

CONSULTANCY - TERMS OF REFERENCE

Programme Support and Logistics Administrator

UNICEF Office of Innovation - Giga, Barcelona, Spain

Duration: 12 months (Deliverable-Based)

Duty Station: Barcelona

Advertising summary

UNICEF/[Giga](#) is seeking a dynamic and experienced Programme Support and Logistics Administrator to support the operations of the Giga Technology Centre in Barcelona. This role is integral to Giga's mission of connecting every school to the internet, thus bridging the digital divide and empowering young people globally.

[Giga](#) is a joint initiative between UNICEF and ITU, with a specific goal to connect every school to internet, and every young person to information, opportunity and choice. To achieve this goal, we have been mapping schools' geolocations and their real-time internet quality, demographics and potential internet infrastructure around them across the globe. We have been doing this through products like [Project Connect](#), [Daily Check app](#), Machine learning for school detection and multiple data collaborations.

The Programme Support and Logistics Administrator will play a crucial role in setting up and functioning the Technology Centre, managing administrative and logistical aspects, and creatively coordinating various activities to make the Centre a vibrant and engaging space

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:

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):

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

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.

About Giga

Launched in 2019 as a joint initiative between UNICEF and ITU, **Giga** has set the ambitious goal to connect every school in the world to the internet. Half of the world's population has no regular access to the Internet. Millions of children leave school without any digital skills, making it much more difficult for them to thrive and contribute to local and global economies. This has created a digital divide between those who are connected and those who are not, a divide that has become even wider during the Covid-19 pandemic. 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 focuses on connecting schools so that children and young people have access to information, opportunity, and choice. It also uses schools as anchor points for their surrounding communities: if you connect the school, you can also connect local businesses and services. This creates opportunities for service providers to generate revenue from paying users, making connectivity more sustainable. A 2021 report by the Economist Intelligence Unit found that a 10% increase in school connectivity can increase effective years of schooling by 0.6% and increase GDP per capita by 1.1%.

You can read more about Giga's work at <https://giga.global/> and by following us on twitter @Gigaglobal

How can you make a difference?

In the role of Program Support and Logistics Administrator at the Giga Tech Centre in Barcelona, your expertise in managing office operations and logistics will be instrumental in supporting our day-to-day activities and long-term goals.

Your work will ensure the smooth functioning of our office, enabling our team to drive Giga goals effectively. By optimizing our administrative processes and fostering strong stakeholder relationships, you will play a vital role in creating an environment where innovation and collaboration thrive, ultimately contributing to impactful projects that enhance children's education and connectivity worldwide.

Your main responsibilities will be:

1. Operational Setup and Facilities Management:

- Oversee and support the setup and operational readiness of the Giga Technology Centre in Barcelona.
- Manage office supplies, equipment procurement, and facilities maintenance.
- Coordinate the physical onboarding of new team members.

2. Support Event Strategy and Execution:

- Support the Events Manager, CTO and other relevant staff in the conceptualization and implementation of event strategies for the office covering various types of events over a one-year period.
- Coordinate logistics and operational needs for events, study trips, and site visits to the Giga Technology Centre.

3. Administrative Support:

- Provide comprehensive administrative support for travel, events, and study visits.
- Ensure efficient management of administrative supplies and office equipment.

4. Documentation and Reporting:

- Maintain documentation, standard operating procedures (SOPs), and guides for office processes and stakeholder management.
- Prepare a final handover report at the end of the consultancy period.

5. Collaboration and Innovation:

- Work closely with the Giga team and other relevant units within UNICEF for collaborative projects and integration of innovative solutions.
- Contribute to the overall strategy and operations of Giga Barcelona from an administrative and logistical perspective.

Description of assignment

Tasks		Deliverables/Outputs	Delivery deadline	% of payment/ Estimated combined working days
	Operational Setup and Facilities Management	<ul style="list-style-type: none"> Initial setup and operational readiness of Giga Technology Centre. Procurement plan for office supplies and equipment Coordination plan for onboarding new team members. 	Month 1	10%
			Month 2	8%
			Month 3	8%
			Month 4	8%
2	Support event Strategy and Execution	<ul style="list-style-type: none"> Support the planning and coordination for the first set of events. Support the creation of a SOPs for event logistics. 	Month 5	8%
			Month 6	8%
3	Administrative Support	<ul style="list-style-type: none"> Streamlined processes for travel and event support. Inventory management system for office supplies. Review and optimization of administrative procedures. 	Month 7	8%
			Month 8	8%
4	Documentation and Strategy Contribution	<ul style="list-style-type: none"> Comprehensive documentation of office processes. Updated SOPs and guides. Initial draft of the final handover report. 	Month 9	8%
			Month 10	8%
5	Collaboration and Innovation	<ul style="list-style-type: none"> Report on collaborative projects with the Giga team. Strategy contribution for Giga Barcelona's operations. Final handover report and recommendations for future operations. 	Month 11	8%
			Month 12	10%

To qualify as an advocate for every child you will have...

Qualifications:

- A bachelor's degree in business administration, International Relations, Public Administration, or a related field.
- A minimum of 3-4 years of professional experience in an administrative role, preferably within a large and diverse organization.
- Proven track record of managing office operations, logistics, and stakeholder engagement.
- Strong organizational and planning skills with the ability to manage multiple tasks and priorities.

- Experience in procurement, facilities management, and event coordination.
- Proficient in the use of Microsoft Office Suite and other collaboration tools.
- Ability to develop and maintain relationships with a variety of stakeholders, including government officials and partners.
- High sense of responsibility, ethical standards, and confidentiality.
- Very strong writing, editing, and content development skills, as well as demonstrated strength in communication
- Experience working with (or ability to quickly learn about and speak to) technology, data, telecommunications, and innovative solutions.
- Demonstrates self-awareness, ethical awareness, and integrity.
- Ability to work collaboratively with others and build effective partnerships.
- Comfortable working in a changing environment and managing ambiguity.
- Strategic thinking and innovative problem-solving skills.
- Experience working in international development or with technology projects is an advantage.
- Familiarity with UNICEF's operations, values, and mandate is considered a plus.
- Fluency in English and Spanish is required. Knowledge of another official UN language (Arabic, Chinese, French or Russian) or a local language is an asset.

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
- Consultant is responsible to arrange his/her own travel, including visa

How to apply:

- Interested applicants are required to submit a financial proposal with an 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](#)).

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.

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.