

## Terms of Reference for T4D Officer (Temporary Appointment)

**Duty Station: Manila**

**Level: NOB**

**Duration: 12 months**

**Funding: WBS 3420/A0/07/880/005/001**

**2026: SC250206**

**2027: SC240342**

**Supervision: ICT Officer, NOB**

### **Purpose:**

The purpose of this role is to provide appropriate and professional technical support for Technology for Development (T4D) strategies and to advise the recently established Digital Transformation Committee in the Philippines Country Office.

As UNICEF programmes increasingly leverage digital solutions to enhance programme delivery, systems strengthening, and monitoring, this role will support programme teams in identifying, assessing, and integrating ICT and digital innovations into programming. It will also contribute to strengthening internal capacity to lead and support T4D initiatives; identifying and engaging strategic partners; building sustainable business relationships; applying reusable and scalable technical solutions; and maximizing opportunities for scale-up and long-term sustainability of digital innovations across UNICEF programmes.

The T4D Officer reports directly to the ICT Officer and works in close collaboration with programme sections, while maintaining strong coordination with the East Asia Pacific Regional Office (EAPRO) and the Digital Impact Division.

### **MAIN TASKS AND RESPONSIBILITIES:**

#### **Lead the T4D function and provide technical and programmatic support:**

- **Business Relationship Management:** Liaise with regional office to manage Business and Programme Relationship services to define high-level requirements; document and match requirements and guide the design, development and deployment of appropriate T4D solutions.
- **Portfolio Management:** Work closely with regional office in deploying a portfolio approach, adapting common solutions prioritized for UNICEF programming (e.g. Digital Public Goods).
- **Support and assist design of T4D interventions:** Provide support and technical assistance to the Country Office in the identification, selection, concept design, deployment and sustainability of T4D interventions to address bottlenecks towards the achievement of programme results.
- **Identify and assess new Technology and Digital Innovations:** Assist programme sections to identify and assess new T4D initiatives, or new phases of on-going initiatives, with immediate potential to improve UNICEF programming.
- **Solution procurement and evaluation:** Assist the review of technical solutions to ensure UNICEF standards are followed; contribute to project management processes, generation and review of terms of reference and vendor selection.

- **Deployment advice and support:** Assist with implementation strategy of digital technology initiatives. Including technical oversight, troubleshooting and the documentation of challenges and resolutions.
- **Design thinking:** Support human/user-centered design methods to enable user-acceptance testing, evaluation, documentation and analysis.

#### Policy and Strategic Development for Technology-enabled Programming

- **Digital Development and Technology Innovation Strategy:** Support implementation of the technology and digital innovation strategy for the country office; bring visibility to T4D gaps, opportunities and scale-up strategy in support of CO priorities.
- **Participation in programme and management processes:** Work closely with PMED to integrate digital development and technology innovation into the programme planning lifecycle. Align with programme priorities (AWP etc.) and attend planning meetings (PCM).
- **Leadership and Quality Assurance:** Help monitor development and quality assurance during planning and deployment of T4D initiatives; participate in establishing and maintaining standards, documentation and support mechanisms for T4D.
- **Convene and guide compliance with T4D best practices:** Participate in CO Digital Transformation Governance Committee and support compliance of T4D initiatives with the Principles for Digital Development (<http://digitalprinciples.org/>) and UNICEF T4D best practices.

#### Engage and maintain partnerships and networks

- **Engage and maintain partnerships and networks:** Support the development of partnerships and networks with local solution providers, innovators, NGOs, cultural and religious organizations, the private sector, local media and academia to build and provide a space to nurture and test new and innovative technologies and build local capacity.
- **Advocacy and communications:** Participate and support Country Office representation in external, inter-agency or partner forums on Digital Development and Technology Innovation.
- **Proposal and partnership development:** Help identify opportunities for resource mobilization and new partnerships and assist proposal and partnership development efforts.
- **Provide advice and support to programme partners:** Provide inputs to technical and operational support to a wide range of stakeholders and partners on UNICEF policies, practices, standards and norms on technology for development.
- **Standards and procedures for ownership:** Work with stakeholders to help develop standards, procedures and partnerships for T4D interventions and their transition to relevant Government and Civil Society Institutions.
- **Transfer and skill-sharing for programme partners:** Help maintain partnerships with government counterparts and national stakeholders through active sharing and transfer of knowledge, skills and tools to foster and facilitate technology-enabled programming.
- **Document localized partners and profiles:** Contribute updates to a catalogue of country specific T4D partners and their profiles/areas of engagement to promote and enhance UNICEF goals for outcomes for children through the use of Technology for Development.

