreach;
- Assist in monitoring and reporting on funding trends, funding mechanisms, political developments and emerging opportunities, providing an important source of information and knowledge;
- Work closely with programme teams to unravel resource mobilization needs;
- Work closely with the Representative to identify key needs of individual territories and donors.
- Create a plan for travel and fundraising events and execute these trips and events flawlessly (including all day-of event logistics, such as briefing materials, travel arrangements, etc.);



- All information about the donor pipeline is tracked, reported and provided at the right time and when needed.
- All engagement, correspondence, solicitations and funds from donors is timely and is tracked accurately in a database created and maintained.
- Assist and provide meeting support to Representative with principal prospects.
- Support tracking of prospects and donors within region to ensure appropriate cultivation, solicitation, negotiation and stewardship.
- Lead preparation of development-related communication including correspondence, proposals, spreadsheets, reports and briefing memos.

Qualifications and Experience

Your Education:

Applicants to UNFPA's internship programme must at the time of application meet one of the following requirements:

- A. Be enrolled in a postgraduate degree programme (such as a master's programme, or higher) in a Nordic University;
- B. Be enrolled in the final academic year of a first university degree programme (such as bachelor's degree or equivalent) in a Nordic University;
- C. Have recently graduated with a university degree (as defined in (A) and (B) above) from a Nordic University and, if selected, must start the internship within one-year of graduation;
- D. Be enrolled in a postgraduate professional traineeship programme in a Nordic University and undertake the internship as part of this programme.

Languages:

Fluency in English is required. Knowledge of other languages is an asset.

Other aspects:

Interns do not receive a salary or any other form of remuneration from UNFPA. The costs associated with an intern's participation in the programme must be assumed either by the nominating institution, which may provide the required financial assistance to its students, or by the students themselves, who will have to meet living expenses as well as make their own arrangements for accommodation, travel and other requirements. However, they receive a stipend to help cover basic daily expenses related to the internship, if not financially supported by any institution or programme, such as a university, government, foundation, or scholarship programme. The amount of the stipend varies according to the duty station. In addition, applicants must have medical insurance for the duration of the internship. Proof of insurance will need to be submitted before the internship begins. UNFPA does not provide medical insurance for interns.