

Terms of Reference for Individual Consultant

<b>Title</b> Planning and co-ordination consultant – frontier technology		<b>Duty Station:</b> Global Office of Research and Foresight - Innocenti <input checked="" type="checkbox"/> Remote <input type="checkbox"/> Office Based
<b>Start date:</b> 10 August 2024	<b>End date:</b> 30 September 2025	Total working days estimated: 120 days
<b>Purpose of Activity/Assignment:</b> <p>The main purpose of the assignment is to support the coordination of three work streams (EdTech, NeuroTech and Fintech) carried out in the context of the Innocenti project on Frontier Tech and Children: Towards Anticipatory Policy. The consultant’s main roles will be to provide technical support to foresight and policy specialists responsible for the implementation of the project on organizational and monitoring aspects of the project, background analysis and writing and planning and organizing events, meetings and consultations, including a June 2025 event in Finland on frontier tech innovation and policy.</p>		
<b>Background</b> <p>This project was envisaged as a continuation of the previous UNICEF Innocenti initiatives on AI and Children Policy Guidance and Good Governance of Children’s Data. The project brings into focus children’s rights and needs regarding frontier technologies, including edtech, neurotech, fintech, and others; and aims to address policy implications of the use of these technologies in different sectors. The linkages between these emerging applications of technology cannot be ignored: they offer huge opportunities but also create risks. They rely on vast amounts of data to power their applications and collect vast amounts through their use. Data sharing emerges as an important aspect of all of these applications that, if properly implemented, can both benefit the economy and individuals.</p> <p>The initiative brings together several groups of experts who have an advisory role and will guide the implementation of these activities. It also builds on the work of UNICEF’s Office of Innovation and Data and Analytics (Responsible Data for Children) and aims to bring diverse perspectives and views on the implications of frontier tech for children. The project has a strong foresight component that will include a horizon scan of trends likely to affect future generations.</p>		
<b>Objectives of the consultancy</b> <p>The main goal of this consultancy is to support the planning, coordination and delivery of the project and provide support to policy specialists undertaking these initiatives. The concrete objectives will include:</p> <ul style="list-style-type: none"> <li>• <b>Planning and Organizational support:</b> Supporting the specialists leading the three components by organizing regular meetings, documenting outcomes, monitoring the implementation of activities and donor reporting.</li> <li>• <b>Background analysis and writing/editorial support</b> for various papers produced by the specialists including the technology foresight, synthetic biology and data governance products. Editorial support when requested.</li> <li>• <b>Supporting the organization</b> of events, meetings and consultations, including the event in Finland in June 2025</li> </ul>		

### Major areas of work and responsibility

- a) Planning of key activities, events, timelines, and processes in support of the above-mentioned objectives
- b) Consultation with a range of actors (internal and external) in support of the objectives above and coordination of project related product pipeline
- c) Background analysis and co-drafting of related documents and reports including consolidating input from all stakeholders and reviewers.

### Supervision

- d) The consultant will work under the direct supervision of the Senior Policy Specialist and the Chief of Foresight and Policy

### Methodologies and Tools

- e) Methodologies to be used: literature review and analysis of trends.
- f) Software to be used for data analysis: N/A
- g) Subscriptions that will be required: N/A

### Conditions of Consultancy

- h) 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.
- i) This consultancy requires the consultant to travel in order to complete the required deliverables effectively and efficiently. 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.
- j) UNICEF Innocenti will assist consultants with arrangements for visas, work permits, vaccinations, etc.
- k) 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.
- l) 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.

- m) 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.
- n) 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.

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

**Enter Disciplines:** sociology, law, political science, anthropology or related fields

**Knowledge/Expertise/Skills required:**

**Essential skills:**

- Advanced university degree in sociology, law, political science, anthropology or related fields.
- A minimum of 8 years of relevant work experience related to analysis of social and political trends, development of participatory methodologies, and other relevant areas are required.
- Strong analytical, writing and communication skills.
- Strong planning, monitoring and organizing skills.
- Excellent knowledge of emerging digital trends is required.
- Fluency in English (written and verbal) is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian, or Spanish) is an asset.

**Desirable qualifications:**

- Previous work experience in the similar field.
- Knowledge of UNICEF’s processes and procedures

**Core Values**

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

**Competencies**

- Builds and maintains partnerships
- Demonstrates self-awareness and ethical awareness
- Drive to achieve results for impact
- Innovates and embraces change
- Manages ambiguity and complexity
- Works collaboratively with others

Deliverable/Output:	Estimated number of working days	Deadline

<p>1. Develop a monitoring matrix and regularly monitor timely implementation of the project activities and provide necessary reports and documentations. Manage document sharing repositories and knowledge sharing platforms.</p>	<p>15</p>	<p>By October 2025</p>
<p>2. Provide analytical support to policy specialists by conducting background analysis related to emerging tech trends. Support the drafting/development of at least 2 analytical products and 3 byproducts (blogs, stories, articles)</p>	<p>40</p>	<p>By December 2024</p>
<p>3. Plan, co-ordinate and document meetings, including the meetings of the implementation team, the advisory groups and others. AT least 10 meeting during the project cycle</p>	<p>15</p>	<p>By February 2025</p>
<p>4. Provide input and review into other analytical products developed by policy specialists and senior consultants on neurotech, ed tech and fintech. Provide editorial support for at least 2 papers</p>	<p>10</p>	<p>By March 2025</p>
<p>5. Support planning and co-ordination of at least 3 online events and 1 in person event in Finland. The in person event will be done in collaboration with the Office of Innovation. Support required would be supporting the programme development, list of speakers and attendees, logistics and other.</p>	<p>30</p>	<p>By end June 2025</p>
<p>6. Support the dissemination and update of products related to the initiative through production of communication material and uptake monitoring</p>	<p>10</p>	<p>30 September 2025</p>