

## TERMS OF REFERENCE

**TITLE – Climate Innovation Management Consultant (International)**

<b>Contract Modality:</b>	Individual Consultancy
<b>Duty Station:</b>	Stockholm, Sweden, Home Based
<b>Duration of Contract:</b>	7 Months

**Purpose of Assignment**

The Office of Innovation supports the adoption and scale of innovative solutions that advance UNICEF's Sustainability and Climate Action Plan and Strategic Plan priorities. Climate innovation efforts focus on technology-enabled and systems level approaches that protect children from climate and environmental risks, including resilient infrastructure, environmental health monitoring, digital risk information systems, and sustainable energy access for social services.

Under the guidance of the Initiatives Team Lead, the consultant will provide operational leadership and coordination for UNICEF's priority climate innovation initiatives. The role focuses on ensuring timely delivery of agreed workplans, maintaining momentum across complex multi-stakeholder initiatives, and supporting effective collaboration across UNICEF divisions and partners. The consultant will help drive accountability, track progress, and ensure alignment with UNICEF's climate priorities in close coordination with the Centre of Excellence for Children and Climate.

**Scope of Work**

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 innovation 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.

UNICEF's Office of Innovation creates opportunities for the world's children by focusing on where new markets can meet their vital needs. We do this by:

- Connecting youth communities (or more broadly -- anyone disconnected or underserved) to decision-makers, and to each other, to deliver informed, relevant and sustained programmes that build better, stronger futures for children.
- Provoking change for children through an entrepreneurial approach -- in a traditionally risk averse field -- to harness rapidly moving innovations and apply them to serve the needs of all children.
- Creating new models of partnership that leverage core business values across the public, private and academic sectors in order to deliver fast, and lasting results for children.

The Office of Innovation specifically looks to form **partnerships around frontier technologies** (like drones and UAVs, blockchain, 21st century skills, urban technologies, new banking tools, wearables and sensors, or 3DPrinting) that exist at the intersection of \$100 billion business markets and 1 billion person needs – and to identify how they can grow and scale profitably and inclusively.

**Our team**

We're an interdisciplinary team around the world tasked with identifying, prototyping, and scaling new technologies and practices. With our partners, we focus on convening and collaborating on new and different solutions, low- and high-tech, by:

- **Looking** at the 2–5-year horizon to evaluate emerging and trending technologies and to see how UNICEF can work with the private sector on doing better business while improving essential services for children.
- **Investing** in early-stage solutions that show great potential to positively impact children in the 02-year future including

the Venture Fund that invests in open-source technology solutions from start-ups based in UNICEF's programme countries.

- **Identifying** proven solutions that can be implemented at national scale in multiple countries – taking the ideas that help thousands in one country, bringing them to dozens of countries across multiple sectors, and impacting the lives of millions of children.

### **How can you make a difference?**

UNICEF's Office of Innovation (OOI) supports the adoption and scale of innovative solutions aligned with UNICEF's Sustainability and Climate Action Plan (SCAP) and Strategic Plan priorities.

Innovative climate solutions focus on advancing technology-enabled and system-level solutions that protect children from climate and environmental risks, including through resilient infrastructure, environmental health monitoring, digital risk information systems, and sustainable energy access for social services.

Under the guidance of the Initiatives team lead, the consultant will provide operational leadership and strategic coordination for UNICEF's priority climate innovation initiatives and other workstreams.

The focus of the assignment is execution and delivery:

- Ensuring agreed plans for innovation initiatives are completed in a timely manner
- Maintaining momentum across complex, multi-stakeholder initiatives and partner conversations
- Driving accountability, risk management, and measurable progress across team contributing to climate innovation
- Preserving alignment with UNICEF's Strategic Plan and Sustainability and Climate Action priorities in close coordination with the UNICEF Center of Excellence for "Children and Climate"

### **Your main responsibilities will be:**

#### **1. Climate initiatives oversight**

Lead and coordinate the execution of agreed climate innovation priorities and annual workplans, ensuring structured tracking of milestones, performance indicators, risks, and dependencies. Maintain clear oversight of progress toward expected country-level outcomes, prepare timely governance documentation and decision briefs, and proactively identify when course correction or escalation is required to safeguard delivery and impact.

#### **2. Cross-divisional coordination with key climate stakeholders**

Serve as the central coordination focal point across Programme Group, Regional Offices, Supply Division, ICTD, and other relevant divisions, ensuring innovative efforts are embedded within core delivery systems rather than operating as standalone pilots. Maintain structured, proactive engagement with key internal stakeholders to align priorities, strengthen collaboration, and drive coherent implementation.

#### **3. Team leadership & management**

Act as a coordinator between consultants and technical contributors within the climate initiatives team, ensuring clarity on deliverables, timelines, and accountability. Monitor performance and quality of outputs, proactively manage dependencies, and address bottlenecks to maintain momentum and high standards of delivery.

#### **4. Partnership & external engagement continuity**

Maintain and steward existing partner and donor relationships, ensuring continuity of engagement on previously agreed collaborations. Support high-quality reporting, briefings, and strategic communications to sustain alignment, confidence, and momentum across partnerships.

