**CONSULTANCY - TERMS OF REFERENCE**

**Innovation Specialist: Node Engagement**

*Division: Office of Innovation*

*Duration: 12 months (part-time, 90 days in a 12-month period)*

*Duty Station: Remote*

**Advertising summary**

UNICEF's Office of Innovation seeks an experienced and technically skilled Innovation Specialist to engage with pioneering research institutions with the aim to explore, synthesize and disseminate cutting-edge research in new areas of innovation with potential impact for children and young people at scale.

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**Child Safeguarding**

Is this project/assignment considered as “Elevated Risk Role” from a child safeguarding perspective? ☐ YES þ NO

If YES, check all that apply:

**Direct contact role** ☐ YES þ NO

If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:

NONE Text Box

**Child data role** ☐ YES þ NO

If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):

NONE Text Box

**More information is available in the** [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf) **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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 innovating 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 under-served) 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 3D-Printing) 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 has embarked on a major initiative to reimagine its innovation function and ambition to achieve the SDGs for children. [*UNICEF Global Innovation Strategy and Framework 2.0*](https://www.unicef.org/innovation/GlobalStrategy)sets the direction andoutlines thedeliberate choices that align innovation with UNICEF’s strategic goals. The Office of Innovation (OOI) is accountable for implementing the strategy.

This strategy explicitly recognizes the role of an ideation phase, which is characterized by discovery, exploration and engaging with the research and development process and you can be part of the team that realizes this:

“Ideation Insights from this phase of the process will identify gaps and opportunities, and expose unproven approaches and technologies to be explored. Potential solutions will be co-created or discovered through scanning the horizon for new and existing ideas. Research and development will be undertaken to meet clearly defined requirements and gain an understanding of current and future demand.”

[Innovation Nodes](https://www.unicef.org/innovation/innovation-nodes) have been established as part of a new business architecture to enable UNICEF to engage with and learn from cutting edge research, ideas and networks that will contribute towards delivering better outcomes for children and achieving the child-related SDGs and goals beyond 2030. These are new types of collaborative arrangements that connect/embed UNICEF in locations with a critical gravity of research, development and deep expertise in key new and emerging technologies and other critical areas of knowledge.

Innovation Nodes are collaborative spaces that illuminate, probe, reflect and generate novel ideas and research in new and unknown areas of potential innovation for children. Node collaborations are with pioneering pre-eminent organizations with deep expertise and transdisciplinary capabilities.

**Your main responsibilities will be:**

The Innovation Specialist (Engagement) will complete deliverables towards increasing the awareness, use and availability of novel insights and learnings on new and previously unknown areas of potential innovation for children to OOI, UNICEF, and the broader humanitarian, development and social impact sector. S/he will design engagements for diverse, non-expert audiences that contributes to the global community of practioners in the development, humanitarian and social sectors. S/he will work directly with and under the overall supervision of the Senior Adviser on Innovation (HQ & Nodes).

**Description of assignment**

S/he will:

* Deliver specific engagement elements of the Innovation Node TOC, specifically, s/he will undertake activities to curate & share Node reflections, insights & research results with a broad range of audience through multiple channels.
* Design and deliver engagement activities for 6 substantive Innovation Node outputs, these will include but are not limited to an engagement effort focused on a specific substantive area of frontier research and emerging technologies (typically non-digital), through to an engagement event focused on practice, such as socializing transdisciplinary problem-solving and research methods, working with young researchers, emerging new business models, design research.
* Co-create, design, coordinate and deliver engagement activities around Node products through but not limited to dialogue-based wisdom artefacts - talks, webinars, conferences, fireside chats, convenings, seminars, online and offline engagement etc. aimed at engagement with the global community of practioners in the development, humanitarian, social and public sectors.
* Contribute to knowledge stocks and flows through concepting and co-authoring:
  + a) Narrative-based wisdom artefacts - LinkedIn blogs, Insight briefs
  + b) In-depth wisdom artefacts – longer-form articles, thought pieces and peer reviewed papers
  + c) Online knowledge ‘appetizers’ on novel research & innovation with potential impact on children.
* Identify opportunities and creative ways to share knowledge products to inspire action, inform decision making and to amplify the value of Nodes, including through engaging and activation opportunities among the Node alumni network.
* Monitor the results of Innovation Node engagement work

