

## Terms of Reference for Individual Consultant

<b>Title</b> Consultancy- Ethics in Evidence Activities – Research and drafting support		<b>Duty Station:</b> Global Office of Research and Foresight (Italy) <input checked="" type="checkbox"/> Remote <input type="checkbox"/> Office Based
<b>Start date:</b> 15 Oct 2024	<b>End date:</b> 30 March 2025	Total working days estimated: estimated 80 days over a period of 5.5 months
<p><b>Purpose of Activity/Assignment:</b></p> <p>High quality and reliable evidence is essential in for impactful policy, advocacy and programme work that improves the lives of children. However, it is essential that the process of obtaining that evidence does not put children at risk of harm or undermine their rights. This means taking a contextual and nuanced approach that supports childrens and communities rights to have their opinions and thoughts reflected in research and evaluation activities, while reflecting on key ethical principles across the project lifecycle – including decisions about what we collect evidence on and from whom, the project design, the tools and methods, our safeguarding activities and plans, as well as how we communicate and share our findings. UNICEF is committed to reflecting the highest ethics standards in our own work, as well as supporting global dialogue on ethically involving children in evidence activities.</p> <p>The consultancy is intended to support UNICEF Innocenti’s work in exploring and identifying best practice around emerging and challenging ethical issues. The consultant will provide research, data collection and drafting support to 2 key discussion papers – one on ethical issues related to the use of AI in evidence activities, and the other to update previous work on ethics of research on children in humanitarian settings. Both papers will be developed internally through a collaboration of the Snr Advisor in Ethics Generation and an internal expert/ reference group, supported by the selected consultant. Further background research will also be required to support a public webinar event and subsequent outcome document to be held/ developed early in 2025 on either meaningful consent or mandatory reporting practices and ethical implications in research. Research is anticipated to involve both formal and grey literature review, key informant interviews and focus group discussions with internal or partner stakeholders, case study documentation, evidence synthesis and drafting.</p>		
<p><b>Background</b></p> <p>UNICEF Innocenti (Innocenti) is UNICEF’s global office of research and foresight, and works closely with researchers, governments, practitioners and other partners in 190 countries and territories. Innocenti’s overall aim is to contribute to more effective and sustainable outcomes for children, including their rights and protection. The Office generates research, knowledge and analysis on children’s rights and well-being globally, for UNICEF, partners, and the wider international development and donor community. Its activities help to identify key challenges for child rights, as well as effective solutions and responses, working collaboratively with a wide range of stakeholders to inform policy, guide practice and strengthen results from investments.</p> <p>The position reports to the Snr Advisor for Ethics in Evidence Generation, who sits under the Deputy Director of Innocenti. UNICEF Innocenti undertakes and commissions research on current</p>		

issues of relevance for children to inform the strategic directions, policies and programmes of UNICEF and its partners. The office also explores emerging issues, identifies research gaps, and brings together existing researchers to support or undertake new research, data collection and analysis to address critical questions. Both UNICEF Innocenti, and the broader organisation (through the current UNICEF Strategic Plan) recognise the importance of research and other evidence generation activities in ensuring impact for children on the issues most important to them.

### **Objectives of the consultancy**

The consultant will be required to undertake the following tasks to support each of the following projects under the guidance of the Snr Advisor of Ethics in Evidence Generation, and in collaboration with the internal advisory group.

Project 1: Background research and evidence synthesis for a discussion paper on Ethical Considerations of Using AI in Evidence Generation; and

Project 2: Background research and evidence synthesis for a discussion paper on Ethical Considerations of conducting evidence activities involving children

#### **Tasks:**

- Conduct a broad literature (of both formal and grey literature) review to identify and synthesize existing knowledge; and tabulate results.
- Develop an interview guide, conduct and document a small (agreed) number of key informant interviews (estimated between 5 and 8), drawing on findings from the literature review.
- Capture 3-8 short 1-2 page case studies drawing key ethical considerations from existing trials drawing on internal examples from across UNICEF – suitable for both internal sharepoint use (based on a standard template) and as inputs into a discussion paper.
- Document and share referenced findings (in a clear concise manner - either as draft text/ dot points/ table on the basis of an agreed annotated outline for the report or similar agreed format).
- Periodically Present findings to the internal working group for review and discussion.

