

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANTS AND CONTRACTORS

Title	Funding Code	Type of engagement	Duty Station:
Innovation Consultancy – Focus on Design thinking and Human Centred Design training.	0930/a0/07/777/004/003 SP180006	<input checked="" type="checkbox"/> Consultant <input type="checkbox"/> Individual Contractor Part-Time* <input type="checkbox"/> Individual Contractor Full-Time * *maximum end date 30 June 2023	Bogota

Purpose of Activity/Assignment:
Virtual coaching sessions for PSFR project teams at CCO

Scope of Work:
Virtual coaching sessions under the methodology design thinking/human centred design (but not limited to) to support project teams during the incubation of innovation projects:
Project Coaching – Sessions provided to participating teams, aimed at structuring ideas into projects with the goal of being included in the strategic plan of PSFR channels in 2025.

Child Safeguarding

Is this project/assignment considered as “[Elevated Risk Role](#)” from a child safeguarding perspective?
 YES NO If YES, check all that apply:

Direct contact role YES 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:

N/A

Child data role YES 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):

N/A

More information is available in the [Child Safeguarding SharePoint](#) and [Child Safeguarding FAQs and Updates](#)

Budget Year: 2024	Requesting Section/Issuing Office: Colombia Country Office	Reasons why consultancy cannot be done by staff: Expert in Design thinking and human centered design to train staff	
Included in Annual/Rolling Workplan: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, please justify:			
Consultant sourcing: <input type="checkbox"/> National <input type="checkbox"/> International <input checked="" type="checkbox"/> Both Competitive Selection: <input type="checkbox"/> Advertisement <input type="checkbox"/> <input checked="" type="checkbox"/> Roster Single Source Selection <input type="checkbox"/> (Emergency - Director's approval)		Request for: <input checked="" type="checkbox"/> New SSA – Individual Contract <input type="checkbox"/> Extension/ Amendment	
If Extension, Justification for extension: N/A			
Supervisor:	Start Date: Once the contract has been signed	End Date: Four months after the start date	
Work Assignments Overview		Deliverables/Outputs	Delivery deadline
Virtual coaching sessions		20 virtual sessions of 30-45 minutes each.	Four months after the start date
			Estimated Budget

Estimated Consultancy fee			
Travel International (if applicable)	N/A	N/A	N/A
Travel Local (please include travel plan)	N/A	N/A	N/A
DSA (if applicable)	N/A	N/A	N/A
Total estimated consultancy costsⁱ			
<p>Minimum Qualifications required*:</p> <p><input checked="" type="checkbox"/> Bachelors <input type="checkbox"/> Masters <input type="checkbox"/> PhD <input type="checkbox"/> Other</p> <p>Enter Disciplines</p> <p>Innovation methodologies: Design thinking and human centred design</p> <p><i>*Minimum requirements to consider candidates for competitive process</i></p>	<p>Knowledge/Expertise/Skills required *:</p> <p>Knowledge in innovation methodologies and techniques required: design thinking, human centred design, and creativity.</p> <p>Audience management skills</p> <p>Corporate speaker expertise</p> <p>Experience in an UN system agency or an INGO desired</p> <p><i>*Listed requirements will be used for technical evaluation in the competitive process</i></p>		
<p>Evaluation Criteria (This will be used for the Selection Report (for clarification see Guidance))</p> <p>A) Technical Evaluation (e.g. maximum 70 Points) B) Financial Proposal (e.g. maximum of 30 Points)</p>			
<p>Administrative details:</p> <p>Visa assistance required: <input type="checkbox"/></p> <p><input checked="" type="checkbox"/> Home Based <input type="checkbox"/> Office Based:</p> <p>Mix of on-site workshop and virtual sessions</p>	<p>If office based, seating arrangement identified: <input type="checkbox"/></p> <p>IT and Communication equipment required: <input type="checkbox"/></p> <p>Internet access required: <input type="checkbox"/></p>		
Request Authorised by Section Head	Request Verified by HR:		
<p><i>Approval of Chief of Operations (if Operations):</i></p> <p>_____</p>		<p><i>Approval of Deputy Representative (if Programme)</i></p> <p>_____</p>	
<p><i>Representative (in case of single sourcing/or if not listed in Annual Workplan)</i></p>			

¹ Costs indicated are estimated. Final rate shall follow the “best value for money” principle, i.e., achieving the desired outcome at the lowest possible fee. Consultants will be asked to stipulate all-inclusive fees, including lump sum travel and subsistence costs, as applicable.

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

Text to be added to all TORs:

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.
