**CONSULTANCY - TERMS OF REFERENCE**

**Innovation Strategy Advisor**

*Division: Office of Innovation*

*Duration: October 2024 to October 2025*

*Duty Station: Remote*

**Advertising summary**

UNICEF’s Office of Innovation seeks a consultant who can provide support the Innovation Strategy and Capacity Portfolio.

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**Child Safeguarding**

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

If YES, check all that apply:

**Direct contact role** ~~☐ YES~~  **x 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:

Text Box

**Child data role** ~~☐ YES~~  **x 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):

Text Box

**More information is available in the** Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

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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**

The Office of Innovation (OoI) works to catalyze UNICEF and partners’ expertise and resources to solve key challenges facing children and young people, with a view to sourcing, accelerating and scaling the most effective solutions to accelerate progress towards achieving the SDGs.   To achieve this the Office of Innovation uses an innovation portfolio management approach and leverages support from a range of stakeholders including from intergovernmental, multilateral, private sector, young people and non-governmental fora (think tank, academia). The Office of Innovation is able to evaluate, fund and provide technical support and resources to key transformative innovations. How these decisions are made is critical to the success of the work and therefore the impact on children’s lives.

**How can you make a difference?**

Through the development of UNICEF’s Global Innovation Strategy, nine portfolio focus areas were identified: learning, water and sanitation, maternal and newborn health, immunization, climate change, gender equality, humanitarian, youth, and mental health and psychosocial support. Through a problem-driven approach guided by the respective UNICEF Programme Groups (PG), each portfolio is committed to supporting the identification, development and scale-up of country-level innovative solutions, to meet the demands and priorities in line with [UNICEF’s Strategic Plan 2022-2025](https://www.unicef.org/reports/unicef-strategic-plan-2022-2025), and ultimately the attainment of related SDGs.

Each portfolio will contain solutions that use new approaches, tools and technology that address key problems UNICEF is trying to solve for and with children and young people, and that have potential to scale and significantly accelerate results. Innovation solutions within the portfolios are selected based on their potential to accelerate results for children across multiple countries and regions. There can be one or more different categories (or types) of innovation in a portfolio, including digital innovation, social innovation, data innovation, physical products, innovative finance and frugal innovation.

This role will support the Innovation Strategy and Capacity Portfolio. The main responsibilities of the consultancy will encompass a range of strategic initiatives aimed at enhancing innovation and product management within the organization. The consultant will lead the product scale-up in the field for COMPASS, developing product roadmaps in collaboration with OOI and relevant divisions, and overseeing the innovation strategy development process with country offices. Additionally, the consultant will facilitate COMPASS incubation workshops in Stockholm and coordinate with ICT, DCOE, and other divisions to ensure product alignment and successful scaling.

**Your main responsibilities will be:**

**A. Product Management of COMPASS:**

1. Lead COMPASS product scale-up in the field.
2. Develop product roadmaps with OOI and relevant divisions.
3. Lead COMPASS incubation workshops in Stockholm.
4. Oversee innovation strategy development process with country offices.
5. Coordinate with ICT, DCOE and other division for product alignment and scale-up.

**B. Develop Capacity development plan and initiatives for the strategy portfolio for country offices and senior management.**

1. Create a capacity development initiative tailored for country offices and senior management, enhancing strategic innovation capabilities across the organization.

**C. FunDoo product Handover**

1. Manage FunDoo product and team until December 2024.
2. Develop a detailed handover plan for FunDoo.
3. Work on the roadmap alignment of FunDoo with Generation Unlimited.

**D. Supervision on development of guidance note for youth innovation platforms**

1. Supervise the process of development of guidance note for youth innovation platforms, including management of the process with Programme divisions in HQ and regional offices.

**E. Gen U concept development**

1. Work with Gen U counterparts to solidify an office-wide collaboration and business model for providing a pipeline of innovations for Gen U scale up..