Project 3: Background research and document support for Ethics Webinar.

- Conduct a high-level literature review to identify recent trends on key themes for the webinar, and provide a brief summary table by theme.
- Assist in reviewing and capturing key outcomes and discussion points from the webinar to inform development of a public outcomes document.

### **Methodologies and Tools**

No special licenses required. Editorial access to SharePoint required.

### **Conditions of Consultancy**

The consultant should note the following:

1. UNICEF Innocenti does not issue computer equipment to consultants. The consultant will be responsible for providing the necessary computer equipment for the consultancy themselves and should include the cost implications of this responsibility in their bid for the consultancy.

The cost of software and subscriptions that may be necessary to complete the consultancy (e.g., Microsoft Word) also needs to be factored into the bid for the consultancy.

2. This consultancy requires the consultant to travel in order to complete the required deliverables effectively and efficiently (estimated 2 x 1-2 weeks). The full cost of travel should be included into the bid for the contract. While UNICEF Innocenti does not make travel arrangements for consultants, there are value for money rules that apply to consultant travel. The consultant will arrange their own travel, clear the anticipated cost with UNICEF and invoice UNICEF for the travel cost as soon as the travel has been completed.
3. UNICEF Innocenti will assist consultants with arrangements for visas, work permits, vaccinations, etc.
4. UNICEF does not regard Individuals engaged under a consultancy contract as “staff members” under the Staff Regulations and Rules of the United Nations and UNICEF’s policies and procedures. Consultants are therefore not entitled to benefits such as leave, pension 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.
5. Payment of professional fees will be based on 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. Prospective consultants are encouraged to ensure that they fully understand (a) the requirements of each deliverable and (b) the workload associated with reaching a deliverable.
6. UNICEF Innocenti recognises that, due to the locations of some of its research, events may occur that either delay deliverables or prevent them from being completed. These events need to be reviewed on a case-by-case basis to determine the impact on the payment schedule of the contract. It is UNICEF Innocenti’s objective to be fair to consultants in situations where deliverables are delayed or no longer attainable through no wrongdoing of the consultant.
7. Consultants 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.

**A roster for similar positions within the Ethics in Evidence Activities function will be established as a result of this selection process.**

**Minimum Qualifications required:**  Bachelors  Masters  PhD  Other

**Enter Disciplines:** Applied Science, Social Sciences, Population Science, or related field (must include research, ethics and communication experience)

**Knowledge/Expertise/Skills required:**

**Essential skills:**

- 4+ years of relevant work experience supporting research and evidence synthesis and documentation – including experience in social or applied science, child rights or ethics.
- Familiarity with core ethical principles.
- Demonstrated research and analytical skills – including complex literature reviews, qualitative interviews or analyses, and ability to extract and simplify complex issues for communication.
- Excellent communication skills including development of clear and concise summaries for a general audience, and presentation skills.
- Demonstrated experience in engaging with stakeholders or partners across a broad range of disciplines.
- Demonstrated organizational skills and experience in project management, and delivering in a fast-moving environment.
- Ability to work both collaboratively and independently.

**Desirable qualifications:**

- Experience in the preparation of ethics review submissions, ethics policy or risk analyses.
- Experience working in low resource or humanitarian settings.
- Experience in topics such as digital rights, AI, predictive algorithms or child rights.
- Ability to work in a multicultural, multi-ethnic environment; experience working in the UN or other international development organization.

**Language proficiency:**

Fluency in written and spoken English is essential. Additional languages would be a strong asset.

**Core Values and Competencies**

UNICEF's values of Care, Respect, Integrity, Trust, Accountability and Sustainability (CRITAS) Core Competencies:

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drives to achieve impactful results (1)
- Manages ambiguity and complexity (1)