



CONSULTANCY - TERMS OF REFERENCE

Giga Design Lead

UNICEF Office of Innovation - Giga
Duration: 12 months (Deliverable-Based)
Duty Station: Barcelona, Spain

Advertising summary

UNICEF is seeking a Design Lead to join Giga, a UNICEF-ITU initiative to connect every school in the world to the Internet. Based in the Giga Technology Centre in Barcelona, the successful candidate will play a pivotal role in shaping the visual identity of Giga products and services and will lead and inspire a talented team of UI/UX and graphic designers to deliver impactful and engaging products and design solutions.

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.

About Giga

Launched in 2019 as a joint initiative between UNICEF and ITU, **Giga** has set the ambitious goal to connect every school in the world to the internet. Half of the world's population has no regular access to the Internet. Millions of children leave school without any digital skills, making it much more difficult for them to thrive and contribute to local and global economies. This has created a digital divide between those who are connected and those who are not, a divide that has become even wider during the Covid-19 pandemic. UNICEF and ITU have therefore joined forces to create **Giga**, an initiative to connect every school in the world to the Internet and address this new form of inequality.

Giga focuses on connecting schools so that children and young people have access to information, opportunity, and choice. It also uses schools as anchor points for their surrounding communities: if you connect the school, you can also connect local businesses and services. This creates opportunities for service providers to generate revenue from paying users, making connectivity more sustainable. A 2021 report by the Economist Intelligence Unit found that a 10% increase in school connectivity can increase effective years of schooling by 0.6% and increase GDP per capita by 1.1%.

You can read more about Giga's work at <https://giga.global/> and by following us on twitter @Gigaglobal

How can you make a difference?

We seek a strong self-motivated and experienced designer who can work with a diverse interdisciplinary team to shape the visual identity of Giga's products and services and amplify its ambitious goal of connecting every school, and every community to the Internet. Our team takes large ideas and makes them a reality; being able to communicate complex and abstract ideas using visual, verbal and written language is crucial. As the Design Lead, you will

Key responsibilities include:

- Lead a team of talented designers (UI/UX and graphic designers), providing guidance, mentorship, and support to ensure the highest quality of design work across multiple projects and initiatives.
- Collaborate closely with cross-functional teams including product management, finance, marketing, and others to translate business goals and user needs into innovative design solutions.
- Oversee the product design team in creating intuitive and visually appealing user interfaces and products.



- Establish and maintain design standards, guidelines, and best practices to ensure consistency across Giga's products and communication materials.
- Work closely with communications and brand team members to ensure brand consistency and alignment across touchpoints.
- Use design thinking or other processes to define and develop outputs that are innovative, solve real problems, and have an impact on business.
- Collaborate with external partners such as agencies when necessary, ensuring alignment with our design vision and objectives.

Description of assignment

#	Tasks	Deliverables/Outputs	Delivery deadline
1	Design strategy development.	<ul style="list-style-type: none"> • Assessment of existing design assets, processes, and tools. • Design strategy document with goals, priorities, and action plans. 	Month 1
2	Establish operations of design team	<ul style="list-style-type: none"> • Processes to handle design requests and needs, including product design, communications and others. • Collaboration tools for the design team. 	Month 2
3	Create and establish design standards and guidelines.	<ul style="list-style-type: none"> • Document with design standards, guidelines, and best practices. • Implement standards across all products, platforms and services. 	Month 3
4	Enhance product design operations.	<ul style="list-style-type: none"> • Strategy and prioritization of design work for different products • Recommendations on how to address challenges and improve overall process 	Month 4
5	Brand alignment and visual identity refresh	<ul style="list-style-type: none"> • Assessment of Giga's brand identity and visual assets. • Refresh visual elements to reflect current design trends and brand guidelines. 	Month 5
6	Design system development	<ul style="list-style-type: none"> • Design system to streamline the design process. • Ensure implementation of design system across products and services. 	Month 6
7	Design workshop.	<ul style="list-style-type: none"> • Conduct design workshop with the technology team to explore new ideas for products. 	Month 7
8	Cross-functional collaboration enhancement	<ul style="list-style-type: none"> • Facilitate workshop and brainstorming session to foster interdisciplinary collaboration. Recommendations from workshop. 	Month 8

9	Vendor and agency oversight	<ul style="list-style-type: none"> Ensure that all design assets developed by vendors and external collaborators are aligned with Giga's brand and visual identity 	Month 9
10	Event branding	<ul style="list-style-type: none"> Design assets such as logos or templates and event design support for Giga events 	Month 10
11	Represent Giga in design events	<ul style="list-style-type: none"> Participation in 1-2 key design events 	Month 11
12	Communications and community building	<ul style="list-style-type: none"> Blogpost and other reports to communicate Giga's brand and design work to the broader audience 	Month 12

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

- A master's degree in design, visual communication, human-computer interaction, or related field. Alternatively, a first level university degree in combination with two years additional qualifying experience may be accepted in lieu of the advanced university degree.
- A minimum of 8 years of relevant professional experience in design roles, preferably in tech companies.
- Experience in leadership and management positions.
- Experience in product design and product development lifecycles and processes.
- Advanced knowledge of Adobe CC software (InDesign, Illustrator, Photoshop, Acrobat, After Effects), Sketch, Figma, or similar.
- Excellent communication and presentation skills, with the ability to articulate design concepts and rationale to diverse stakeholders.
- A portfolio showcasing your design expertise, leadership experience, and the impact of your work on previous projects.
- Ability to thrive in a fast-paced and dynamic environment; proven track record working across a cross-functional team.
- Experience working in an Agile environment.
- Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.

Travel:

- The consultant is expected to travel to Geneva one time (1 trip), for a stay of 4-5 nights.
- The consultant is responsible for arranging his/her own travel, including visa and travel insurance.

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.
- Consultant is responsible for his/her own health and travel insurance.
- Consultant is responsible to arrange his/her own travel, including visa.



How to apply:

- Interested applicants are required to submit a financial proposal with an all-inclusive fee. Please see the financial proposal template.
- Financial proposal must include travel costs (economy class) and daily subsistence allowance, if travel is required as per TOR and any other estimated costs: visa, travel/health insurance.
- **Applications without a financial proposal will not be considered.**

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.