**Description of assignment**

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| --- | --- | --- | --- | --- |
|  | Tasks | End Product/Deliverables | Time Frame | Percentage |
| **October 2024 to October 2025** | | | |  |
| 1. | COMPASS cohort 2.5 workshop | * **Lead the Planning and Execution of the COMPASS Cohort 2.5 Workshop**: Lead the comprehensive planning, coordination, and implementation of the COMPASS Cohort 2.5 Workshop in Stockholm, including establishing clear objectives, developing an engaging agenda, and ensuring effective logistical arrangements and inclusion of Stockholm ecosystem partners. * **Support COMPASS cohort 2 countries in Finalizing Innovation Strategies**: Offer ongoing support and guidance to COMPASS countries in refining and finalizing their innovation strategies, with a particular emphasis on the integration of innovation into the CPD, fostering a culture of innovation and sustainable development across all strategies. | October – November 2024 |  |
| 2. | COMPASS country office strategy finalization and webinar | * **Develop and Finalize 6 Innovation Strategies**: Collaborate with country offices to design and finalize six tailored innovation strategies that address challenges and opportunities within each context, ensuring alignment with organizational goals through COMPASS. * **Host a Global COMPASS cohort 2 Webinar**: Organize and facilitate a global webinar to present the finalized innovation strategies, highlighting the development process and key results. Engage participants through interactive discussions and Q&A sessions to encourage knowledge sharing and implementation best practices. * **Provide support as needed for GMT 2025**. | December 2024 |  |
| 3. | Handover of FunDoo product and team | * **FunDoo Product and Team**: Provide leadership and oversight for the FunDoo product until December 2024, ensuring effective operations and continued progress toward strategic objectives. * **Create a Comprehensive Handover Plan**: Develop a thorough handover plan for FunDoo, outlining critical processes, responsibilities, and knowledge transfer activities to facilitate a smooth transition to new management. * **Align FunDoo Roadmap with Generation Unlimited**: Collaborate with relevant stakeholders to ensure that the FunDoo roadmap is synchronized with the objectives of Generation Unlimited, enhancing strategic coherence and maximizing impact. | February 2025 |  |
| 4. | **Supervision and submission of development of guidance note for youth innovation platforms** | **Supervision on development of guidance note for youth innovation platforms**    Lead the process of creating guidance notes for youth innovation platforms with Regional offices and three country offices. Foster open communication, provide strategic direction, and maintain timelines to ensure that the guidance notes meet the needs of stakeholders and support the successful implementation of youth innovation initiatives. | February 2025 |  |
| 5. | **COMPASS cohort 2.5 Innovation strategy development** | **Support COMPASS 2.5 Countries in Finalizing Innovation Strategies**: Offer ongoing support and guidance to COMPASS countries in refining and finalizing their innovation strategies, with a particular emphasis on the integration of innovation into the CPD, fostering a culture of innovation and sustainable development across all strategies. | March 2025 |  |
| 6. | **Design Innovation Capacity Development Plan for Senior management and Government** | **Capacity Development plan:** Develop capacity development plan for country office senior management and government that enhance strategic innovation capacity and foster a culture of innovation throughout the organization and institutes | April 2025 |  |
| 7. | Strategic support to COMPASS cohort 2.5 countries strategy finalization | * **Develop and Finalize 4 Innovation Strategies**: Collaborate with country offices to design and finalize six tailored innovation strategies that address challenges and opportunities within each context, ensuring alignment with organizational goals through COMPASS. * **Host a Global COMPASS cohort 2.5 Webinar**: Organize and facilitate a global webinar to present the finalized innovation strategies, highlighting the development process and key results. Engage participants through interactive discussions and Q&A sessions to encourage knowledge sharing and implementation best practices. | May 2025 |  |
| 8. | Blueprint for Gen U Innovation | **A Document outlining the strategic** alignment and funding model for scale up. | June 2025 |  |
| 9. | Strategic support to COMPASS 3 countries for strategy finalization | **Ongoing support to COMPASS cohort 3 countries on Innovation Strategies**: Offer ongoing support and guidance to COMPASS countries in refining and finalizing their innovation strategies, with a particular emphasis on the integration of innovation into the CPD, fostering a culture of innovation and sustainable development across all strategies. | June 2025 |  |
| 10. | Finalize Cohort 3 Innovation strategies with country offices | **Finalize 4 Innovation Strategies for cohort 3**: Collaborate with country offices to design and finalize six tailored innovation strategies that address challenges and opportunities within each context, ensuring alignment with organizational goals through COMPASS. | July 2025 |  |
| 11. | COMPASS cohort 4 workshop | * **Lead the Planning and Execution of the COMPASS Cohort 4 Workshop**: Lead the comprehensive planning, coordination, and implementation of the COMPASS Cohort 4 Workshop in Stockholm, including establishing clear objectives, developing an engaging agenda, and ensuring effective logistical arrangements and inclusion of Stockholm ecosystem partners. * **Support COMPASS cohort 3 countries in Finalizing Innovation Strategies**: Offer ongoing support and guidance to COMPASS countries in refining and finalizing their innovation strategies, with a particular emphasis on the integration of innovation into the CPD, fostering a culture of innovation and sustainable development across all strategies. | September 2025 |  |
| 12 | Submit final handover report | * **Submit Final Handover Report**: Submit a handover report that summarizes the management of COMPASS, cohorts and results. * **Outline Capacity Development Initiatives**: Include an overview of the tailored capacity development plan designed for senior management and government stakeholders. | October 2025 |  |

