



CONSULTANCY - TERMS OF REFERENCE

Title: Consultant – Innovative Solution Sourcing Review

Division: UNICEF Sustainable WASH Innovation Hub, Copenhagen, Denmark

Duration: September 2024 for 2 months

Duty Station: Remote

Advertising summary

The vision of the UNICEF Sustainable WASH Innovation Hub (WASH Hub) is to be a global home for building, accelerating and scaling transformational climate resilient solutions for a WASH secure future of universal and equitable access to services, addressing the full ambition of the SDG6.

UNICEF's innovation portfolio approach focuses our innovation efforts on the most challenging problems UNICEF is trying to solve for and with children and young people. It does so by identifying targeted, strategic innovative solutions – with potential to have a significant impact and for which capacity is in place for rapid scaling up – and facilitating their accelerated progress to scale. The WASH innovation portfolio is reviewed and new solutions sourced annually, to ensure that the focus solutions reflect current, cutting-edge innovations in the WASH sector. The Consultant will support the WASH Hub by reviewing the solution sourcing process, scoring, assessment criteria and publication channels, and providing recommendations for improvement prior to the next sourcing round.

Child Safeguarding

Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective? YES NO

If YES, check all that apply:

Direct contact role YES NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

Child data role YES NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

UNICEF works in some of the world's toughest places, to reach the world's most disadvantaged children. To save their lives. To defend their rights. To help them fulfill their potential.

Across 190 countries and territories, we work for every child, everywhere, every day, to build a better world for everyone.

And we never give up.

For every child...innovate

UNICEF has a 70-year history of innovating for children. We believe that new approaches, partnerships and technologies that support realizing children's rights are critical to improving their lives. The **Office of Innovation** is a creative, interactive, and agile team in UNICEF. We sit at a unique intersection, where an organization that works on huge global issues meets the start-up thinking, the technology, and the partners that turn this energy into scalable solutions.

The **Sustainable WASH Innovation Hub**, based in Copenhagen, Denmark, aims to source, pilot and scale transformational and frontier climate resilient innovations that respond to key programmatic challenges that, if solved, will unlock faster progress for a water secure future for children and young people. One of the key global challenges that the Hub will address through exploration and scale of innovative solutions will be tackling foreseen climate change impacts on WASH services and delivery access. The Hub will also support research and innovation on the links between climate change and water, sanitation and hygiene.

The Hub will bring together a passionate community of strategic partners including children and young people, academia, private entrepreneurs, public policy makers, social development and humanitarian actors, and our global UNICEF WASH / CEED and innovation colleagues in 150+ countries. Collectively we will co-create, advocate, enable, convene, and motivate for innovative sustainable solutions to long-standing barriers and emerging opportunities for a WASH secure and climate resilient future for every child.

UNICEF has identified problems that, if solved, will unlock faster progress towards SDG 6. Innovation is key to co-creating new solutions to problems like lack of handwashing stations, leaks in water networks, climate-resilient sanitation services, remote monitoring of water or wastewater systems, remote sensing and other technologies for locating water sources in water scarce environments, fecal sludge management in humanitarian settings, absence of adequate sanitation products and accessible menstrual health information for women and girls.

More specifically, the WASH innovation portfolio aims at addressing the following four problems:

1. *Lack of adequate and climate-sensitive groundwater mapping and development leads to poor drinking water quality, challenges in locating sustainable water sources, and impedes progress towards child development and Sustainable*

Development Goals, especially affecting Small Island Developing States.

2. *Insufficient climate-sensitive data and a poor understanding of integrating climate change impacts into WASH programming present challenges to WASH practitioners modeling long-term sustainability of water resources, impacting the resilience of the service.*
3. *A lack of supportive environments for WASH small and medium enterprises (SMEs), characterized by limited access to finance and unfavorable governmental policies is limiting the capacity of SMEs capacity to expand and flourish, hindering their ability to effectively contribute to WASH governance and services.*
4. *Complexities in innovative finance options make it difficult to implement, scale, and replicate effective solutions, exacerbated by the increasing challenges to secure finance for WASH projects in a resource-scarce environment*

The WASH Hub Portfolio is the home of typically 4-7 innovative solutions that the Hub is currently working with to achieve this goal. The Portfolio is reviewed against the problem statements and new solutions sourced annually, to ensure that the focus solutions reflect current, cutting-edge innovations in the WASH sector. To enter the innovation portfolio for financial or technical support, potential solutions are reviewed by a designated technical team against a set of assessment criteria. The submission and review process is multi-step, with the main goal of identifying the most promising solutions and with a secondary goal of strengthening the proposed solutions and the capacity of the applying team.

How can you make a difference?

The WASH innovation hub is seeking a consultant to review the innovation sourcing process developed and applied in 2024. The goal is to ensure it reaches the right actors and is an inclusive process that fairly and accurately identifies the most promising innovations that can address SDG 6 at scale. The sourcing process in 2024 sought to identify innovations that addressed the problem statements identified in early 2024.

The WASH innovation hub plan to carry out another sourcing process in early 2025 after a problem statement review. This consultancy will complement that process and define how the sourcing process will take place and the review process. The process applied in 2024 included a number of support documents and technical review guides, it is expected that the consultant also review these and suggest modifications to the information included and the review process.

The Consultant will contribute to the objectives of the WASH Hub by:

1. **Inception Report.** The consultant will deliver an inception report outlining the planned work approach, timelines and activities. Including proposed interviewees and documents to be reviewed. This should be agreed with the WASH hub team before other activities continue.