#### **5. Learning & documentation**

Capture implementation insights and lessons learned across climate innovation initiatives, strengthening evidence building and performance tracking in collaboration with the OOI MEL team and key internal and external partners.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline (in weeks/months) and input days to complete the deliverable
<p><b>Climate initiatives oversight &amp; accountability</b></p> <ol style="list-style-type: none"> <li>1. Review existing initiative strategy, workplans and governance commitments</li> <li>2. Identify and schedule delivery milestones in collaboration with internal OOI teams and CoE Climate</li> <li>3. Establish tracking mechanisms for all key initiatives and workstreams</li> <li>4. Monitor risks and escalate where needed to Senior Advisers and CoE</li> <li>5. Prepare governance documentation as requested from the OOI solutions team leadership</li> </ol>	<p><b>Deliverable 1:</b></p> <ol style="list-style-type: none"> <li>1. Review summary with key findings, gaps and required actions (briefing note)</li> <li>2. Consolidated milestone plan for priority initiatives (implementation schedule /tracker)</li> <li>3. Initiative performance and risk tracker for key workstreams (dashboard / tracking tool)</li> <li>4. Risk and escalation log with mitigation actions and decisions (risk register)</li> <li>5. Governance decision briefs and meeting papers for leadership review (briefing pack / decision memo / slide deck)</li> <li>6. Travel to Stockholm (5 days)</li> </ol>	<p>31 .05.2026</p> <p>42 days</p>
<p><b>Cross-divisional innovation coordination</b></p> <ol style="list-style-type: none"> <li>1. Conduct alignment meetings with CoEs and other internal divisions</li> <li>2. Identify dependencies and integration gaps</li> <li>3. Facilitate cross-team issue resolution</li> <li>4. Ensure initiatives link to country delivery mechanisms</li> </ol>	<p><b>Deliverable 2:</b></p> <ol style="list-style-type: none"> <li>1. Alignment meeting notes and action tracker across CoEs and internal divisions (meeting record / action log)</li> <li>2. Dependency and integration gap mapping (analytical note / matrix)</li> <li>3. Cross-team issue resolution tracker with agreed actions, owners and deadlines (issue tracker)</li> <li>4. Country delivery linkage notes showing how initiatives connect to implementation pathways (operational note / mapping document)</li> </ol>	<p>31 .07.2026</p> <p>42 days</p>
<p><b>Climate innovation team leadership &amp; management</b></p> <ol style="list-style-type: none"> <li>1. Clarify roles and deliverables to individual contributors as needed and requested</li> <li>2. Monitor consultant and partner outputs and remove barriers from implementation as needed</li> <li>3. Provide feedback and course correction</li> <li>4. Report progress to Initiatives Team Lead and senior management</li> <li>5. Ensure input to all Office wide documents and materials from all climate innovation team members as needed</li> </ol>	<p><b>Deliverable 3:</b></p> <ol style="list-style-type: none"> <li>1. Roles and responsibilities matrix for team members and contributors (RACI matrix /management document)</li> <li>2. Consultant and partner output tracker with implementation bottlenecks and follow-up actions (performance tracker)</li> <li>3. Feedback and course correction notes for contributors as needed (feedback note / action logger)</li> <li>4. Periodic climate initiatives progress updates to management (progress report monthly)</li> <li>5. Consolidated climate team inputs for office-wide documents and materials (input package /compiled document)</li> </ol>	<p>30 .11.2026</p> <p>28 days</p>

<p><b>Climate partnership &amp; external engagement continuity</b></p> <ol style="list-style-type: none"> <li>Maintain structured partner communication through quarterly, monthly and bi-weekly meetings following previous schedules</li> <li>Support preparation of donor reports and updates</li> <li>Prepare executive briefings and decks for OOI senior management and internal stakeholders on innovation initiatives</li> <li>Ensure commitments are tracked and implemented in timely manner, including budget spending</li> </ol>	<p><b>Deliverable 4:</b></p> <ol style="list-style-type: none"> <li>Partner engagement calendar and meeting action tracker (engagement tracker)</li> <li>Donor reports and partner update briefs (report / update note)</li> <li>Executive briefings and presentation decks for senior management and internal stakeholders (briefing notes /slide decks as needed)</li> <li>Commitments and budget follow-up tracker with implementation status (tracking sheet / budget monitoring tool on excel)</li> </ol>	<p>30 .09.2026</p> <p>14 days</p>
<p><b>Learning &amp; documentation</b></p> <ol style="list-style-type: none"> <li>Capture implementation insights across the climate innovation initiatives and workstreams and prepare an internally shareable report</li> <li>Support evidence consolidation</li> <li>Update shared systems and project and office level documentation</li> <li>Prepare structured handover materials and meetings with all key stakeholders</li> </ol>	<p><b>Deliverable 5:</b></p> <ol style="list-style-type: none"> <li>Internal climate innovation learning report capturing implementation insights (learning report)</li> <li>Evidence and results consolidation summary (synthesis note / evidence summary)</li> <li>Updated shared project and office documentation package (documentation pack / repository updated in Sharepoint)</li> <li>Structured handover package for incoming focal points and key stakeholders (handover slide deck)</li> <li>Travel to Stockholm, Sweden (5 days)</li> </ol>	<p>30 .11.2026</p> <p>14 days</p>
<p><b>Travel (International)</b></p>	<p><b>Number of trips to Stockholm, Sweden:</b> 2 trips for 5 working days each</p>	<p>10 days</p>

#### 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**

- Master's degree in social sciences, engineering, environmental science, business development or other relevant field to sustainability and climate action  
*\*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*

**Years of experience/Knowledge/expertise/Skills required**

- A minimum of 8 years of relevant professional experience in driving innovation initiatives in the development and humanitarian sector
  - Knowledge of the UN system is required
  - Developing country work experience and/or familiarity with emergencies is required
  - Fluency in English is required. Knowledge of French, Russian or Spanish) or a local language is an asset
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