

UNICEF Regional Office for South Asia

Terms of Reference for Individual Consultant or Individual Contractor

Section/Unit and supervisor the consultant or contractor reports to	Gender Section / Veronica Kamanga Njikhoh
Title of the Consultancy/Contract	Gender and Innovations Programme Officer (Contractor)
Duty Station	ROSA
Duration of the Consultancy/Contract	From: 1 st October to 15 th September 2023
Expected Travel	N/A
Work Plan Activity/related outcome	Comprehensive, sustainable and enabling environment that leaves no child behind is supported by policies, programmes, strategies, budgets and actions of Governments, regional institutions, private sector, media, financial institutions, UN and UNICEF country programmes in South Asia, in development and humanitarian contexts.

For temporary staff-like functions, or functions that require daily attendance at the office, the appropriate contract modality is that of an Individual Contractor, not Consultant. Consultants TOR must be delivery-based with tangible products to be completed at set dates. Please choose which category this TOR falls under (*required*):

Individual **Contractor**:

Individual **Consultant**:

1. Rationale:

UNICEF is committed to promoting gender equality – across all sectors. UNICEF made several ambitious commitments in 2021. By adopting its most progressive and forward looking strategic plan, Gender Policy and Gender Action Plan 2022-2025, UNICEF demonstrates the organization's strengthened commitment to the promotion of gender equality and the empowerment of women and girls as its core mandate. These plans recognize that, to achieve success, gender equality must be integral into all UNICEF programmatic work, even as the agency undertakes new, targeted, and transformative action for adolescent girls.

Furthermore, GAP III identifies four key areas to enhance adolescent girls' leadership and wellbeing and these are: promote adolescent girl's nutrition, pregnancy care and prevention of HIV/AIDS and Human Papillomavirus; advance girl's education learning and skills including science, technology, engineering mathematics and digital skills; eliminate child marriages and early unions; promote accessible and dignified menstrual health and hygiene services, including tackling taboos about menstruation.

Despite considerable progress, critical gender inequalities continue to exist in South Asia which get manifested across the life cycle of adolescent girls. The proportion of girls not in education, training or employment (NEET) is higher than boys where 50% of girls aged 15-24 years are NEET, five times higher than boys¹. There remain gender disparities in access to digital technologies, and key barrier to girls 'digital inclusion is lesser access to devices, data and networks.² Girls choose very different fields of study in higher secondary, often because

¹ Ibid.

²<https://www.unicef.org/eap/media/8311/file/What%20we%20know%20about%20the%20gender%20digital%20divide%20for%20girls:%20A%20literature%20review.pdf>

girls' higher secondary schools do not offer science, technology, engineering, and mathematics (STEM).³ Low female participation in skill development remains a problem in most of South Asia. The South Asian average of vulnerable jobs is 73 per cent of all jobs; the per cent share is higher for females; 4 out of 5 jobs for females are vulnerable jobs.⁴ Girls are disadvantaged when it comes to digital adoption, have lower levels of access to and use of digital technology than boys, and often they are not benefitting from digital technology in the same way as boys. Despite best intentions, teams often design for a user base that is predominantly male. Girls are left out of co-creation, design, and product testing. As a result, female users often are not able to access these digital products and services, or see no reason to use them, which means that girls engage less with digital solutions. This in turn widens the gender digital divide and puts girls at a further disadvantage. Therefore, UNICEF ROSA, has identified adolescent girl as a key area to accelerate results and bridge the gender digital divide.

2. Purpose:

Under the guidance of the Regional Gender Adviser, the Gender and innovation consultant will provide technical assistance and lead the implementation of the ROSA Gender and Digital Divide investment case, including technical support to CO on how to the scale up programming for girls around gender and innovation.

3. Key Assignments/Tasks:

3.1 Gender and Innovation

- Map the country office girl-led innovations that are active in the region
- Develop an investment case on Adolescent Girls innovation ensuring its locally relevant and investment in interventions that are scalable
- Map and plan CSR activities of Multi- National organisations (MNO's) and scale up girl led innovations in the CO's
- Support ROSA COs to increase understanding about the relationship between gender and innovation and share these lessons with COs, innovators and policy makers within the Region and beyond.

3.2 Knowledge Management

- Support gender team to develop quarterly gender briefs
- Support the Gender section to develop gender annual reporting
- Support the gender team in developing gender related advocacy briefs in consultation with communication team

3.3 Meetings and webinar

- Support the team in organizing International Day events-related to Gender (IWD, IDG, 16 days of Activism
- Act as a secretariat to the SAR Gender Network group monthly meetings.

