

## TERMS OF REFERENCE

**Title:** Partnerships Senior Officer  
**Duty Station:** Male, Maldives  
**Office:** AR, SAMCO, Sri Lanka  
**Contract/Level:** ICS9  
**Supervisor:** Head of Partnerships, Yoo Gyoung KIM

### 1. Background Information

#### Country-Specific Information

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organisations.

#### UNOPS Maldives

UNOPS has supported development in the Maldives' since 1998, expanding operations in 2005 to support the post-tsunami response and reconstruction process. Within the organisation's mandate in project management, infrastructure and procurement, UNOPS Maldives implements customized socio-economic development projects that benefit vulnerable people and develop national capacities. Achievements in the Maldives include development of sustainable and climate resilient infrastructure, procurement services and capacity building, and project management in education, fisheries, transport, and health. UNOPS has particularly focused on developing water supply systems; such as, flood control and sanitation and integrated solid waste management. UNOPS works closely with government counterparts and communities to ensure increased ownership, sustainability and accountability of projects.

In April 2023 UNOPS signed a host country agreement with the Government of Maldives and looks forward to contributing to the development of the country.

#### Job-Specific Information

Under the direct supervision of the Head of Partnerships, the Partnerships Officer as stated above will be responsible for supporting developing and implementing the partnership and programme development plan for the Maldives, supporting in monitoring and evaluation across sectors such as environment, health, infrastructure and procurement.

JPO will report to the Head of Partnerships for South Asia, and work in close collaboration with project teams and the relevant Ministries and partners in the Maldives.

### 2. Functional Responsibilities

#### 1. Partnerships Development

- Contribute to the identification, design, formulation and negotiation of new projects and programs and draft concept notes and project document briefs for discussion with partners.
- Coordinate and collaborate with relevant Partnerships personnel at local, liaison and HQ level, as well as Project Managers and project personnel of the country offices covered by the office, to ensure aligned and coherent interactions with partners.
- Coordinate technical and financial requirements, and negotiate proposals to close new project opportunities.

## **2. Monitoring, Evaluation & Reporting**

- Develop and implement an Monitoring and Evaluation framework to evaluate past, ongoing project impact, aligning with national priorities and SDGs, and use findings to enhance proposal development and stakeholder engagement.
- Conduct internal evaluation exercises based on Project management cycles and support external evaluation exercises required by donors.
- Draft and provide inputs to periodic reports, coordinate the submission of implementing partner narrative reports.

## **3. Stakeholder consultations:**

- Prepare and update stakeholder mapping for potential projects.
- Consult the identified stakeholders by using interview guidelines for the stakeholder meetings and consultations and prepare a stakeholder consultations report.
- Prepare the debriefing material for the stakeholders based on the project's findings.

## **4. Carry out other duties as assigned by the supervisor.**

# **3. Qualifications and Experience**

## **Education**

- A Master's degree in a relevant field preferably in Business Administration, Public Administration, International Development, Engineering, Political Science, Communications or International Relations is required.
- A combination of a Bachelor's degree preferably in the fields mentioned, with an additional 2 years of relevant work experience may be accepted in lieu of the education requirements outlined above.

## **Experience**

### **Required:**

- A minimum of 2 years of relevant experience in developing and executing partnership and programme development plans, project development and proposal writing.
- Experience in monitoring and evaluation processes and reporting.
- Experience working with the public sector in project development, implementation and management.
- Ability to interact with senior government officials and a wide range of stakeholders including the private sector, and to facilitate discovery and planning processes.
- Strong analytical and strategic thinking skills.

## Language Skills

- Fluency in English is required.

## 4. Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization. APPLICABLE ONLY FOR ICS-10 AND ABOVE



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles



Demonstrates understanding of the impact of one's own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts one's own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.