2. **Review of process applied by UNICEF.** The consultant will carry out a detailed review and evaluation of sourcing process applied in 2024, including:
 - submission approach;
 - templates;
 - approach to submission support; and
 - Selection process including assessment approach and criteria.
3. **Alternative approaches to solution sourcing.** The consultant needs to review approaches taken by other innovation groups to sourcing and engagement of innovators in general, with a focus on low resource settings. Through this activity the consultant needs to consider the wider innovation community beyond WASH and how the WASH innovation hub can engage to ensure a broad reach of actors in future innovation sourcing.
4. **Future solution sourcing processes.** Based on the review of the process undertaken and other organization's modalities, it is expected to develop a strategy for external sourcing (beyond UNICEF country programs), that outlines key places to publish calls to ensure reach and how best to communicate the WASH hubs problem statements and innovation call. The consultant is expected to outline a modified process and supporting documents for
 - Submission approach
 - Application support for innovators
 - Scoring and review criteria
5. **Final report.** This final report will be summarized and presented to the WASH innovation hub team outlining the strategic approach proposed and actionable improvements/recommendations. After presentation to the WASH hub team time should be allocated to make changes and modifications before finalization.

Description of assignment

Detailed responsibilities / deliverables:

| | Deliverables/Outputs | Tasks | Delivery deadline (Days from Start) | % of payment/ Estimated combined working days |
|---|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|------------------------------------------------------|
| 1 | Inception Report | Deliver an inception report outlining the planned work approach, timelines and activities | 3 days | 5% |
| 2 | Review of process | Detailed review and evaluation of sourcing process, including: a) submission approach; b) templates; c) approach to submission support; and d) Selection process including assessment approach and criteria. | 8 days | 20% |
| 3 | Review approach to publishing sourcing and engagement of wider innovation community in the call | Defined strategy for external sourcing, key places to publish calls to ensure reach and how best to communicate the WASH hubs problem statements and innovation call. | 10 days | 25% |
| 4 | Recommendations for future process | Defined modified process and support documents for a) Submission approach b) Submission support c) Scoring and review criteria | 13 days | 30% |
| 5 | Final report | Presentation of findings on sourcing process. Strategic recommendation with specific, actionable improvements/amendments to take forward. | 8 days | 20% |

To qualify as an advocate for every child you will have...

- An advanced university degree (Master's or higher) in WASH, entrepreneurship, business administration or other relevant field.
*A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.

- A minimum of 4 years of relevant professional experience in innovation or supporting investments in a portfolio approach.
- Demonstrated ability to define pathways for progress for large organisations that can consider appropriate readiness matrices/scales and other required decision making approaches to define probability for success.
- Experience of supporting sourcing innovations for portfolios, incubators or start ups is an asset.
- Understanding of WASH approaches and systems is an asset.
- Understanding of different contexts and experience working in developing countries.
- Knowledge of international development, technology for development and key challenges affecting children in developing countries desired.
- Developing country work experience and/or familiarity with emergency is considered an asset.
- Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

Travel:

- There is no travel expectation with this role.

Payment details and further considerations

- Payment of professional fees will be based on the submission of agreed deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

How to apply:

- Interest applicant is required to submit a financial proposal with all-inclusive fee. Please see the financial proposal template.
- **Applications without a financial proposal will not be considered.**

| The Technical Proposals will be evaluated against the following: | | |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| REF | CATEGORY | POINTS |
| 1. | Experience of the consultant <ul style="list-style-type: none"> • Evidenced experience in innovation or supporting investments in a portfolio approach • Experience of supporting sourcing and reviewing innovations for portfolios, incubators or start ups • Experience of defining sourcing approaches for new solutions/technologies/innovations • Evidenced experience of developing review processes for innovations | 45 |
| 2. | Proposed Methodology and Approach <ul style="list-style-type: none"> • Detailed proposal with main tasks, report structure and key outputs identified to deliver within a tight timeframe. | 35 |

| | | |
|---------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| | <ul style="list-style-type: none"> • Outline to methodology development and the supporting documents • Vision and sound methodology of achieving key outputs with an understanding of scaling pathways in this setting. • Clarity of the proposed approach with demonstrated understating of the realities of work in UNICEF programme countries • Realistic, timed and costed plan of action. | |
| Total Technical (max 80) | | |
| Only Proposals which receive a minimum of 50 points will be considered further. | | |
| 3. | Financial proposal | 20 |
| Total Financial (max 20) | | |
| Total Overall (max 100) | | |

For every Child, you demonstrate...

UNICEF's values of Care, Respect, Integrity, Trust, Accountability, and Sustainability ([CRITAS](#)).

To view our competency framework, please visit [here](#).

UNICEF is here to serve the world's most disadvantaged children and our global workforce must reflect the diversity of those children. The UNICEF family is committed to include everyone, irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

UNICEF offers reasonable accommodation for consultants/individual contractors with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

Remarks:

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

Individuals engaged under a consultancy or individual contract will not be considered “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures, and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

The selected candidate is solely responsible to ensure that the visa (applicable) and health insurance required to perform the duties of the contract are valid for the entire period of the contract. Selected candidates are subject to confirmation of fully-vaccinated status against SARS-CoV-2 (Covid-19) with a World Health Organization (WHO)-endorsed vaccine, which must be met prior to taking up the assignment. It does not apply to consultants who will work remotely and are not expected to work on or visit UNICEF premises, programme delivery locations or directly interact with communities UNICEF works with, nor to travel to perform functions for UNICEF for the duration of their consultancy contracts.