
TERMS OF REFERENCE

Intergenerational Governance Research and Design Consultant

CONTRACT MODALITY Individual Consultancy

DUTY STATION Florence, Italy (remote)

DURATION OF CONTRACT 13 months

Purpose of Assignment

The purpose of this assignment is to deepen the analytical and research capabilities within UNICEF's Intergenerational Governance and Participation (IGP) mandate and function. By leveraging extensive literature reviews, capacity-building workshops, and collaborative report writing, this role seeks to enhance the understanding of critical current and future-oriented themes such as participation in policy and decision-making, education, employment, and climate. The consultant will play a pivotal role in leveraging design principles and practice to shape and strengthen youth participatory workshops and research practice.

Scope of Work

Background

At UNICEF Innocenti, children and youth are identified as key partners rather than mere beneficiaries, resulting in their inclusion in setting strategy and contributing to evidence generation. The IGP function ensures the office's focus and efforts are not tokenistic, and to advocate for the children and youth living in the most challenging contexts. The team leads UNICEF's youth foresight function, building a global network of young foresight practitioners who through fellowship and volunteering programs are engaged to identify future challenges and opportunities that could greatly impact UNICEF and the lives of children and youth. This results in the publication of youth-led and youth-focused research, advocacy campaigns, skills building trainings, products and tools that empower institutions, foresight practitioners, government officials, UNICEF staff and partners, and UNICEF's utmost priority target audience: children and young people around the world.

Objectives of the consultancy

The consultancy is strategically aimed at enhancing UNICEF's IGP function by enhancing its research design and analytical foundation through practice of iterative process design with young people, aligning the work of youth-led organisational and young people, including fellows, on pivotal themes such as the futures of democracy, education, employment, and climate.

This role is designed to support youth-centered and/or led research and foresight activities, including data capture, sensemaking, report writing, and workshop design and facilitation; contributing to UNICEF Innocenti's IGP priorities.

The consultancy will also partake in collaborative efforts to co-design foresight exercises and co-author or contribute to pivotal reports on climate education, the digital environment and AI, the future of development, and intergenerational governance mechanisms. In doing so, the consultancy not only underscores the importance of youth-led insights in shaping future-oriented strategies but also ensures their significant role in informing UNICEF's actions towards a youth-inclusive future.

Major areas of work and responsibility

1. Perform detailed literature reviews that inform and support the IGP function and priorities.
2. Create and lead capacity-building workshops aimed at enhancing young people's research, analysis, and reporting skills.

3. Write and contribute to analytical reports that capture the collective insights from youth discussions, offering strategic foresight on key future-oriented themes.
4. Assist young people, including fellowship participants, in the design and execution of research and foresight projects, ensuring their work aligns with and contributes to UNICEF's strategic objectives.
5. Oversee full cycle of design process across IGP research and foresight priorities.
6. Engage in the co-creation of materials and reports, focusing on generating actionable insights for UNICEF and its partners.
7. Support design strategy activities across IGP thematic priorities in 2026, including in climate education, immunization, and youth participation in policy and decision-making.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline (in weeks/months) and input days to complete the deliverable
Drafting and co-authoring	Provide inputs, draft and author comprehensive reports on intergenerational governance, climate education, civic tech and other topics critical to IGP internal and external partnerships in 2026.	May 13, 2026 (25 days)
Methodology design	Support the development and execution of user experience research and design processes across IGP priorities	9 July, 2026 (33 days)
Facilitation	Facilitate 15 internal and external strategy and process setting workshops, contributing to design and evidence activities, and advancing IGP deliverables.	13 September, 2026 (38 days)
Reports	Co-design and co-author 5 UNICEF Innocenti's IGP reports on intergenerational governance, climate education, civic tech and other topics critical to IGP internal and external partnerships in 2026.	6 November, 2026 (30 days)
Youth Participation management	Facilitate 5 IGP in civic tech workshops, contributing to UNICEF's partnership with Open	9 January, 2027 (37 days)

	Lab. This includes drafting preparation materials and event report finalization.	
Support functions	Mentor and support youth partners across the 30,000 strong Innocenti Youth Network, including 12 fellows, in data capture, sensemaking and report writing, designing tools that can support their national and global scope projects.	1 March, 2027 (30 days)
Development of tools	Support the development of tools and other public goods that advance the use of Youth Foresight as a practice that contributes insights and anticipatory recommendations for policy and decisionmaking in the multilateral system and at national governance level.	1 May, 2027 (15 days)

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 in Environmental Science/Policy, Social Sciences, PublicPolicy, Communications, Evidence Synthesis, Research Methods or another technical field relevant to the work of UNICEF (a combination of an undergraduate degree and 2 additional years of professional experience may be considered in lieu of master’s degree);
- Work Experience:
 - At least 3 years of professional experience in youth engagement, foresight, social research, or policy;
 - 3 plus years’ experience designing and implementing youth engagement programming;
 - Sound knowledge of approaches to futures thinking and foresight, particularly around issues pertaining to children and youth;
 - Knowledge and experience of convening in virtual settings, with strong familiarity with digital workspaces, communication tools and conferencing platforms;
 - Access to and experience of engaging in child and/or youth networks;

- Skills:
 - Demonstrated ability to set high standards for quality of work and consistently achieve project goals.
 - Solid writing, analytical, problem-solving, writing and presentation skills, particularly in the context of international work settings.
 - Strong interpersonal skills including developing and maintaining collaborative relationships with internal and external partners.
 - Ability to work in a multi-cultural environment.
- Language Requirements: Fluency in English.