

## Terms of Reference

### Fixed Term Appointment - Innovation Officer

<b>Title &amp; Level</b>	Innovation Officer, NOB
<b>Location</b>	Freetown – Sierra Leone
<b>Duration</b>	2 years
<b>Start Date</b>	1 July 2023
<b>Reporting to</b>	Innovation Specialist.

#### I. BACKGROUND

UNICEF is the leading humanitarian and development agency working globally for children rights. Child rights begin with safe shelter, nutrition, protection from disaster and conflict and traverse the life cycle. UNICEF strives to ensure that all children are born alive, stay safe and keep learning.

For 70 years, UNICEF has endeavoured to improve the lives of children and their families. Working with and for children through adolescence and into adulthood requires a global presence with the goal to produce results. UNICEF also lobbies and partners with leaders, thinkers and policy makers to help all children, especially the most disadvantaged, realize their rights.

#### II. PURPOSE OF THE JOB

Under the supervision and overall guidance of the Innovation Specialist P-4, the Innovation Officer, NO-B, FT, will be responsible for coordinating and facilitating the mainstreaming, and for providing ongoing technical support to the development and roll out of all innovation initiatives as per the country programme document. The Innovation Officer will also support existing prioritized innovations, managing and overseeing any consultants working on different innovation projects and support each programme team in the design and implementation of their respective Innovation flagship initiative(s) in close coordination with NYHQ Office of Innovation and the Regional Office.

### III. SUMMARY OF KEY FUNCTIONS/ACCOUNTABILITIES

#### Summary of the Key Functions, Accountabilities and Related Duties or Tasks include:

1. **Operational and Project Management of GIGA, U-Report Sierra Leone, RapidPro and other Innovation-focused Infrastructure and Services.**
2. **Provide Support and Assistance with Strategic Relationships.**
3. **Support the Operational and Administrative Tasks of the Innovation Unit.**
4. **Assist in the Delivery of Results for Children in UNICEF Sierra Leone.**

#### **1. Operational and Project Management of GIGA, U-Report Sierra Leone, RapidPro and other Innovation-focused Infrastructure and Services**

- Assist in the management of contracts for GIGA U-Report & RapidPro services and products.
- Coordinate and provide project management support on overall Innovation strategy/action plan for SLCO, including GIGA project, assessment of innovation gaps, opportunities, design, planning and implementation in close collaboration with Office of Innovation and Regional Office.
- Provide support and technical assistance to the Country Office in the identification, selection, concept design and roll-out and sustainability of innovation interventions to address bottlenecks towards the achievement of programme results.

#### **2. Provide Support and Assistance with Strategic Relationships.**

- Develop partnerships and network with local innovators, NGOs, cultural and religious organizations, the private sector, local media and academia to build and provide a space to nurture and test new and innovative ideas, help develop the next generation of thought leaders and build local capacity.
- Identify opportunities for resource mobilization and new partnerships and assist proposal and partnership development efforts in close collaboration with stakeholders.
- Participate (in-person or remotely) at in-country, regional or global events or discussions around achieving UNICEF's mission.
- Stay abreast of innovation trends, developments and best practices through professional development – journals, training, certification etc

#### **3. Support the Operational and Administrative Tasks of the Innovation Unit.**

- Coordinate and support development and testing of innovation products as well as processes to strengthen and improve efficiency or effectiveness of UNICEF's programming, monitoring and evaluation, advocacy and communication.
- Act as Innovation Unit's focal point for designated initiatives including meetings or discussions to present UNICEF's Innovation interests, priorities and position.
- Work closely with Administrative and Finance Service Units on budgeting and fund management.
- Assist in providing information for reports, reviews, or audits.

<ul style="list-style-type: none"> <li>• Prepare documentation for programme, planning and budgeting exercises – CPD, CPAP, IBR, MTR, AWP, etc</li> </ul>
<p><b>4. Assist in the Delivery of Results.</b></p> <ul style="list-style-type: none"> <li>• Spearhead approved innovation initiatives and work closely with programme staff to facilitate proper implementation.</li> <li>• Support technical and operational knowledge transfer to programme staff, implementing partners and beneficiaries.</li> <li>• Study and understand the business requirements, i.e., PPP, RBM, HACT, etc to improve the delivery of results.</li> <li>• Support counterparts and implementing partners to build capacity and nurture independence.</li> <li>• Assist in the selection of training providers and the development of training materials.</li> <li>• Support supply and programme staff to establish local LTAs for Innovation-related programme contracts for services and products.</li> <li>• Provide oversight of providers and third parties of Innovation-related services and products to programmes.</li> </ul>

#### IV. REQUIRED QUALIFICATIONS

<b>Education:</b>	A university degree in Development, Community Development, Communications, Information and Communication Technology (ICT), Information Science, Public Health or a related field.
<b>Experience:</b>	<p>Experience in innovative use of technology for development, particularly in the areas of data access, visualization, mobile applications, and open source.</p> <p>Previous experience in partnership development, community engagement and youth outreach.</p> <p>Previous experience in the use and management of RapidPro (or similar) platforms.</p> <p>Previous experience in partnership development, community engagement and youth outreach.</p> <p>At least three years' professional experience supporting government and/or non-governmental organisation programming, including training and capacity building or equivalent professional work experience at the national and international levels.</p>

<b>Technical Competencies:</b>	Proficiency in computer skills, including Word, PowerPoint and Excel, and experience using web-based content management platforms, databases and information portals.
<b>Language Requirements:</b>	Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

## V. COMPETENCIES

<b><u>Core Values:</u></b>	<b><u>Functional Competencies:</u></b>
<ul style="list-style-type: none"> <li>▪ Care</li> <li>▪ Respect</li> <li>▪ Integrity</li> <li>▪ Trust</li> <li>▪ Accountability</li> <li>▪ Sustainability</li> </ul>	<ul style="list-style-type: none"> <li>▪ Builds and Maintains Partnerships</li> <li>▪ Demonstrates Self-Awareness and Ethical Awareness</li> <li>▪ Drive to Achieve Results for Impact</li> <li>▪ Innovates and Embraces Change</li> <li>▪ Manages Ambiguity and Complexity</li> <li>▪ Thinks and Acts Strategically</li> <li>▪ Works Collaboratively with Others</li> <li>▪ Nurtures, Leads and Manages People</li> </ul>