

UNICEF Private Fundraising & Partnerships Division  
Geneva, Switzerland

Consultancy: child rights and business partnerships manager

(1 February 2017 – 31 August 2017, 6 months)

## Background

The Child Rights & Business (CRB) Unit within the Private Fundraising and Partnerships Division (PFP) is responsible for implementing UNICEF's strategy for advancing children's rights with business, and to guide UNICEF country offices, regional offices and National Committees in implementing this work. The CRB Unit is guided by the UN Guiding Principles on Business and Human Rights, the Children's Rights and Business Principles and the Committee on the Rights of the Child General Comment no.16 on Children and Business, and works with all stakeholders – business, government and civil society – to create an enabling environment where business can respect and support children's rights.

## Purpose of Post

- Provide sector leading account and relationship management to a number of UNICEF's global CRB partnerships operating in the consumer durables and ICT markets
- To build beneficial relationships at all levels within PFP in relation to the CRB partnerships including corporate fundraising and communication colleagues, colleagues in the Division of Communication and Programme Division and colleagues working in the relevant National Committees.
- To support the Child Rights and Business Unit in advancing the corporate uptake of the child rights and business agenda including through drafting and development of communication material and delivery of training modules on child rights and business
- To successfully and effectively manage all activities of any ongoing and new projects which relate to the CRB partners.

## Expected results (measurable results)

### Account Management

- Lead day to day relationship management with the partners, including project management, leading monthly coordination calls, meetings preparation and follow-ups, high-level meetings, Annual Reporting, Financial Transfers, etc.
- Provide account management and development as required, including management & renewal of partnerships, writing briefing notes for senior management, the establishment of new initiatives & maximizing the financial and non-financial returns.

## Strategy, Implementation and Planning

- Strategy development with corporate partners on the development and implementation of children's rights and business policies and processes in the workplace, marketplace and community, (across industry sectors), in the areas of:
  - Child safeguarding: working with CRB team
  - Child Online Protection: working with CRB technical expert
  - Responsible marketing (policy development and implementation); working with CRB technical expert
  - Engagement with employees and local community on children's rights
  - Child rights due diligence / human rights impact assessments
- Develop strategies for engagement with industry associations, multi-stakeholder initiatives and companies on children's rights to promote industry standards on children's rights as developed as part of the corporate partnerships
- To prepare CRB partnership deliverables in coordination with colleagues working on different technical tracks within UNICEF
- To ensure that partnerships are monitored and evaluated in line with partnership objectives and prepare project reports at regular agreed intervals.
- To develop, implement and monitor against annual plans, and income and expenditure budgets for corporate partners, ensuring targets are met and updates are provided as required throughout the year

## Communication and delivery of CRB trainings

- Delivering specific communication materials on children's rights and business in relation to the partnerships, including:
  - Key messages, briefing books, power points, talking points
  - Case studies on good practices in implementing children's rights
  - Articles
  - Identify key global platforms / calendar of events
  - Online communication assets: videos, testimonials, website updates
- Supporting UNICEF country offices and National Committees in delivering training on child rights and business across industries:
  - Liaise with National Committees and country offices, or relevant bodies on regional and national opportunities to plan tailored training programmes for companies, industry associations, CSR associations on child rights and business
  - Adapt existing CRB modules to specific geographical context and industries

- Deliver 1-3 day trainings on CRB using existing modules
- Work with CRB colleagues, National Committee and country offices to develop follow plans based on the trainings.

### Other Duties

- To provide advice and support to other Sections and Units within UNICEF PFP and work on cross section projects as required
- To play an active part in the Child Rights and Business team
- To carry out additional tasks as required by the Child Rights and Business Manager.

### Reporting and Qualifications

The incumbent will report to the Child Rights and Business Manager.

- Candidates should hold a master's degree in business administration, communication, social or political science, or a related field.
- A first level university degree (Bachelor's) in a relevant technical field, in conjunction with, at least, five (5) years of relevant work experience, may be taken in lieu of an advanced university degree (Master's).
- Additionally, the candidate should have 4-6 years of experience of working with one of the following: sustainability issues, business relationship management, human rights, or children's rights and business specifically.
- Knowledge of key UNICEF partner organizations on children's rights and business will be highly valued.
- Applicants must have a proven record of excellent writing and analytical skills in English.