#### Capacity Building

- **Data analysis for evidence generation:** Build capacity of programme staff and partners in analysing the large amounts of data generated through T4D initiatives including the use of data visualization techniques and analytics tools.
- **Co-create appropriate solutions:** Work directly with programme teams and partners to adapt technology and innovative solutions appropriate to the country programme.
- **Provide training to stakeholders and end-users:** Participate as resource person in capacity building initiatives to enhance the competencies, capacity and knowledge within the

programmes on digital development; train UNICEF staff, partners, government counterparts and other end users in digital development and technology innovation.

- **Build awareness around Innovation & Frontier Technology:** Assist developing staff capabilities in appropriate use of frontier technology and innovations such as UAVs, wearables, IoTs, mobile money, blockchain etc.

### Knowledge Management

- **Share lessons learned:** Help identify, capture, synthesize and share lessons learned from T4D for integration into broader knowledge development planning, advocacy and communication efforts.
- **Landscape mapping:** Maintain an inventory of Technology and Innovation interventions, assets, resources and networks.
- **Monitoring, evaluation and learning:** Work with PMED to ensure documentation and clear monitoring and evaluation mechanisms for innovation and T4D projects including baseline data collection, on-going monitoring, as well as first phase data collection and analysis.
- **Contribute to Peer Support Networks:** Contribute and share to regional and global digital development and technology innovation networks and activities.

*To qualify as an advocate for every child, you will have:*

### Education

- A university degree in computer science, software engineering, business analysis, ICT management, innovation, business administration or another relevant field is required.
- Certification and/or proven experience in one of the following; ICT Project Management, Business Analytics, ICT Audit and Risk Management, Software Engineering and Programming is preferred.

### Work Experience

- A minimum of two (2) years of professional experience in information communication technology for development (ICT4D) in a large international organization and/or corporation is required.
- At least two (2) years practical professional work experience in information technology, product development, as well as systematic methods of troubleshooting and analytical problem solving, providing strategic support on technology products and services, and use of applications and data visualization tools.
- At least six (5) years of experience in portfolio management of digital solutions.
- Experience identifying, designing, and implementing solutions for large-scale ICT projects with technical components - including supervising external vendors and software developers; responsibility for business analysis, budgets, contracts, procurement, and project management (including task prioritization, workflow coordination, results- driven strategies and proven ability to translate complex ideas from various areas into unified, clear guidance).
- Knowledge and experience working with Digital Public Goods such as DHIS2, OpenMRS, PRIMERO, RapidPro, ODK, etc. and deploying, maintaining, and scaling these technologies.




- Experience in coordination with multiple stakeholders like government agencies, academic institutions, research organizations, private sector, etc. in implementing ICT projects and exploring space for collaboration and partnerships.
- Work experience in providing technology transfer and support to remote field offices in developing countries is an asset.
- In-depth technical knowledge related to software development and information systems management.
- Experience in programme design, management and direct implementation of initiatives is a strong asset

**Core Values (Required) CRITAS**

- Care, Respect, Integrity, Teamwork, Accountability, Sustainability

**Core Competencies (Required as applicable, including levels as per the generic job profiles)**

- Builds and Maintains Partnerships (2)
- Demonstrates self-awareness and ethical awareness (2)
- Drive to achieve Results for impact (2)
- Innovates and embraces change (2)
- Manages ambiguity and complexity (2)
- Thinks and acts strategically
- Works collaboratively with others (2)

| Prepared by:   | Reviewed by:   | Approved by:  |
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