

TERMS OF REFERENCE

Title: Partnerships Senior Officer

Job categories: Programme Management

Level: ICS 9

Department/Office: Nexus Response Mechanism, MMOC

Duty station: Yangon, Myanmar

Duration: Two-years (extension possible contingent on funding)

Background Information - Myanmar

Myanmar is one of UNOPS leading offices in Asia, acting as fund manager for three of the largest development programmes in the country, namely the Access to Health Fund, the Livelihood and Food Security Fund (LIFT) and the Joint Peace Fund (JPF). In addition, UNOPS Myanmar is Principal Recipient for the Global Fund to Fight AIDS, Tuberculosis and Malaria in Myanmar and Cambodia, and for the Global Fund's Regional Artemisinin-resistance Initiative targeting drug resistant malaria in the Greater Mekong sub-region. Additionally, UNOPS provides procurement, infrastructure and project management services to a wide range of organizations in the country, international development partners, other UN agencies, NGOs and INGOs. UNOPS Myanmar plays a critical role in ensuring that the quality of services provided to its partners meets stringent requirements of speed, efficiency and cost effectiveness.

Background Information - Job-specific

The European Union Nexus Response Mechanism (NRM) is a nine-year EU-funded programme dedicated to operationalise the humanitarian-development-peace nexus through the implementation of localised thematic and area-based projects that address the broad range of challenges and crises faced by Myanmar's conflict affected communities.

The NRM's interventions are designed to pilot new ways of working and are aimed at contributing to systemic change. Both its short-term and long-term interventions incorporate rights objectives and pathways for advocacy and policy dialogue, ensuring that programming is accompanied by substantive efforts to address rights and structural challenges in Myanmar. To ensure its projects are holistically designed, the NRM utilizes a three-pillared approach focused on the integration of H-D-P sectors and the incorporation of a rights-based approach, the transformation of power dynamics and imbalances through greater localization and inclusion, and accountability to both donors and communities through adaptive project design and a robust learning agenda.

Purpose and Scope of Assignment

The Partnerships Senior Officer role with the Nexus Response Mechanism (NRM) offers a unique opportunity to contribute to impactful change in Myanmar's complex humanitarian and development context. This position is central to fostering strategic relationships with key stakeholders, including the European Union and EU member states, partners, and UN agencies, ensuring alignment and collaboration across initiatives.

The role involves leading efforts to coordinate partner and donor engagements, supporting governance structures, and driving the development of communication and learning products that highlight the NRM's achievements. Additionally, it emphasizes extracting lessons learned, facilitating knowledge sharing, and supporting evidence-based programming through robust monitoring, evaluation, and learning (MEAL) frameworks.

As a representative of the NRM in coordination platforms, the Partnerships Officer will play a pivotal role in shaping strategies, strengthening partnerships, and contributing to the success of initiatives aimed at building resilience and fostering sustainable development outcomes in Myanmar.

Functional Responsibilities

Under the direct supervision of the Senior Programme Manager (Deputy Programme Lead) and in accordance with the UNOPS policies, procedures and practices, the Partnerships Officer shall carry out the following duties:

Partner Relationship Building and Coordination

- Build and maintain strong relationships with NRM stakeholders, including partners, donors, and UN agencies, ensuring alignment with NRM goals.
- Support the NRM Senior Programme Manager and Steering Committee through preparation of documents, meeting minutes, and addressing ad hoc information requests.
- Develop and implement the NRM Partnership Plan, tracking indicators to strengthen the portfolio.
- Organize and coordinate partner and donor engagements, including meetings, field visits, and learning sessions.
- Support the management of the Conflict Analysis and Research Facility, coordinating the delivery of research products and briefings to NRM partners and the wider Myanmar response.
- Participate in field visits and monitoring sessions as needed to support the programme and partners and develop learning and communications products.

Communications, Learning, and Reporting

- Create and disseminate communication products that highlight NRM achievements, aligned with UNOPS and donor guidelines.
- Collaborate with partners to identify lessons learned and best practices, fostering knowledge sharing and innovation.
- Support participatory assessments and use findings to inform programming.
- Consolidate partner inputs for high-quality internal and external reports, synthesizing data to provide actionable insights.

Representation and Information Sharing

- Represent the NRM in coordination platforms, providing updates, progress, and challenges to stakeholders.
- Share information through regular updates, thematic briefs, and advocacy efforts in sectoral forums.
- Conduct stakeholder mapping and maintain updated databases for streamlined engagement.

Programme Quality Support and Monitoring, Evaluation, Accountability, and Learning (MEAL)

- Ensure the inclusion of CAR Facility research and analysis into programme decision-making.
- Support the NRM MEAL team to capture project performance and inform decision-making.
- Support the coordination of NRM advisors and retainers through the development of task sheets, work plans, and contracting documents as needed.

Education/Experience/Language requirements

Education

- Advanced university degree (Master's or equivalent), preferably in law/human rights, social science, international development, business administration, gender analysis, public administration, international relations or related areas is required.
- Bachelor's Degree with additional 2 years of relevant work experience to the above duties and responsibilities may be accepted in lieu of Master Degree.
- PM Certification such as PRINCE2® or MSP® or PMP® is an asset.

Work Experience

- A minimum of 2 years of progressively relevant working experience in a similar role is required.
- Experience in managing or implementing development or humanitarian projects, especially in fragile or conflict-affected settings, is an asset.
- Proven experience engaging with donors, partners, or international organizations, is an asset.

- Experience with MEAL frameworks and data-driven decision-making, conflict analysis,
- Demonstrated expertise in producing impactful communication products and reports in the English language is an asset. Additional experience in graphic design and product development is desirable.
- Familiarity with Southeast Asia, particularly Myanmar, or similar contexts, is an asset.

Language

- Fluency in English is required.
- Knowledge of an additional UN language is desirable.
- Knowledge of a Myanmar language is desirable.