

Donor Focal Point Proposed Terms of Reference

A. Goal

The Donor Focal Point system, which already exists in UN-Habitat, is being enhanced in order to strengthen strategic relations with existing and potential donors and increase the level of funding from donors, particularly for core, but also for earmarked programmes. This includes funding for UN-Habitat's flagship programmes.

A priority for the donor focal points is to increase the number of countries contributing to core non earmarked funds and raise their level of contributions so that the core activities of the annual programmes of work are fully funded in line with the approved budget.

B. Outputs and results

1. Increased number of countries providing core non earmarked contributions.
2. At least two structured funding dialogues a year with donors to enhance strategic donor relationships; these may be bilateral meetings or joint consultations.
3. Quarterly reports on the status of the relationship with donors and proposed approach to take the relationship forward.
4. Enhanced multi-year funding for UN-Habitat's flagship programmes and earmarked programmes where thematic areas and countries that are of common interest to donors and UN-Habitat.

C. Responsibilities

1. Organize at least two structured funding dialogues with the donor each year ensuring relevant staff attend such as substantive officers dealing with donor priority themes and countries. Agenda to include:
 - a. Updates on donor priorities – from the donor
 - b. Updates by UN-Habitat on major organizational developments including Executive Board discussions; financial updates; progress on implementation of strategic plan highlighting achievements under-funded areas; new normative products and services; regional highlights with focus of programmes and impact in donors' countries of interest, as well as relevant audits and evaluations
 - c. Possible new areas of collaboration and funding opportunities
2. Follow up on core contribution letters and reminders with donor in liaison with Donor Relations and Strategic Resource Partnerships, External Relations, Strategy, Knowledge and Innovation.
3. Review and coordinate proposals being submitted donors, liaise with personnel that have existing or potential new programmes with the donor, ensuring that you as focal point are copied on communications with the donor.

4. Monitor project portfolio funded by donors with project managers and provide support for early resolution of any issues. Information on project portfolio by donor is available in the Donor Information System.
5. Organize meetings with donor at least every six months, on a bilateral basis or as part of the strategic funding dialogues.
6. Participate in external resource mobilization training and on Donor Information System to ensure access to latest donor profiles including donor contributions, status of programmes supported and any issues that might affect the relationship with donors e.g. timely reporting on contribution agreements.
7. Attend monthly meetings with Donor Relations and Strategic Resource Partnerships to provide updates on status of relationship with donor for better coordination.

D. Alternates

Alternate focal points, where nominated, will support the primary focal points in carrying out the roles and responsibilities outlined above.

E. Competencies and requirements

1. Overview of UN-Habitat's activities in the areas of donor priorities
2. Communication skills
3. Understanding of UN-Habitat's strategic plan, programmes of work, flagship programmes and priority areas that relevant to donors for whom focal point is responsible.