Terms of Reference for
TECHNOLOGY FOR DEVELOPMENT (T4D) SPECIALIST
(Temporary Appointment position)

Title	T4D Specialist
Level	NOC
Location/duty station	Kathmandu, Nepal
Duration	364 days
Expected Start Date	15 December 2024
Reporting to	Deputy Representative, Programmes
Budget Code/WBS No	2970/A0/07/880/005/001
Project and activity codes	Outcome 7

Background including context

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Digital transformation and innovation has been included as change strategies across all Goal Areas in the UNICEF Strategic Plan 2022-2025 to accelerate outcomes for children. Interest in digital and remote solutions which became prominent during the COVID pandemic will continue, given the potential of such solutions to reach more stakeholders.

In view of the above, the position of the Technology for Development Specialist will support the coordination and advancement of the overall digital transformation and innovation agenda of UNICEF Nepal Country Office through;
- Digital/Data Solution Implementation
- Strategic Oversight and Policy Compliance
- Resource Mobilisation
- Portfolio Coordination and Programme Management
- Knowledge Management
- Digital Capacity Building
- Digital Innovation
- Business Analysis

Purpose of the Assignment

The purpose of this role is to coordinate and support demand for Technology for Development programmatic support. UNICEF Programmes increasingly leverage digital means for effective programme delivery, systems strengthening and monitoring. The T4D Specialist will work with programme teams in the identification, assessment and integration of ICTs and digital innovation into UNICEF programming; strengthening internal capacity to lead and support T4D related initiatives; identifying and engaging with key partners; building business relationships; applying reusable and replicable technical buildings blocks; and maximizing the potential for the scale-up and sustainability of technology and digital innovation for UNICEF programming.

Key Duties/Responsibilities

1. Digital/Data Solution Implementation
Guidance and Design of T4D Interventions
- Provide guidance and technical support to the Country Office in the identification, selection, concept design, deployment and sustainability of T4D interventions to address bottlenecks towards the achievement of programme results.

Solution Procurement and Evaluation
- Guide the review of technical solutions to ensure UNICEF standards and Technology Playbook are followed; contribute to project management processes, generation and review of terms of reference and vendor selection.

Deployment Advice and Support
- Advise on implementation strategy of digital technology initiatives, including technical oversight, troubleshooting and the documentation of challenges and resolutions.

Business Relationship Management
- Coordinate business and programme relationship services to define high-level requirements; document and match requirements and guide the design, development and deployment of appropriate T4D solutions that are in line with the UNICEF Technology Playbook.

2. Strategic Oversight and Policy Compliance
Participation in Programme and Management Processes
- Integrate digital development and technology innovation into the programme planning lifecycle. Align with programme priorities and participate in planning meetings to ensure T4D functional accountabilities.

Digital Development and Technology Innovation Strategy
- Guide on implementation of the technology and digital innovation strategy for the Country Office. Bring visibility to T4D gaps, opportunities and scale-up strategy in support of Country Office priorities. Work directly with section chiefs to co-create strategies on how technology and innovation can support the country programme.

Quality Assurance
- Oversee quality assurance during planning and deployment of T4D initiatives; participate in establishing and maintaining standards, documentation and support mechanisms for T4D.

ICT Emergency Preparedness and Response
- Coordinate the ICT emergency preparedness activities within the Country Office as frequently as required by the office. Manage creation of the Country Office level disaster recovery plan and utilise ICT emergency preparedness checklist.

Compliance with T4D Best Practices

- Convene Country Office T4D Governance Committee and ensure compliance of T4D initiatives with the Principles for Digital Development (http://digitalprinciples.org/) and UNICEF and UNICEF Technology Playbook. Contribute to system strengthening, including governance in country, infrastructure.

3. Portfolio Coordination and Project Management

Portfolio Coordination
- Coordinate in deploying a portfolio approach and developing a digital roadmap for adapting common solutions prioritised for UNICEF programming (e.g. Digital Public Goods). Use UNICEF's INVENT global online portfolio for T4D and innovation to record solutions and their status.

Programme Management
- Manage projects and initiatives, ensuring timely delivery throughout the lifecycle from assessment through to implementation and ongoing operations, while ensuring consistent stakeholder engagement.

4. Knowledge Management

Share Lessons Learned
- Identify, capture, and share lessons learned from T4D for integration into broader knowledge development planning, advocacy and communication efforts.