### Location and expected travel

The consultant will be based in Geneva with monthly travel.

### How to apply

Qualified candidates are requested to submit a cover letter, CV and P 11 form (which can be downloaded from our website at [http://www.unicef.org/about/employ/index\\_53129.html](http://www.unicef.org/about/employ/index_53129.html)) to Ida Hyllested, Child Rights and Business unit: [ihyllested@unicef.org](mailto:ihyllested@unicef.org) with subject line "Consultancy: Child Rights and Business Partnership Manager" by 10 January 2017. Please indicate your ability, availability and daily/monthly rate to undertake the terms of reference above. Applications submitted without a daily/monthly rate **will not be considered**.

Only Shortlisted candidates will be contacted.

## **General Conditions of Contracts for the Services of Consultants / Individual Contractors**

### **1. Legal Status**

The individual engaged by UNICEF under this contract as a consultant or individual contractors (the "Contractor") is engaged in a personal capacity and not as representatives of a Government or of any other entity external to the United Nations. The Contractor is neither a "staff member" under the Staff Regulations of the United Nations and UNICEF policies and procedures nor an "official" for the purpose of the Convention on the Privileges and Immunities of the United Nations, 1946. The Contractor may, however, be afforded the status of "Experts on Mission" in the sense of Section 22 of Article VI of the Convention and the Contractor is required by UNICEF to travel in order to fulfill the requirements of this contract, the Contractor may be issued a United Nations Certificate in accordance with Section 26 of Article VII of the Convention.

### **2. Obligations**

The Contractor shall complete the assignment set out in the Terms of Reference for this contract with due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices.

The Contractor must respect the impartiality and independence of UNICEF and the United Nations and in connection with this contract must neither seek nor accept instructions from anyone other than UNICEF. During the term of this contract the Contractor must refrain from any conduct that would adversely reflect on UNICEF or the United Nations and must not engage in any activity that is incompatible with the administrative instructions and policies and procedures of UNICEF. The Contractor must exercise the utmost discretion in all matters relating to this contract.

In particular, but without limiting the foregoing, the Contractor (a) will conduct him- or herself in a manner consistent with the Standards of Conduct in the International Civil Service; and (b) will comply with the administrative instructions and policies and procedures of UNICEF relating to fraud and corruption; information disclosure; use of electronic communication assets; harassment, sexual harassment and abuse of authority; and the requirements set forth in the Secretary General's Bulletin on Special Measures for Protection from Sexual Exploitation and Sexual Abuse.

Unless otherwise authorized by the appropriate official in the office concerned, the Contractor must not communicate at any time to the media or to any institution, person, Government or other entity external to

UNICEF any information that has not been made public and which has become known to the Contractor by reason of his or her association with UNICEF or the United Nations. The Contractor may not use such information without the written authorization of UNICEF, and shall under no circumstances use such information for his or her private advantage or that of others. These obligations do not lapse upon termination of this contract.

### **3. Title rights**

UNICEF shall be entitled to all property rights, including but not limited to patents, copyrights and trademarks, with regard to material created by the Contractor which bears a direct relation to, or is made in order to perform, this contract. At the request of UNICEF, the Contractor shall assist in securing such property rights and transferring them to UNICEF in compliance with the requirements of the law governing such rights.

#### **4. Travel**

If UNICEF determines that the Contractor needs to travel in order to perform this contract, that travel shall be specified in the contract and the Contractor's travel costs shall be set out in the contract, on the following basis:

UNICEF will pay for travel in economy class via the most direct and economical route; provided however that in exceptional circumstances, such as for medical reasons, travel in business class may be approved by UNICEF on a case-by-case basis.

UNICEF will reimburse the Contractor for out-of-pocket expenses associated with such travel by paying an amount equivalent to the daily subsistence allowance that would be paid to staff members undertaking similar travel for official purposes.

