

TERMS OF REFERENCE FOR SHORT-TERM/CONSULTANCY CONTRACT

JOB TITLE:	Volunteer
TYPE OF CONTRACT:	Volunteer
UNIT/DIVISION:	PCR unit (Partnerships)
DUTY STATION (City, Country):	Islamabad, Pakistan
DURATION:	6 Months - September 2023 to February 2024

BACKGROUND AND PURPOSE OF THE ASSIGNMENT:

This volunteer position holds a supporting role in partnerships and she/he will report to the Head of Partnerships, Communications and Reporting. Due to an increasing amount of partnerships management following the ongoing emergency flood response and in view of the new Country Strategic Plan 2023-2027, Pakistan CO is in need of extra support to support partnerships work. The job holders primarily carry out day-to-day partnerships activities and research. They will support in engaging with internal stakeholders and a host of public, private sector and external entities. These can comprise governments, UN agencies, intergovernmental institutions and their member states, international financial institutions, individuals, corporations, foundations and NGOs

JOB PURPOSE:

To support the implementation of the Partnerships Action Plan by supporting and delivering a range of cross-cutting partnerships outputs, briefing notes, talking points, and research, etc.

ACCOUNTABILITIES/RESPONSIBILITIES:

1. Implement the work plan for an assigned area to enable WFP to identify, develop and strengthen quality partnerships in support of WFP strategic objectives.
2. Support in contributing to a partnerships portfolio, including partner profiling and outreach activities, with the aim to maximize resources and leverage policy and technical support for WFP's work; Support partner visibility and ensure partner conditions are met.
3. Use data to present managers with well-researched ideas to expand support from existing partners and to scope new partners, guided by programmatic assessment and context specific analysis with the aim to enhance the impact of WFP's work and diversify the resource base.
4. Solicit inputs, including operational updates, from other WFP entities to inform partner audiences on WFP's programmatic offering; Draft quality briefs and proactively highlight strategic issues to senior staff to inform best course of action and nurture partnership growth.
5. Gather and present internal and external data/information, using key information systems (e.g. Salesforce, WINGS, WFPGo), to support WFP's effective positioning vis-à-vis national governments, regional and international institutions with the aim to influence the policy agenda.
6. In the context of the UN system and multilateral fora, support the development of partnerships and joint events with member states, civil society and intergovernmental organizations to advocate for the SDGs and Zero Hunger on the global agenda and advance WFP priorities and objectives.
7. Support the PCR unit in the preparation of strategic agreements, briefing packages, joint strategies and MOUs in order to promote the SDGs and Zero Hunger on the national, regional and global agenda and to reach advantageous outcomes for WFP.
8. Contribute to preparedness actions, providing technical recommendations and guidance, and monitor defined risks.
9. Other as required.

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DELIVERABLES AT THE END OF THE CONTRACT:

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QUALIFICATIONS & EXPERIENCE REQUIRED:

Education: First University degree in International Relations, Public Relations, Development or other relevant field.

Experience: No former UN experience is required, however former job experience in an international organization or setting is considered an asset.

Knowledge & Skills: Strong partnerships skills are required. Former work experience with data analysis is regarded as an asset.

Languages: Fluency (level C) in English language

Certified by Hiring Manager (name/title) & signature):

..... **Date:**

Accepted by Short-term/Consultancy contract holder (name & signature):

..... **Date:**