

TERMS OF REFERENCE

Consultancy-Global Programme Division - Partnership for a Lead-Free Future (PLF)

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Programme Division- Partnership for a Lead-Free Future-PLF Home-based/Remote
DURATION OF CONTRACT	12 months approx.

Background

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children’s rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society’s most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

The Global Programme Division (GPD) plays a central role in driving programme excellence across UNICEF. It provides global strategic leadership and policy direction, develops and monitors frameworks and standards, and ensures coherence and alignment across sectors, regions and partners. GPD generates high-impact, evidence-based solutions and serves as a hub of specialized expertise, offering technical guidance on policy reform and scalable programming. GPD leads UNICEF’s policies, standards and negotiations for programme, ensuring the organization’s assets and priorities are aligned with and contribute to child development goals. In addition, GPD strengthens country-level implementation through integrated technical support, linking global policy with on-the-ground action to deliver results for children at scale.

Job organizational context:

The Partnership for a Lead-Free Future (PLF) is a global, multi-stakeholder coalition established to eliminate childhood lead poisoning in low- and middle-income countries by 2040. With a Secretariat housed in UNICEF and members including governments, multilateral agencies, donors, civil society organizations, and the private sector, the PLF mobilizes resources and attention toward ending childhood lead poisoning by 2040.

The PLF Secretariat aligns partners around the PLF Roadmap and Partnership Strategy, notably through three interconnected pillars: elevating and advancing knowledge to inform policy and action; connecting partners across sectors and geographies; and catalyzing action at country and global levels. The PLF Secretariat supports implementation of the Strategy, facilitates collaboration across the partnership, tracks progress toward shared goals, and mobilizes advocacy, investment, and coordinated action.

Purpose for the job:

The PLF Consultant is responsible for supporting the effective implementation of the Partnership for a Lead-Free Future (PLF) Strategy and contributing to coordination and integration across Secretariat functions and partnership activities. Working under the guidance of the PLF Director and in close collaboration with Secretariat teams and partners, the incumbent will help align efforts across PLF’s pillars, support collaboration within the partnership ecosystem, and

contribute to steady progress toward the 2040 goal of ending childhood lead poisoning.

The role requires strong programme coordination and analytical skills, combined with sound technical knowledge of lead exposure, related policy frameworks, the global lead ecosystem, and associated maternal and child health risks.

Scope of Work

Strategic Integration and Execution Across the PLF Secretariat

- Support alignment of Secretariat workstreams and initiatives with the PLF Strategy and Roadmap through ongoing review of plans, activities, and priorities.
- Contribute to integrating the three PLF pillars into a cohesive and mutually reinforcing delivery model.
- Maintain an overview of partner initiatives, country efforts, and Secretariat-led projects to ensure coherence, complementarity, and focus on highest-impact priorities.
- Identify execution gaps, risks, and opportunities across the ecosystem and support adaptive solutions to accelerate progress.
- Provide analytical inputs and recommendations the PLF Director on prioritization, sequencing, and ecosystem alignment.

Partnership and Ecosystem Alignment

- Engage with partners across the global lead ecosystem, including those focused on surveillance systems, regulatory reform, product safety, and environmental remediation, to support alignment of initiatives, investments, and country efforts toward shared PLF priorities and Roadmap milestones.
- Identify opportunities for collaboration, joint action, and leveraging complementary expertise across lead-focused institutions, chemical and toxin ecosystems, relevant public health programs, and initiatives.
- Strengthening coordination and working relationships between the PLF Secretariat, UNICEF country offices, UNICEF Supply Division, and partners, leveraging UNICEF's global network to accelerate country progress.
- Assess how Secretariat-led initiatives and global projects fit within the broader lead ecosystem and contribute to positioning PLF efforts to add value and avoid duplication.

Data, Monitoring, and Learning for Programme Delivery

- Support roll out of the PLF Roadmap and associated data collection process, to support rapid learning, adaptive execution, and results-oriented decision-making.
- Translate monitoring finding, partner inputs, and progress data into actionable strategic insights grounded in understanding of lead policy and programmatic realities.
- Contribute to Strengthen partnership-wide accountability processes to identify progress, gaps, and priority areas for accelerated action.
- Leverage evidence and learning to inform strategic priorities, advocacy focus, and ecosystem alignment.

Advocacy and Communications Coordination for Impact

- Support direction and coordination of advocacy and communications functions to ensure alignment with PLF priorities and Roadmap milestones.
- Work closely with the Senior Partnerships Specialist and partners to align advocacy positioning and external engagement with ecosystem priorities and opportunities.
- Ensure communications and visibility efforts reinforce collective action, accountability, and momentum toward the 2040 goal.

- **Secretariat Coordination and Support to Leadership**

- Provide coordination and analytical support to the PLF Director, supporting focus on high-impact priorities and effective use of leadership time and attention.
- Coordinate cross-cutting initiatives involving Secretariat teams and partners to ensure coherence and timely delivery.
- Prepare analyses, briefings, and decision-support materials for leadership and governance discussions.
- Support alignment of Secretariat and partner skills, expertise, and resources to priority areas of impact, maximizing collective effectiveness.
- Strengthening coordination and execution practices across Secretariat functions.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline (in weeks/months) and input days to complete the deliverable
Support tracking of PLF priority workstreams and preparing periodic summaries and briefing notes on implementation progress and key milestones.	Deliverable 1 – Workstream implementation tracking and coordination	June 2026
Prepare country briefs and mission materials and document outcomes and follow-up actions from country engagements.	Deliverable 2 – Country engagement and mission support	September 2026
Support partner coordination by preparing meeting materials, maintaining engagement trackers, and documenting key actions and follow-ups.	Deliverable 3 – Partner coordination and documentation	December 2026
Compile and synthesize information from partners and global initiatives producing analytical notes relevant to PLF priorities.	Deliverable 4 – Knowledge synthesis and analytical notes	February 2027

<p>Prepare briefing materials and summaries for high-level engagements and support consolidation of inputs for reporting purposes.</p>	<p>Deliverable 5 – Support to PLF external engagement and reporting</p>	<p>April 2027</p>
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Payment Schedule:

Payment will be made on submission and acceptance of 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.

Important Notes:

- 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 for ensuring that the health insurance (and visa if applicable) 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.
- UNICEF offers reasonable accommodation for consultants 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.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum requirements:

- **Education:** Master’s degree or higher in public policy, public health, environmental policy, international development, or a related field is required.
- **Work Experience:** A minimum of 8 years of progressively responsible experience in public policy, environmental health, or public health, including experience related to lead exposure, lead policy, and associated maternal and child health risks, is required.

- **Desired:** Demonstrated experience working with key global lead and environmental health initiatives, institutions, and partnerships, including multilateral agencies, technical organizations, regulatory initiatives, and funders focused on lead mitigation and prevention
- Experience supporting or contributing to, multi-stakeholder initiatives at global and country levels, including working with high-, low-, and middle-income governments, across ministries of health and environment
- Familiarity with key actors and networks within the global lead ecosystem Experience contributing to the translation of strategies into coordinated actions and measurable results.
- **Assets:**
- Strong knowledge of lead policy and programs, mitigation strategies, environmental health systems, relevant data systems, and associated maternal and child health risks
- Understanding of the global lead and environmental health ecosystem and its key actors
- Proven ability to align diverse partners toward shared goals and collective impact
- Experience using accountability frameworks and evidence to drive strategic execution
- **Skills:**
- Programme Integration
- Ecosystem Coordination
- Partnership Engagement
- Data Interpretation
- Advocacy Alignment
- Leadership Support
- **Language requirements:** Fluency in English is required.