

MoNORCAP CONSULTANCY IN SUPPORT OF EOSG

Job Title	:	Programme Management Consultant
Department/ Office	:	Executive Office of the Secretary-General, United Nations
Organizational Unit	:	Strategic Planning and Monitoring Unit
Contract duration	:	3 months; remotely, full-time
Payment:	:	USD 9,000/month
Start date:	:	15 September 2025

A. Background

In September 2024, Member States adopted the Pact for the Future, a landmark intergovernmental agreement that lays out a shared vision for revitalized multilateralism and a more effective United Nations. Among its key commitments, Action #45 calls for strengthening five critical enablers of a modern UN: innovation, data, digital transformation, foresight, and behavioral science. Together, these enablers form the foundation of the Secretary-General's UN 2.0 vision.

To support this transformation, effective engagement with Member States, UN entities, and a wide range of stakeholders is essential. This includes convening multi-stakeholder initiatives, coordinating across the UN system, and ensuring the effective follow-up of commitments, including those from the Pact for the Future. The consultancy will contribute by strengthening programme management and coordination, facilitating inclusive participation in UN 2.0-related initiatives, and ensuring that key processes and events are delivered in a coherent, impactful, and timely manner.

The Programme Management Consultant will support the Executive Office of the Secretary-General (EOSG) in the planning, execution, and coordination of key initiatives under the UN 2.0 agenda, including high-level events, stakeholder engagement processes, and programme activities. The consultancy will help ensure coherence, innovation, and impact across projects, while enhancing collaboration with partners from Member States, UN entities, and other stakeholders.

B. Objectives

The Consultant will provide programme management, event coordination, stakeholder engagement, and resource mobilization support, ensuring the effective delivery of strategic priorities under Action #45 of the Pact for the Future.

C. Tasks

The Consultant will focus on the following tasks:

- **Programme Management and Coordination:** Support the implementation of agreed workplans by preparing background materials, tracking progress, coordinating inputs across UN entities, and helping ensure timely delivery of outputs.

- **Event and Campaign Support:** Plan and manage high-level events, forums, side events, and campaigns related to the UN 2.0 agenda. Liaise with internal and external stakeholders to ensure smooth substantive, logistical, and communications arrangements.
- **Stakeholder Engagement and Partnerships:** Help facilitate dialogue and collaboration with Member States, UN entities, and other stakeholders.
- **Strategic Communications and Outreach:** Support the preparation of messaging, communications products, and digital outreach materials to highlight the objectives and outcomes of UN 2.0 initiatives. Coordinate with partners to amplify visibility and participation.
- **Continuous Learning and Innovation:** Track developments in programme management, partnerships, and digital innovation, and recommend new approaches to enhance efficiency, collaboration, and results.

Deliverables

1. Contributions to programme and event workplans through research, documentation, and coordination inputs.
2. Draft background notes, talking points, and reports to support the preparation of events and initiatives.
3. Assistance in the coordination of major events/campaigns and side events, including follow-up with partners and service providers.
4. Support to stakeholder engagement activities, including maintaining contact lists, documenting meetings, and tracking partnerships.
5. Inputs to communications and outreach products, such as briefs, newsletters, presentations, or digital content.

D. Qualifications and Experience

EDUCATION

An advanced university degree (Master's or equivalent) preferably in International Relations, Development Studies, Business Administration, Communications, or other related field is required. A first-level university degree (Bachelor's) in combination with 2 additional years of relevant professional experience may be accepted in lieu of the advanced university degree.

EXPERIENCE

- A minimum of 5 years of relevant work experience in programme management and/or resource mobilization is required.
- Experience in managing multi-stakeholder partnership processes and events, including with partners from governments, the United Nations, the private sector and/or civil society is required.
- Experience in managing and coordinating between multiple stakeholders, with an ability to multitask, manage time, keep with tight deadlines and thrive in a high-pressure environment is desirable.
- Experience working with internal and external service providers and knowledge of UN procurement rules and regulations is desirable.
- Experience in fundraising or partnerships in UN context is desirable.
- Knowledge of existing fundraising/partnership management techniques and of major trends in the philanthropic landscape is desirable.

E. Contract Duration, Duty Station, and Fee

The full-time Consultant would be contracted to support the team for a duration of 3 months for a monthly fee of US\$ 9,000. The role will be performed remotely.

F. Supervisor

The Consultant will work under the overall supervision of:

Mr. Kersten Jauer
Deputy Director, Strategic Planning and Monitoring Unit
Executive Office of the Secretary-General
Email: jauer@un.org

G. APPLICATION DEADLINE & PROCESS

Qualified candidates are encouraged to submit their CV and confirmation of their availability for this assignment by **Monday 01 September 2025 to norcap.bids@nrc.no**. The consultant must be self-employed or provided by a limited liability company (Ltd). Consultants are self-employed and work independently from NRC/NORCAP. They are liable for their own tax, VAT to local authorities, social security payments, health insurance, sick pay etc.