

## **Terms of Reference (TORs) for** **STAKEHOLDER & DONOR COORDINATION**

<b><u>Position title:</u></b>	Manager, stakeholder & Donor Coordination
<b><u>Duration:</u></b>	Contractual Initially for 3 years' extendable performance based Contract.
<b><u>Location:</u></b>	NDRMF Headquarters, Islamabad, Pakistan
<b><u>Reports to:</u></b>	Chief Executive Officer

### **A. Purpose of the Role / Scope of Work:**

The Manager Stakeholder/Donor Coordination will be responsible for managing and strengthening relationships with NDRMF's key stakeholders, including donors, government agencies, international organizations, and other partners. This role will ensure that the Fund's activities are aligned with donor expectations and that effective communication and coordination mechanisms are in place to enhance collaboration and resource mobilization efforts.

### **B. Duties / Responsibilities:**

#### a) Stakeholder Engagement:

- Develop and implement a comprehensive stakeholder engagement strategy in line with NDRMF's business strategy 2023-33 with a view to mobilize support and engagement with diverse range of Donor's and stakeholders.
- Expand and maintain strong relationships with key stakeholders, including government agencies, donors, multilateral organizations, NGOs, and the private sector to facilitate opportunities for investments in DRR and climate adaptation.
- Facilitate regular consultations and meetings with stakeholders to align on priorities, objectives, and areas of mutual interest.

#### b) Donor Coordination and Reporting:

- Serve as the primary point of contact for donors, ensuring timely and accurate communication regarding project progress, challenges, and achievements.
- Coordinate the preparation and submission of donor reports, ensuring compliance with donor requirements and standards.
- Identify opportunities for resource mobilization and new partnerships to support NDRMF's programs and initiatives.

#### c) Partnership Management:

- Lead the negotiation and management of partnership agreements, MoUs, and contracts with donors and other stakeholders.
- Monitor the implementation of partnership agreements to ensure mutual benefits and alignment with NDRMF's strategic goals.
- Resolve any issues or challenges that arise in the course of partnerships, maintaining a focus on achieving shared objectives.

d) Resource Mobilization:

- Lead in the development and implementation of a resource mobilization strategy to secure funding from diverse sources.
- Identify and pursue funding opportunities from bilateral and multilateral donors, foundations, and the private sector.
- Develop high-quality proposals, concept notes, and presentations to engage potential donors and partners.

e) Communications and Advocacy:

- Collaborate with the communications team to develop and disseminate materials that highlight NDRMF's achievements and impact.
- Represent NDRMF in donor meetings, conferences, and other relevant forums, advocating for the Fund's mission and objectives.
- Work with the advocacy team to align donor priorities with NDRMF's advocacy initiatives.

f) Monitoring and Reporting:

- Monitor donor-funded projects to ensure that they are implemented according to agreed timelines, budgets, and objectives.
- Provide regular updates to senior management on stakeholder and donor engagement activities.
- Develop and maintain a database of stakeholders and donors, tracking engagements and outcomes.

**C. Knowledge/Skills/Qualifications/Experience:**

a) Education:

- A Master's degree in International Relations, Development Studies, Public Administration, or a related field. A PhD or other advanced degrees will be an added advantage.

b) Experience & skills:

- At least 07 years of professional experience with 03-05 years' experience in donor coordination, stakeholder engagement, or partnership management roles, preferably in the disaster risk management or development sector.
- Proven track record of successfully managing donor relationships and securing funding from diverse sources.
- Strong interpersonal and communication skills, with the ability to build and maintain relationships with a wide range of stakeholders.
- Excellent project management and organizational skills, with the ability to manage multiple priorities and deadlines.
- Proficiency in proposal writing, report writing, and presentations
- Familiarity with the donor landscape in the disaster risk management or development sectors.
- Ability to work effectively in a dynamic and multicultural environment.