

UNITED NATIONS CHILDREN'S FUND

UNICEF in Serbia is seeking qualified Individual Contractor to Support Fundraising Activities
Ref. Number: VN 27/ 505386

UNICEF in Serbia is seeking individual contractor to assist in development, implementation and evaluation of corporate fundraising activities in order to raise funds to support UNICEF Serbia Country Programme. The duration of the assignment is from July 2017 to June 2018, totalling 11, 5 months.

The closing date for applications is **27 June 2017**. The detailed Terms of Reference can be found on <http://www.unicef.rs/radite-sa-nama/oglasia-za-posao/>. Qualified candidates are requested to submit their application through <https://www.unicef.org/about/employ/?job=505386> by 27 June 2017, ref. job number 505386 Individual Contractor to Support Fundraising Activities.

The application must include the following:

1. Daily rate in RSD
2. CV

Important note: Incomplete applications will not be taken into consideration.

Only short-listed candidates will be contacted. UNICEF is committed to diversity and inclusion within its workforce, and encourages qualified female and male candidates from all national, religious and ethnic backgrounds, including persons living with disabilities to apply.

Background:

UNICEF Serbia Private sector fundraising strategy prioritizes regular monthly gifts from private individuals and corporate sector. Engagement of small and medium size enterprises in regular monthly gifts represents an important channel of regular income in support of the country programme for Serbia. UNICEF plans to expand this channel during 2017 and 2018.

Based on the previous performance and well established portfolio of corporate partners and private foundations, developed and cultivated nationally, the office will pursue corporate fundraising as the next priority path for income generation. Income growth through the development of new corporate partnerships ensures resource mobilization, in-kind business contribution, including services, products, technology, technical expertise, market outreach and communication capacities. The office plans to generate \$ 450,000 in 2017 and \$ 400,000 in 2018 from corporate sector and the foundations.

The office will continue to promote business commitments to CSR focused on children in order to contribute putting Children's Rights on the national CSR agenda, expand the engagement around dissemination of CRBP and CSR toolkits through national CSR forums and events, present the examples of good practices through business initiatives and digital channels.

In order to ensure the administrative and technical support around business sector engagement, including corporate pledge and activities relevant for advancement of child focused social responsibility of business sector and media, individual contractor's engagement is required.

Purpose of the assignment:

Under supervision of PSFR Specialist, assist in development, implementation and evaluation of corporate fundraising activities in order to raise funds to support UNICEF Serbia Country Programme. Support FR Specialist in promotion of CSR focused on children initiatives.

Estimated start Date:
July 2017

Estimated end Date:
June 2018

Number of months
11 ½ months

Work Assignment Overview

Tasks	Deliverables	Timeframe
<ul style="list-style-type: none"> - Assist in managing overall corporate fundraising data, including corporate pledge, and information. - Prepare and maintain updated records and reports on a periodic basis and contribute to the preparation of the annual budget and work plans 	<ul style="list-style-type: none"> - Monthly reports based on the monthly income from corporate fundraising, number of contacted corporate partners. - Written inputs provided in the monthly reports twice a year (June and December). 	July 2017 – June 2018
<ul style="list-style-type: none"> - Assist Fundraising Specialist in retention of the existing corporate and small and medium enterprises (SMEs) pledge donors (360) that will contribute RSD 15,000.000 RSD until the end of 2017. 	Monthly reports that include number of fulfilled payments by active pledge donors and the monthly financial report on the income from SMEs pledge donors.	July 2017 – June 2018
<ul style="list-style-type: none"> - Assist FR specialist in the recruitment and retention of new corporate and SMEs donors (200), stewardship and communication of corporate pledge donors 	Monthly reports to include current status of new corporate donors, corporate employee pledge donors and number of lapsed corporate donors.	July 2017 – June 2018

<ul style="list-style-type: none"> - To ensure data entry in Donor Perfect and accurate and timely recording of corporate donors and corporate employees pledge donors. 	<p>Monthly reports to include number of data entered in Donor Perfect with the attached SBRM monthly report.</p>	<p>July 2017 – June 2018</p>
<ul style="list-style-type: none"> - Support Fundraising Specialist in management of the existing corporate and corporate/private foundations partnerships. Carry out administrative and operational tasks for fundraising activities, including obtaining clearances and approvals from PSD/HQ, in coordination with the Regional Support Centre, PFP. 	<p>Monthly reports to include number of activities performed related to administrative and fundraising activities that focus on corporate and private foundations partnerships.</p>	<p>July 2017 – June 2018</p>
<ul style="list-style-type: none"> - Ensure regular communication with corporate partners through provision of reports, share of information that demonstrate the impact and outcomes of UNICEF and partners' investments to secure sustainable partnerships 	<p>Monthly reports to include number of contacts with business partners related to UNICEF's engagement with business partners.</p>	<p>July 2017 – June 2018</p>
<ul style="list-style-type: none"> - Assist in development of corporate employees' engagement around sport activities: tennis tournament, basketball tournament. Provide administrative and technical assistance in the participation in and organization of special events. 	<p>Monthly reports to include number of activities performed to contribute employee engagement around sport activities against monthly work plans.</p>	<p>July 2017 – June 2018</p>
<ul style="list-style-type: none"> - Provide administrative and technical support related to promotion and advocacy on CSR focused on children by sharing UNICEF developed CSR tools with national CSR networks and established alliances related to promotion of CSR focused on children. 	<p>Monthly report to include number of assignments completed per month that involve work related to promotion of CSR focused on children.</p>	<p>July 2017 – June 2018</p>
<p>Note on Deliverables: Monthly reports of implementation of assignments will be reviewed against monthly and quarterly work plans with FR Specialist.</p>		
<p>Travel Required: No</p>	<p>Workplace of Consultant: UNICEF premises</p> <p>Will the consultant need IT access, email? Yes</p>	

Qualifications required, specialised knowledge, specialised skills and work experience required for this assignment

1. Education

Completion of secondary education. University degree in areas such as communication, social sciences, psychology, statistics, marketing or any other related fields is an asset.

2. Work Experience

Six years of professional work experience in sales and marketing of which at least two years is closely related to support of fundraising. At least two years' experience of corporate fundraising for non-profit organization.

3. Language Proficiency

Fluency in English and local working language of the duty station

4. Competencies of Successful Candidate

- i) Core Values: Commitment, Diversity and Inclusion, Integrity
- ii) Core Competencies: Communication, Working with People, Drive for Results
- iii) Functional Competencies: Planning and organizing, Analyzing, Following instructions and procedures