

**TERMS OF REFERENCE  
(Individual Contractor Agreement)**

**Title:** Face to Face Fundraiser (Team Assistant)  
**Duty station:** [Bangkok, Thailand]  
**Section/Unit:** Private Sector Partnership Services (PSP)  
**ICA Level:** LICA-1  
**Corresponding level:** GS-1

**1. General Background**

(Brief description of the national, sector-specific or other relevant context in which the individual contractor will operate)

The United Nations High Commissioner for Refugees (UNHCR) is mandated to lead and coordinate international action to protect and assist refugees and other persons of concern (POC).

Private Sector Partnerships Service (PSP) sits within UNHCR's Division of External Relations (DER) and is responsible for mobilizing resources from the private sector for refugees and POC. UNHCR has developed a Private Sector Fundraising Strategy focusing on both Individual Giving and Private Philanthropy, identifying priority fundraising markets and regions.

Face to Face Fundraiser (Team Assistant) is responsible for providing support to build partnerships and obtain both ad hoc and long term event locations for the F2F fundraising teams to conduct their activities in Bangkok and wider areas in Thailand. The partnerships will enable the F2F programmes to achieve its goal of generating a sustainable income for UNHCR Thailand Multi-Country Office. In addition, the staff will help to expand the opportunity to raise funds in other locations such as Door to Door and Business to Business.

**2. Purpose and Scope of Assignment**

(Concise and detailed description of activities, tasks and responsibilities to be undertaken, including expected travel, if applicable)

The main objective of this LICA is to plan, obtain and manage locations to enhance performance of F2F fundraising programmes. The following is a list of responsibilities for this LICA:

**Location Development and Management**

- Assist in planning and arranging F2F fundraising locations for the in-house and outsourced F2F fundraising programmes and coordinating with relevant F2F staff members and external partners to ensure regular communications and provide sufficient support to enhance F2F performance to meet its target.
- Identify potential location partners and organizers, including companies, public places, commercial areas, fair organizers and others by doing research online or location visit.
- Secure sufficient qualified locations for In-house and outsourced F2F programmes.
- Liaise with locations focal points to obtain requirements and prepare for F2F teams to implement accordingly.
- Maintain good relationships with location providers through regular contact and ensure that communication channels are effective.

- Work with other colleagues to plan and present F2F fundraising activities that are appealing to potential location providers and within the given budget.

### **Location Monitoring and Analyzing**

- Monitor the effectiveness of the F2F fundraising locations by delivering weekly, monthly and yearly reports.
- Coordinate and report on the results and progress of event plan to the F2F Fundraising Manager to ensure alignment between event location and fundraiser's plans.
- Provide support in developing event strategies and analyze results.

### **Administrative Support**

- Manage administrative work in areas of event management: making calls, sending proposals, confirmation letters, thank you messages and other necessary tasks.
- Provide general support for the In-house F2F Fundraising Manager or Team Leaders on office administration.

### **Others**

- Perform other duties as required

### **3. Monitoring and Progress Controls**

(Clear description of measurable outputs, milestones, key performance indicators and/or reporting requirements which will enable performance monitoring)

The individual contractor will work in UNHCR, PSP's office under direct supervision of Associate PSP Officer.

If UNHCR determines, in its sole discretion, that improper performance created by the Contractor, UNHCR has its rights terminate the Contract.

### **4. Qualifications and Experience**

(List the required education, work experience, expertise and competencies of the individual contractor. The listed education and experience should correspond with the level at which the contract is offered.)

#### **a. Education** (Level and area of required and/or preferred education)

- University degree in preferably Business, Marketing, Public Relations, Communications or related fields

#### **b. Work Experience**

(List number of years and area of required work experience. Clearly distinguish between required experience and experience which could be an asset.)

- Experience in sales, communication, marketing, business client management, and/or F2F fundraising is preferred

### **c. Key Competencies**

(Technical knowledge, skills, managerial competencies or other personal competencies relevant to the performance of the assignment. Clearly distinguish between required and desired competencies)

- Excellent communication skills
- Strong interpersonal skills
- Excellent listening, negotiation, and presentation skills
- Analytical, decision-making and management skills
- Proven ability to develop lasting professional relationships with partners
- Proven ability to manage multiple projects at a time while paying strict attention to details
- Ability to work independently within a collaborative team environment
- Fluency in Thai and English (both written and spoken)

### **Submission of Applications:**

Please submit your Motivation Letter, duly signed P.11 form, Curriculum Vitae and a copy of official ID card/national passport clearly stating the position title, vacancy notice number and your Last Name in the subject line to: [THABAFRS@unhcr.org](mailto:THABAFRS@unhcr.org) by the closing date.

Applications will not be acknowledged. Only the successful candidate will be notified of the outcome of the selection process.

According to UNHCR Administrative Instruction on COVID-19 Vaccination and related Safety Measures, candidate(s) selected for the position will be requested to provide proof of COVID vaccination during the medical clearance process. Failure to provide an acceptable proof of COVID vaccination may disqualify the candidate from being appointed to the position.

P.11 form can be downloaded from:

[https://www.unhcr.or.th/sites/default/files/u11/P11\\_UNHCR.docm](https://www.unhcr.or.th/sites/default/files/u11/P11_UNHCR.docm) and  
[https://www.unhcr.or.th/sites/default/files/u11/P11SUP\\_UNHCR.docm](https://www.unhcr.or.th/sites/default/files/u11/P11SUP_UNHCR.docm)

No late applications will be accepted. Only shortlisted candidates will be contacted. Shortlisted candidates may be required to sit for a written test and/or oral interview. UNHCR does not charge a fee at any stage of the recruitment process (application, interview, processing, or any other fees).

UNHCR strongly encourages qualified female applicants for this position. UNHCR seeks to ensure that male and female employees are given equal career opportunities. UNHCR is committed to achieving workforce diversity in terms of gender, nationality and culture. All applications will be treated with the strictest confidentiality.

All UNHCR workforce members must individually and collectively, contribute towards a working environment where each person feels safe, and empowered to perform their duties. This includes by demonstrating no tolerance for sexual exploitation and abuse, harassment including sexual harassment, sexism, gender inequality, discrimination, and abuse of power.

As individuals and as managers, all must be proactive in preventing and responding to inappropriate

conduct, support ongoing dialogue on these matters and speaking up and seeking guidance and support from relevant UNHCR resources when these issues arise.

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