Terms of Reference
Business Development Advisor

Type of Contract: IC (Consultant)
Languages Required: English, knowledge of Russian is an asset
Duration: February – July 2018 (approximately 120 working days)
Location: Minsk, Belarus (mostly office-based)
Reporting: DRR

1. Background

United Nations Development Programme (UNDP) is the UN's global development network, advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is present in Belarus since 1992. UNDP’s mandate in the country is determined by the Agreement between the Government of Belarus and UNDP of 24 September 1992, which requires UNDP “to support and supplement the national efforts at solving the most important problems of its economic development and to promote social progress and better standards of life”.

UNDP currently works under its Country Programme Document (CPD) 2016-2020. The CPD focuses on three priority areas in line with the national development priorities: 1) Stronger systems of inclusive and responsive governance; 2) Greener growth incorporating productive capacities that target employment and create livelihoods for vulnerable groups; and 3) Better access to basic services for vulnerable groups.

In 2015 Belarus committed itself to achieving the Sustainable Development Goals (SDGs) under Agenda 2030. UNDP helps the country to implement these commitments and mainstream them at the national and local level.

To deliver on its mandate and support the achievement of the SDGs, UNDP in Belarus is prioritizing the development of new partnerships, new approaches to development and exploration of various resource mobilization opportunities. This assignment will focus on providing support to this business development work. UNDP is now implementing the project aimed at support to the National SDG Coordinator and the Parliament in the implementation of Sustainable Development Goals. UNDP, UNICEF and UNFPA currently work on development of the new project document to provide assistance in the implementation, monitoring and evaluation of Sustainable Development Goals, based on the national interests, including the accelerators identified through MAPS mission, and matching these activities with the UNDAF/CPD priorities of the UN agencies.

In addition, the incumbent will support the Deputy Resident Representative in various processes and procedures related to the strategic planning and reporting.

Under the overall guidance of the Deputy Resident Representative, the incumbent will provide full-fledged assistance in identifying new programme areas and resource mobilization opportunities consistent with the UNDAF/CPD priorities, will provide support to building partnerships and mobilizing an appropriate and sustainable funding base, and finding creative responses to emerging challenges and opportunities.

2. Description of Responsibilities
Objectives of the Assignment
The Business Development Advisor is required to support UNDP Belarus in the following objectives:

Objective 1 - expanding resource mobilization and pipeline development through engagement with new and existing partners, donors, and resourcing instruments;

Objective 2 - fulfilling donor- and corporate obligations through high-quality planning and reporting.

Responsibilities

Responsibilities under Objective 1:

• Contribute to the formulation and implementation of UNDP Belarus strategies related to resource mobilization and partnerships building;
• Research and analyze resource mobilization opportunities for UNDP Belarus;
• Develop intelligence on the donor landscape and roles of other in-country organisations;
• Support the analysis of key development and sectoral policies currently being discussed and implemented in the country and key donors willing to support policies;
• Support the development of a detailed Partnership and Resource Mobilization Strategy with planning tools to implement the strategy;
• Support the development of pipeline proposals, project proposals and concept notes, working in cooperation with Programme Officers, Project Managers, national and international partners and experts;
• Perform other relevant tasks as necessary.

Responsibilities under Objective 2:

• Provide support to the Deputy Resident Representative with the planning and follow-up on the key corporate planning and reporting exercises;
• Provide support to the Programme Team with the preparation of inputs into the corporate planning and reporting tools, including but not limited to the Result Oriented Annual Report and Integrated Work Plan;
• Perform other relevant tasks as necessary.

Deliverables

• Ten completed Concept Notes or Project Proposals;
• Five completed corporate communication products;
• Generation of succinct 2-page project briefs for all ongoing projects;
• Extensive negotiation with all relevant stakeholders on modalities of cooperation;
• Report on the evaluation of the outcome and output-level results for all ongoing and just finished projects;
• Substantive inputs to the new SDG-related project developed by UNDP with UNICEF and UNFPA.

Reporting and Payment
The Business Development Advisor will report on progress to the UNDP Deputy Resident Representative. Payment will be made in three equal installments after two months, four months, and six months. Each payment will be made subject to confirmation by the DRR of adequate progress against the Deliverables listed above.

3. Competencies
- Proven excellent writing and drafting skills in English;
- Strong analytical and drafting skills;
- Excellent communication and teamwork skills;
- Strong organizational and time-management skills;
- Proven attention to detail and accuracy;
- Proven full proficiency in MS Office and other standard office software;

4. Qualifications

Academic Qualifications/Education:
- Master’s Degree or equivalent in Economics, Social Sciences, International Relations, Political Sciences or another related field.

Experience:
- At least three years of international working experience relating to partnership development, project development, and/or reporting;
- At least one year of working experience relating to the Eastern Europe/Commonwealth of Independent States region;
- Previous experience with bodies of the United Nations is an advantage.

Language skills:
- Fluency in English;
- Knowledge of Russian is an asset.