*\*Please note that the dates/duration are proposed and can be revised/updated in line with country readiness, priorities, and schedule to fit needs.*

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

* An advanced university degree (Master's or higher) in a relevant field such as Social Science, Humanities, Innovation, International Relations, Business Administration, or another related technical discipline.

A first degree combined with a minimum of two additional years of relevant experience may be considered in lieu of a Master’s degree.

* A minimum of eight (8) years of professional experience at both national and international levels, specifically in the fields of innovation, social and economic development, and cooperation.
* Proven expertise in innovation practices, including experience in both initiating and scaling innovations across pertinent sectors.
* Experience in developing innovation strategies with country offices while in a global role is highly desired.
* Experience managing innovation projects from concept to scale within UN context is important.
* Demonstrated ability in designing and managing innovation portfolios, showcasing a strong understanding of strategic planning and execution.
* Strong collaborative skills to coordinate effectively with various stakeholders, including government, non-profit organizations, and private sector partners, to drive impactful change.
* Exceptional communication and organizational skills, with the ability to facilitate workshops and training sessions aimed at enhancing innovation capacities among senior management and team members.
* Familiarity with capacity development strategies tailored for diverse organizational contexts, highlighting a commitment to continuous improvement and effective implementation.

**Travel**

* The consultant is expected to travel to Stockholm Sweden (3 trips), Nigeria , Mozambique, South Africa, Bangladesh and New York during the period, the length of each trip is expected to be five (5) days.
* Additional trips may be required based on the 2025 work plan. For these additional trips, the Consultant does not need to include an estimated travel budget as part of the all-inclusive fee. UNICEF will provide the estimated budget when the contract is signed and will reimburse the actual costs incurred upon submission of receipts. The consultant is responsible to arrange his/her own travel, including visa.
* The consultant is also expected to travel on mission and will be responsible for arranging his/her own travel, including visa.

**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.   Consultant is responsible for his/her own health and travel insurance

**How to apply:**

* Interest applicant is required to submit a financial proposal with **all-inclusive fee**.
* 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.**

UNICEF is committed to diversity and inclusion within its workforce, and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

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, therefore, undergo rigorous reference and background checks, and will be expected to adhere to these standards and principles.

**For every Child, you demonstrate…**

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

To view our competency framework, please visit here.

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.

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**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.