

## TERMS OF REFERENCE

### SHORT TITLE OF ASSIGNMENT

Local Information and Communication Technology (ICT) Specialist

### BACKGROUND

Giga is a UNICEF-ITU global initiative to connect every school to the Internet and every young person to information, opportunity, and choice.

1.3 billion children of school-going age do not have access to fixed Internet connection at home, and only around half of the world's schools are online. This digital exclusion particularly affects the poorest communities, girls and those with disabilities; causing learners to miss out on digital resources and services, the option to learn remotely (e.g. during pandemics or instability), and the opportunity to develop digital skills. 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 enables universal school connectivity and provides support in three broad areas: (1) High level engagement and governance around school connectivity; (2) Technical assistance to map schools' location and connectivity status; and connectivity infrastructure; (3) Procurement and market access interventions.

The Ministry of Education of Fiji has expressed their interest in joining Giga with the aim of mapping internet connectivity in all the schools across the country. It is envisioned that the mapping will inform efforts to connect all schools to the internet. To accelerate the deployment of Giga in Fiji, we require the services of a local ICT Specialist who will support implementation of the initiative. For more information about Giga, please visit the website: <https://giga.global/>.

### OBJECTIVE / SCOPE OF WORK

Under the overall guidance of Education Officer and technical guidance of the UNICEF Global Giga project officer, the ICT Specialist will provide professional, technical and operational support in the implementation of Giga in Fiji. The ICT Specialist will play an integral role in contextualizing and integrating Giga in Fiji. S/he will assist the Education Officer and the MOE focal point in coordinating and facilitating the mapping effort, and for strengthening MoE capacity to lead and support Giga related activities, identifying and engaging with Internet Service Providers (ISPs) and key line ministries, and maximizing potential for Giga scale-up and roll-out. The role will be based in Suva, Fiji with local travel when necessary.

#### Summary of key functions/accountabilities:

1. Act as primary focal point for coordination among relevant stakeholders.
  - a. Act as liaison between relevant government focal points in Fiji; Government Information Technology Center (ITC), UNICEF, the Giga HQ team, ISPs and key sector ministries.
  - b. Provide technical guidance in the development and quality assurance during planning and deployment of Giga activities; participate in establishing and maintaining standards, documentation and support mechanisms.
  - c. Support the Giga Technical Committee to ensure that progress is made on their respective Giga work plans
  - d. Support the budgeting of key initiatives and the preparation of relevant, linked communication and materials.
  - e. Facilitate coordination meetings with relevant stakeholders to ensure alignment to local requirements and policies.
2. Establish relationships with counterparts in relevant institutions and the private sector.
  - a. Develop partnerships and networks with key line ministries (education, ITC, Communication), local solution providers, innovators, NGOs, cultural and religious organisations, the private sector, local media and academia to advance Giga.
  - b. Support the establishment of data sharing agreements with MoE and ISPs and manage these relationships to ensure smooth and continued data sharing.
  - c. Support the generation of partner-oriented communication materials, including clear concept notes and budgets.
  - d. Ensure their support to the project and facilitate timely communications.
3. Execute and manage Giga activities in Fiji.
  - a. Work with relevant government divisions to collect, clean, classify the required data for Giga mapping, connect and finance modelling work.
  - b. Support the deployment of software tools for real-time monitoring of internet connectivity in schools.
  - c. Work with the Giga team to adapt the developed tools to the needs of Fiji, and coordinate and mediate between all key stakeholders to achieve the results.
  - d. Support the implementation of the Giga Accelerate prototypes for testing connectivity and business models.

- e. Ensure that there is coordination with any planned ITC-led activities around infrastructure analysis and regulatory assessments.
4. Knowledge Management activities including progress reporting, project communications, risk management and lessons learned.
    - a. Identify, capture, synthesize and share lessons learned from Giga deployment for integration into broader knowledge development planning and management efforts including from other countries via the global and regional networks.
    - b. Ensure documentation and clear monitoring and evaluation mechanisms for Giga activities in Fiji including baseline data collection, on-going monitoring, as well as first phase data collection and analysis.
    - c. Complete final report including mapping results and recommendations.

#### ACTIVITIES, DELIVERABLES AND TIMELINES, PLUS PAYMENT SCHEUDLE PER DELIVERABLE

ACTIVITY	DELIVERABLES	ESTIMATED TIME TO COMPLETE	PAYMENT (%)
Sign-off of work plan with government and UNICEF.	workplan	20 days	20%
Complete infrastructure mapping in Suva and Nausori Education Districts	Infrastructure Mapping report	20 days	20%
Complete the deployment of real time monitoring app in Suva and Nausori Education Districts	App deployment and monitoring report	30 days	30%
Final Report including recommendations for ISP contracts for each school in Suva and Nausori Education Districts	Final report	30 days	30%

#### QUALIFICATIONS, SPECIALIZED EXPERIENCE AND ADDITIONAL COMPETENCIES

Bachelors  Masters  PhD  Other

- Bachelor's degree in information technology, Information System or a relevant field
- At minimum of five (5) years professional experience in ICT technologies
- Experience with ICT hardware or software tools, mobile phones and web-based technologies, particularly designing or deploying tools appropriate to low-bandwidth environments, or in the phases of adoption and user requirements (user testing, user interaction, etc.)
- Excellent communication, collaboration, and interpersonal skills with the ability to build strong relationships with diverse stakeholders.
- Familiarity working with quantitative and qualitative statistics and government data is desired: census, EMIS, location data, etc.
- Familiarity working with big data is desired: telcos, Twitter, satellite imagery.
- Experience working with or managing relationships with government ministries, development partners and ISPs.
- Experience in supporting and coordinating social development analysis and programming activities across organizations and with other international partner organizations.
- Experience with developing budgets, contracts, and procurement, etc.
- Ability to communicate data insights and to translate into programmatic impact.
- Demonstrated ability to work with people of various professional, academic, and cultural backgrounds.
- Desired experience with early-stage technical products
- Development or government experience; familiarity with the UN system and UNICEF

#### CONDITIONS OF WORK AND CLARIFICATION ON SUPERVISION

The consultant will operate under the supervision of the Education Officer with the technical supervision of the Giga Focal Point.

### ADMINISTRATIVE ISSUES

- 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. 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.
- No contract may commence unless the contract is signed by both UNICEF and the consultant/ contractor.
- Consultant/Contractor will be required to complete mandatory online courses (e.g. Ethics, Prevention of Sexual Exploitation and Abuse and Security) upon receipt of offer and before the signature of contract.

### GUIDANCE FOR APPLICANTS

- Please submit a **brief technical proposal with a separate financial offer** along with your application. The financial proposal should be a **lump sum amount for all the deliverables** and should show a break down for the following:
  - Monthly / Daily fees– based on the deliverables in the Terms of Reference above.
  - Travel and Daily Subsistence Allowance for 6 days of field visits to 6 clusters, 3 in Suva and 3 in Nausori Education Districts.
  - Miscellaneous- to cover visa, health insurance (including medical evacuation for international consultants), communications, and other costs.