4. Key function/day-to-day activities (for contractor only):

³ <https://documents1.worldbank.org/curated/en/783541582176626881/pdf/Ready-to-Learn-Before-School-In-School-and-Beyond-School-in-South-Asia.pdf>

⁴ https://www.unicef.org/rosa/media/4441/file/Developing_skills_in_youth_background.pdf

Deliverables	Estimated number of working days	Due date/latest date for completion of deliverable
Consult with Co's and map existing girl-led innovations Draft the Adolescent girls innovation investment case Develop the quarterly gender brief Support the International Day of the Girl event	21 Days	31 st October
Consult and map CSR activities of MNOs Build partnerships with MNOs in the region Finalise the Investment case based on feedback and inputs from sections Support section to commemorate International Events (gender related) IWD, IDG, 16 days of activism	21 Days	30 th November
Scale up existing girl-led innovations in partnership with MNOs Develop the quarterly gender briefs Support the CO's in gender annual reporting	21 days	31 st December
Support ROSA to develop SAR Gender Annual Reporting 2022 Develop the ROSA Annual Gender Report Support the CO's to scale up girl-led innovations	21 days	31 st January
Plan and support the gender network meeting Support the HQ in providing SAR Gender achievements Continue scaling up girl-led innovations in SAR Develop a concept note for the adolescent girls innovation community of practice	21 days	28 th February
Support International Women's Day event Continue scaling up girl-led innovations in SAR Launch the Adolescent girls innovation community of practice Develop the first quarter gender brief	21 days	31 st March
Support CO's to scale up girl-led innovations Conduct a needs assessment for the community of practice members Organise a monthly meet for the community of practice Work closely with Education and ICT team to partner with MNO's in the region Support the ROSA youth advisory board	21 days	30 th April
Support CO's to scale up girl-led innovations Work closely with Education and ICT team to partner with MNO's in the region Organise a monthly meet for the community of practice Organise the first capacity building/ experience sharing webinar for the community of action	21 days	31 st May
Support CO's to scale up girl-led innovations Support the community of practice and engage them in ROSA webinars/ meetings	21 days	30 th June

Monthly community of action meeting		
Develop the quarter gender brief		
Second community of practice capacity building webinar	21 days	31 st July
Monthly community of practice meeting		
Continue scaling up girl-led innovations in SAR		
Support the community of practice and engage them in ROSA webinars/ meetings		
Develop the IDG 2023 concept note	21 days	31 st August
Identify partners to collaborate for IDG		
Continue supporting girl-led innovations in the region		
Monthly community of practice meeting		
Support the community of practice and engage them in ROSA webinars/ meetings		
Work closely with the communications team to plan for IDG 2023	21 days	15 th September
Finalise the IDG 2023 concept note		
Monthly community of practice meeting		

Due dates may shift due to unforeseen circumstances and with agreement of the supervisor/manager without need for amendments as long as the overall fee remains the same.

The language of the deliverables will be in English

5. Working Conditions:

Consultant/contractor will

- Work remotely and no office space is required.
- Work from ROSA office and office space is required (hiring office must contact Operations Section before committing to contract dates).
- Has particular IT, logistics, transport, insurance and security requirements that apply:

Provide details here on the particular needs marked above

Budget code for ICT equipment: **Click or tap here to enter text.**

For contractors only:

The contractor's attendance requirements are: Contractor will be expected to work from Monday through Friday, and regardless of location, overlap for at least five "core hours" from 12 PM to 5 PM (Kathmandu time) per day with the team in Kathmandu, with time-off 1 ½ days per month on pro-rata basis. In case of an urgent action, contractor may be required to take calls in the evening (within a reasonable hour) and over the weekend.

6. Minimum Requirements:

A) Education:

- Advanced university degree in the social sciences, gender, women's studies, international development, or in an area relevant to UNICEF's sectoral work (e.g. Health, Nutrition, WASH, Education, Child Protection, Social Inclusion, HIV/AIDs, etc.). A higher qualification will be and added advantage
- Academic credentials in gender are a strong asset.

B) Work Experience:

- At least 2 years of experience and demonstrated track record of having undertaken programming, on gender and experience in Gender and innovation is key.
- Experience in designing knowledge products, innovations , and providing support to delivering results-based programmes/projects on gender and development.
- Good knowledge of the gender and social context of the South Asia Region is required
- Experience of working with UNICEF, sister UN agencies and other partners is an asset

C) Competencies:

- Excellent verbal and written communication abilities, presentation and editorial skills in English
Ability in working independently and to a clear work plan being directly accountable

D) Language Proficiency:

- Proficiency in English language is required