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for every child

CONSULTANCY - TERMS OF REFERENCE

Giga Programme Evaluation Specialist
UNICEF Office of Innovation - Giga, Geneva, Switzerland
Duration: 12 months (Deliverable-Based)
Duty Station: Geneva

Advertising summary

Giga seeks a Programme Evaluation Specialist to join one of the most innovative and impactful initiatives at the United Nations, whose aim it is to connect every school in the world to the Internet and every young person to information, opportunity and choice. The Programme Evaluation Specialist is positioned within the Management team of Giga, with a distinct focus on conducting in-depth evaluations to generate knowledge products that encapsulate the progress, impact, and lessons learned from Giga's initiatives. Reporting to the Senior Advisor, Management, this specialist is envisaged to be an expert in program evaluation with a knack for storytelling, translating data and findings into compelling narratives that can be shared internally across teams, as well as externally with other UN agencies and stakeholders.

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?

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1. Key outputs

- Programme Evaluation and Knowledge Generation:
- Narrative Development and Storytelling
- Knowledge Sharing and Dissemination
- Coordination with Internal and External Stakeholders
- Capacity Building
- Reporting and Documentation

Your main responsibilities will be:

1. **Programme Evaluation and Knowledge Generation**:
   - Design and implement comprehensive evaluation frameworks and methodologies to assess the effectiveness, impact, and sustainability of Giga's initiatives.
   - Conduct thorough evaluations, synthesizing data and findings into knowledge products that encapsulate the program's progress, challenges, and lessons learned.

2. **Narrative Development and Storytelling**:
   - Translate evaluation findings into compelling narratives, showcasing the journey, impact, and value addition of Giga's initiatives.
   - Develop a variety of knowledge products, such as case studies, success stories, lessons learned reports, and other evaluative documents that articulate Giga's narrative.

3. **Knowledge Sharing and Dissemination**:
   - Foster a culture of learning and sharing by disseminating knowledge products across Giga teams and with external stakeholders, including other UN agencies.
   - Organize knowledge-sharing sessions, workshops, and forums to facilitate the exchange of experiences, findings, and best practices.

4. **Coordination with Internal and External Stakeholders**:
   - Collaborate with internal teams to ensure alignment in evaluation methodologies and to gather the necessary data and insights for evaluation.
   - Engage with external stakeholders, including other UN agencies, to share knowledge products and learn from external evaluations and experiences.

5. **Capacity Building**:
   - Provide guidance and training to Giga team members on evaluation methodologies, data interpretation, and knowledge product development.
   - Enhance the evaluation capacity within Giga, ensuring the team is equipped with the necessary skills to conduct evaluations and generate knowledge products.

6. **Reporting and Documentation**:
   - Ensure meticulous documentation of evaluation processes, methodologies, and findings for future reference and for sharing with stakeholders.
   - Prepare and submit timely evaluation reports and knowledge products, ensuring they are accessible and understandable to a diverse audience.

Description of assignment

	Tasks	Deliverables/Outputs	Delivery deadline
1	**Programme Evaluation and Knowledge Generation**:	Design and implement comprehensive evaluation frameworks and methodologies to assess the effectiveness, impact, and sustainability of Giga's initiatives.	Months 1
		Conduct thorough evaluations, synthesizing data and findings into knowledge products that encapsulate the program's progress, challenges, and lessons learned.	Months 2
2	**Narrative Development and Storytelling**	Translate evaluation findings into compelling narratives, showcasing the journey, impact, and value addition of Giga's initiatives.	Months 3
		Develop a variety of knowledge products, such as case studies, success stories, lessons learned reports, and other evaluative documents that articulate Giga's narrative.	Months 4
3	**Knowledge Sharing and Dissemination**	Foster a culture of learning and sharing by disseminating knowledge products across Giga teams and with external stakeholders, including other UN agencies.	Months 5
		Organize knowledge-sharing sessions, workshops, and forums to facilitate the exchange of experiences, findings, and best practices.	Months 6
4	**Coordination with Internal and External Stakeholders**	Collaborate with internal teams to ensure alignment in evaluation methodologies and to gather the necessary data and insights for evaluation.	Months 7

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		Engage with external stakeholders, including other UN agencies, to share knowledge products and learn from external evaluations and experiences.	Months 8
5	**Capacity Building**	Provide guidance and training to Giga team members on evaluation methodologies, data interpretation, and knowledge product development.	Months 9
		Enhance the evaluation capacity within Giga, ensuring the team is equipped with the necessary skills to conduct evaluations and generate knowledge products.	Months 10
6	**Reporting and Documentation**	Ensure meticulous documentation of evaluation processes, methodologies, and findings for future reference and for sharing with stakeholders.	Months 11
		Prepare and submit timely evaluation reports and knowledge products, ensuring they are accessible and understandable to a diverse audience.	Months 12

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

- Master's degree in Evaluation, Social Sciences, or a related field. *A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.*
- A minimum of 5 years of relevant work experience in program evaluation, with a demonstrated track record of generating knowledge products.
- Experience in organizing knowledge-sharing sessions and disseminating knowledge products to a wide range of audiences.
- Proficiency in evaluation methodologies, data analysis, and narrative development.
- Exceptional storytelling and communication skills, with the ability to translate complex data into compelling narratives.
- Excellent interpersonal skills, with the ability to work collaboratively with diverse teams and stakeholders.
- Strong attention to detail and a commitment to producing high-quality work.
- Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.
- The successful candidate will be an individual with a passion for evaluation and knowledge generation, ready to contribute to Giga's learning and knowledge-sharing culture. The

ability to work both independently and collaboratively within a dynamic, multidisciplinary team is crucial for success in this role.

Travel:
- The consultant is expected to travel to Barcelona, Spain, for a stay of 4 nights.
- The consultant is responsible for arranging his/her own travel, including visa and travel insurance.

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.