#### **5. Statement of good health**

Before commencing work, the Contractor must deliver to UNICEF a certified self-statement of good health and to take full responsibility for the accuracy of that statement. In addition, the Contractor must include in this statement of good health (a) confirmation that he or she has been informed regarding inoculations required for him or her to receive, at his or her own cost and from his or her own medical practitioner or other party, for travel to the country or countries to which travel is authorized; and (b) a statement he or she is covered by medical/health insurance and that, if required to travel beyond commuting distance from his or her usual place or residence to UNICEF (other than to duty station(s) with hardship ratings "H" and "A", a list of which has been provided to the Contractor) the Contractor's medical/health insurance covers medical evacuations. The Contractor will be responsible for assuming all costs that may be occurred in relation to the statement of good health.

#### **6. Insurance**

The Contractor is fully responsible for arranging, at his or her own expense, such life, health and other forms of insurance covering the term of this contract as he or she considers appropriate taking into account, among other things, the requirements of paragraph 5 above. The Contractor is not eligible to participate in the life or health insurance schemes available to UNICEF and United Nations staff members. The responsibility of UNICEF and the United Nations is limited solely to the payment of compensation under the conditions described in paragraph 7 below.

#### **7. Service incurred death, injury or illness**

If the Contractor is travelling with UNICEF's prior approval and at UNICEF's expense in order to perform his or her obligations under this contract, or is performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF's approval, the Contractor (or his or her dependents as appropriate), shall be entitled to compensation from UNICEF in the event of death, injury or illness attributable to the fact that the Contractor was travelling with UNICEF's prior approval and at UNICEF's expense in order to perform his or her obligations under this contract, or was performing his or her obligations under this contract in a UNICEF or United Nations office with UNICEF's approval. Such compensation will be paid through a third party insurance provider retained by UNICEF and shall be capped at the amounts set out in the Administrative Instruction on Individual Consultants and Contractors. Under no circumstances will UNICEF be liable for any other or greater payments to the Contractor (or his or her dependents as appropriate).

## **8. Arbitration**

Any dispute arising out of or, in connection with, this contract shall be resolved through amicable negotiation between the parties.

If the parties are not able to reach agreement after attempting amicable negotiation for a period of thirty (30) days after one party has notified the other of such a dispute, either party may submit the matter to arbitration in accordance with the UNCITRAL procedures within fifteen (15) days thereafter. If neither party submits the matter for arbitration within the specified time the dispute will be deemed resolved to the full satisfaction of both parties. Such arbitration shall take place in New York before a single arbitrator agreed to by both parties; provided however that should the parties be unable to agree on a single arbitrator within thirty days of the request for arbitration, the arbitrator shall be designated by the United Nations Legal Counsel. The decision rendered in the arbitration shall constitute final adjudication of the dispute.

## **9. Penalties for Underperformance**

Payment of fees to the Contractor under this contract, including each instalment or periodic payment (if any), is subject to the Contractor's full and complete performance of his or her obligations under this contract with regard to such payment to UNICEF's satisfaction, and UNICEF's certification to that effect.

## **10. Termination of Contract**

This contract may be terminated by either party before its specified termination date by giving notice in writing to the other party. The period of notice shall be five (5) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a total period of less than two (2) months and ten (10) business days (in the UNICEF office engaging the Contractor) in the case of contracts for a longer period; provided however that in the event of termination on the grounds of impropriety or other misconduct by the Contractor (including but not limited to breach by the Contractor of relevant UNICEF policies, procedures, and administrative instructions), UNICEF shall be entitled to terminate the contract without notice. If this contract is terminated in accordance with this paragraph 10, the Contractor shall be paid on a pro rata basis determined by UNICEF for the actual amount of work performed to UNICEF's satisfaction at the time of termination. UNICEF will also pay any outstanding reimbursement claims related to travel by the Contractor. Any additional costs incurred by UNICEF resulting from the termination of the contract by either party may be withheld from any amount otherwise due to the Contractor under this paragraph 10.

## **11. Taxation**

UNICEF and the United Nations accept no liability for any taxes, duty or other contribution payable by the consultant and individual contractor on payments made under this contract. Neither UNICEF nor the United Nations will issue a statement of earnings to the consultant and individual contractor.