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|  | **Tasks** | **Deliverables/Outputs** | **Delivery deadline**  Can be invoiced if deliverable completed to UNICEF’s satisfaction in advance of delivery deadline | **% of payment** |
| 1 | Plan of work and KPI review and update | * Review and update 12-m rolling Node plan of work to reflect more detailed Node engagement activities * Update M&E KPIs to concisely capture engagement activities | End month 1 | 3%  3 days |
| 2 | Design and deliver engagement packages of activities for 6 substantive Innovation Node outputs | * Study the substantive material for each engagement * Conceptualize and co-create the appropriate engagement format * Design and manage the detailed plan and its execution, including outreach and pre/during/post communication and prep * Identify thought leader(s) and expert(s) to be invited from a delivery perspective * Public engagement by leveraging an existing network and knowledge of the global community of practioners in the development, humanitarian, social and public sectors as best suited to the Node engagement topic. * Deliver the engagement * Develop supporting materials for use prior, during and after the engagement * Curate the various engagement resources for long-tail access and use | All 6 to be completed by end of Month 12 and to be invoiced upon completion of each engagement (2.1, 2.2, 2.3, 2.4, 2.5, 2.6) | Total: 53%  48 days  Each of the 6 to be invoiced individually upon satisfactory completion i.e. Each engagement = 8 days (~9%) |
| 3 | Peer-reviewed journal / journal publication | Co-conceptualize, co-author and secure publication pathway for one (1) peer reviewed journal article. Topic to be identified. | By end month 12, invoice as soon as completed | 22%  20 days |
| 4 | Emerging opportunity scoping | Working closely with supervisor and Node Innovation Specialist (Integration and Implementation) roles, engage in intensive co-creation, concepting and outreach on business model innovation. | By end month 12, invoice as soon as completed | 19%  16 days |
| 5 | Monitoring, value add and lessons learned | Draw together brief report reflecting on approach, results including KPIs, constraints, lessons learned and future improvements. | End month 12 | 3%  3 days |

**To qualify as an advocate for every child you will have…**

* An advanced university degree\* (Master’s) in humanities, social sciences, international development, innovation, business or other relevant field.  
  *\*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.*
* A minimum of 8 years of relevant professional experience i.e. work experience in innovation, in development and/or humanitarian application and/or contexts.
* Demonstrated work experience in translational research, research impact, or design research is preferred.
* Existing practitioner networks in the innovation, development, humanitarian, academic, social and public sectors considered an asset
* Developing country work experience and/or familiarity with development and/or humanitarian contexts is considered an asset.
* Demonstrated experience and knowledge of innovation applied in a development or humanitarian contexts is highly desirable.
* Direct experience with substantive examination of associated aspects such as responsible innovation, ethics, guiding principles, innovation equity is highly desirable.
* High level of fluency in English required, in particular demonstrated expertise in research translation and science communication in English in a variety of formats is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

**Travel:**

* No travel is planned for this consultancy. This is a part-time, remote consultancy.
* Should travel become necessary in the course of this consultancy, this contract will be amended, and the consultant would be responsible to arrange his/her own travel, including visa and travel insurance.

**Payment details and further considerations**

* Payment of professional fees will be based on the submission of agreed 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.

**How to apply:**

* Interest applicant is required to submit a financial proposal with all-inclusive fee. Please see the financial proposal template.
* Financial proposal must include travel costs (economy class) and daily subsistence allowance, if travel is required as per TOR and any other estimated costs: visa, travel/health insurance.
* **Applications without a financial proposal will not be considered.**

**For every Child, you demonstrate…**

UNICEF's values of Care, Respect, Integrity, Trust, Accountability, and Sustainability ([CRITAS](https://uni.cf/UNICEFValues)).

To view our competency framework, please visit [here](https://www.unicef.org/careers/media/1041/file/UNICEF%27s_Competency_Framework.pdf).

UNICEF is here to serve the world’s most disadvantaged children and our global workforce must reflect the diversity of those children. The UNICEF family is committed to include everyone, irrespective of their race/ethnicity, age, disability, gender identity, sexual orientation, religion, nationality, socio-economic background, or any other personal characteristic.

UNICEF offers reasonable accommodation for consultants/individual contractors 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.

UNICEF has a zero-tolerance policy on conduct that is incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.

**Remarks:**

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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.