Monitoring, Evaluation and Learning
- Collaborate with Planning, Monitoring and Evaluation focal points to ensure documentation and clear monitoring and evaluation mechanisms for innovation and T4D projects including baseline data collection, on-going monitoring, as well as first phase data collection and analysis.

Contribute to Peer Support Networks
- Contribute and share to regional and global digital development and technology innovation networks and activities.

5. Digital Capacity Building

Utilise Data for Evidence Generation
- Identify data needs of programmes and partners and propose solutions. Build capacity of programme staff and partners in analysing the large amounts of data generated through T4D initiatives including the use of data visualization techniques and analytics tools.

Provide Training to Stakeholders and End-users
- Lead capacity building initiatives to enhance the competencies, capacity and knowledge within the programmes on digital development. Train UNICEF staff, partners, government counterparts and other end users in digital development and technology innovation.

6. Digital Innovation

Identify and Assess New Technology and Digital Innovations
- Guide programme sections to identify and assess new T4D initiatives, or new phases of on-going initiatives, with immediate potential to improve UNICEF programming. Coordinate with programme sections to identify significant product, organizational and process opportunities.

Build Awareness around Innovation and Frontier Technology
- Develop staff capabilities in appropriate use of frontier technology and innovations such as UAVs, wearables, IoTs, mobile money, blockchain etc. Maintain up to date knowledge of the latest trends and developments.

7. Business Analysis

User Centric Design
- Utilise human/user-centric design methods to support user-acceptance testing, evaluation, documentation and analysis (e.g. design thinking)

Landscape Mapping
- Maintain an inventory of technology and innovation interventions, assets, resources and networks.

Expected Deliverables

- **Nepal Country Office T4D situation assessment is conducted, which identifies gaps, risks, and opportunities and provides solutions in addressing the gaps and risks, and lead addressing of the same.**
- **Nepal Country Office T4D Framework and Strategy, Roadmap and Action plan are developed and utilized.**
- **Appropriate T4D solutions and interventions across all programme areas and cross-sectoral teams are mapped out, guidance materials are developed (including establishment of ToRs, evaluation of vendors etc).**
- **Nepal Country Office T4D Governance mechanism is established with relevant ToR developed and members identified to provide project management support to programmes, ensuring compliance with data governance and privacy policies etc.**
- **Plan for capacity building of programme staff on existing T4D platforms / solutions, data technologies, and use of frontier technology and innovations developed and implemented.**
- **Key lessons learned from T4D are identified, synthesized, and shared for integration into broader knowledge development planning, advocacy and communication efforts.**

Direct Supervision and collaboration arrangement

The Technology for Development (T4D) Specialist will report to the Deputy Representative Programme at UNICEF Nepal. The individual will have a close and regular technical collaboration with, and technical oversight from the Regional T4D Manager.

The T4D Specialist works closely with Programme staff and in close liaison with Regional Office ICT and T4D teams, and the ICT Division HQ where applicable. The T4D Specialist may supervise local staff members or oversee the work of consultants.

Expected Qualifications, Experience, specialised knowledge/skills and competencies

A minimum of 5 years of professional experience in Information Communication Technology for Development in a large international organization or corporation is required, including:

- Experience identifying, designing and implementing solutions for large-scale projects with technical components – including supervising external vendors and software developers; responsibility for business analysis, budgets, contracts, project management and procurement, etc.
- Experience with ICT, mobile and web-based technologies, particularly designing or deploying tools appropriate to the region
- Exposure to UNICEF, UN or other INGO programmatic areas, including health, nutrition, child protection and/or education.
- Experience in applying technical solutions to address programmatic issues

Experience in the following areas is desirable:
- Experience in open source, mobile and emerging technology applied to UNICEF programme areas
- Experience working in T4D/ICT4D program design, service design, and field deployment/implementation in developing countries
- Experience with RapidPro, Primero, DHIS2, ODK and other global public good technologies, and deploying, maintaining and scaling these technologies
- Software programming experience, with focus on writing new code to deliver enhancements, new functionality, and defect resolution as well as proficiency with source code and continuous integration solutions (such as GitHub, Circle/Travis, Jenkins, etc.)

Language Required: English and good knowledge of local language. Knowledge of any other UN language, an asset.

Competencies required: **Core Values**

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

ii) Core Competencies (For Staff with Supervisory Responsibilities) *

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drive to achieve impactful results (2)
- Manages ambiguity and complexity (2)