

UNITED NATIONS OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS Occupied Palestinian Territory		الامم المتحدة مكتب تنسيق الشؤون الانسانية في الأراضي الفلسطينية المحتلة
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P.O. Box 38712 East Jerusalem
Phone: (972) 2 – 5829962 / 5825853, Fax: (972) 2 – 5825841

TERMS OF REFERENCE

Consultant on Donor Relations (Part-Time)

OCHA in the Occupied Palestinian Territory

Background

In order to strengthen and support existing and new coordination structures, and provide timely monitoring of the overall needs, priorities and gaps in response, OCHA has extended its range of services and products, and increased its overall budget.

As a result, greater fundraising activities have to be undertaken by the Office, with the resultant need for increased liaison with, and reporting to, donors on all relevant coordination/support activities and advocacy and information outputs.

The additional demand from donor partners has created new pressures on all Units within the Office, and requires a higher level of support and man hours from the consultant on donor relations.

Accountability/Activities:

Under the direct supervision of the Head of Office, the consultant is responsible for

1. Acting as focal Point for OCHA's donor partners, responsible for all relevant fundraising activities on behalf of OCHA.
2. Compiling all funding proposals and subsequent reports on activities carried out during funding cycle
3. Answering (daily) inquiries from donor partners on OCHA's activities related to coordination/advocacy work, particularly regarding the response to Gaza emergency

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4. Managing increasing numbers of requests for surge capacity positions, funded by donor partners, from the Office, in liaison with colleagues from GVA, NY. Preparing TORs for each position and compiling written appraisals for each candidate at the conclusion of each posting.
5. Preparing materials to be used at donor briefings, written and graphical
6. Supporting the Field Coordination unit in preparing documents to assist in building the capacity of the Humanitarian Response Fund
7. Assisting in production of films to be used on briefing tour of donor capitals on key humanitarian issues
8. Providing ad hoc editing support to all Units with publications/written project
9. Supporting Advocacy Unit to meet additional demands for information, briefing packs from delegations, media, donor partners etc
10. Any other ad hoc duties as required by the Head of Office

Required Qualifications:

Education: Degree, preferably in Journalism/Media Arts.

Experience: Two years experience in Journalism/Media, donors relation or reporting

Languages: Excellent written and oral English.