**TERMS OF REFERENCE**

**Data security and privacy mentor, part-time, Venture Fund**

*Office of Innovation*

*Duration: 9 months, part-time*

*Duty Station: remote*

**Advertising summary**

The UNICEF Venture Fund is looking for a data security and privacy expert to provide technical expertise to the Fund’s early stage investments in emerging technologies, to help them ensure compliance with various regulations and best practices related to data security and privacy, including UNICEF’s data security standards, relevant international regulations, and the digital public goods criteria . This role will also develop recommendations on how data security and privacy considerations can be integrated into the existing Venture Fund support structures.

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.

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**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:

Text Box

**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):

Text Box

More information is available in the [Child Safeguarding SharePoint](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/SitePages/Amendments-to-the-Recruitment-Guidance.aspx) and [Child Safeguarding FAQs and Updates](https://unicef.sharepoint.com/sites/DHR-ChildSafeguarding/DocumentLibrary1/Child%20Safeguarding%20FAQs%20and%20Updates%20Dec%202020.pdf)

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**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 startup thinking, the technology, and the partners that turn this energy into scalable solutions.  
  
UNICEF's Office of Innovation creates opportunities for the world's children by focusing on where new markets can meet their vital needs. We do this by:

* Connecting youth communities (or more broadly -- anyone disconnected or under-served) to decision-makers, and to each other, to deliver informed, relevant and sustained programmes that build better, stronger futures for children.
* Provoking change for children through an entrepreneurial approach -- in a traditionally risk-averse field -- to harness rapidly moving innovations and apply them to serve the needs of all children.
* Creating new models of partnership that leverage core business values across the public, private and academic sectors in order to deliver fast, and lasting results for children.

The Office of Innovation specifically looks to form **partnerships around frontier technologies** (like drones and UAVs, blockchain, data science and machine learning, 21st century skills, urban technologies, new banking tools) that exist at the intersection of $100 billion business markets and 1 billion person needs – and to identify how they can grow and scale profitably and inclusively.

**Our team**

UNICEF's Venture Fund is a pooled funding vehicle specifically designed to finance early stage, open-source technology that can benefit children. The core motivation of the Innovation Fund is to identify "clusters" or portfolios of initiatives around emerging technology - so that UNICEF can both shape markets and also learn about and guide these technologies to benefit children. We invest in solutions that can impact the lives of the most vulnerable children.

We're an interdisciplinary team around the world tasked with identifying, prototyping, and scaling new technologies and practices. With our partners, we focus on convening and collaborating on new and different solutions, low- and high-tech, by:

* **Looking** at the 2–5-year horizon to evaluate emerging and trending technologies and to see how UNICEF can work with the private sector on doing better business while improving essential services for children;
* **Investing** in early-stage solutions that show great potential to positively impact children in the future;
* **Identifying** proven solutions that can be implemented at national scale in multiple countries – taking the ideas that help thousands in one country, bringing them to dozens of countries across multiple sectors, and impacting the lives of millions of children.

With $35M (+ ETH 2267 + BTC 8) raised to date, the Venture Fund is scaling its investment portfolio with the aim of investing in 20 start-ups every year. The current portfolio of 73 companies consists of several cohorts of companies developing and piloting solutions in virtual and augmented reality, data science and artificial intelligence, blockchain, UAVs, IoT, and in assistive technology.

**How can you make a difference?**

UNICEF Venture Fund is looking for a seasoned data security and privacy specialist. This is a part time consultant role within the Office of Innovation, reporting to the Venture Fund team.

**Your main responsibilities will be:**

The consultant will provide advice and mentorship to teams within the UNICEF Venture Fund portfolio as they are developing their frontier tech solutions. The consultant will help teams assess gaps and develop a roadmap to overcome them during the investment period, to ensure compliance with various regulations and best practices related to data security and privacy, including (but not limited to)

* (1) UNICEF’s data security and protection standards and policies,
* (2) Relevant national policies and government regulations and key international regulations and standards as they relate to the services provided by each company, and the digital public goods criteria.

This role will also support the Venture Fund in defining how data security and privacy considerations can be integrated into the existing support structure and process for startups. The solutions that this role will be advising employ emerging technologies (data science, AI, machine learning, blockchain, etc. to provide solutions either

* directly to children and families (B2C)
* through UNICEF,
* or to UNICEF’s partner governments (B2G).

**Schedule of Deliverables**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Month** | | | | | | | | |
|  | **1** | **2** | **3** | **4** | **5** | **6** | **7** | **8** | **9** |
| **Objective/Deliverable** |  | | | | | | | | |
| **Review of UNICEF's existing regulations and standards on data security and privacy.** | | | | | | | | | |
| **Activity**: Review and become familiar with UNICEF's existing regulations and standards on data security and privacy (including, but not limited to: UNICEF's Policy on Personal Data Protection, UNICEF's Procedure on Personal Data Breach, The UNICEF Policy on Information Security and UNICEF Standard on Information Security: Asset Management documentation, the CLASSI tool). Previous documentation including recommendations created by the previous Data Security & Privacy mentor will also be provided.   **Deliverable:** Updates notes and summary saved in the mentor's SharePoint DS&P Folder. |  |  |  |  |  |  |  |  |  |
| **Activity:** Internal meetings to be held with key stakeholders to understand more about where Data Security & Privacy is most important and emerging strategies to be aware of within UNICEF. Stakeholders to include members of the OOI Ventures team (Emerging Tech, DPG, and Venture Fund), DAPM, ICTD.   **Deliverable:** Meetings held with internal stakeholders; notes saved in the mentor's SharePoint DS&P Folder. |  |  |  |  |  |  |  |  |  |
| **Provide technical assistance to Venture Fund investments** | | | | | | | | | |
| **Activity:** Assessment of gaps in compliance with data security and privacy regulations and best practices for each company; develop a roadmap in coordination with Portfolio Managers for each company to overcome gaps during the investment period. The number of companies may vary, but it is anticipated the mentor will speak with between 5-20 startups at any given time.   **Deliverable:** Notes retained in Cohort Mentorship logs related to conversations with each company |  |  |  |  |  |  |  |  |  |
| **Activity:** Hold ad hoc or monthly mentorship sessions with each company to help the companies overcome gaps. Mentorship with each company will depend on the needs; therefore, ad hoc or more structured approaches may be requested.   **Deliverable:** Mentoring Sessions hosted and Mentor Tracking Document updated |  |  |  |  |  |  |  |  |  |
| **Activity:** Design and delivery of virtual group data security and privacy workshop for Venture Fund startups as part of core technical assistance programme; coordinate with other tech mentors for design of workshop series. This workshop is held at the start of each cohort. Over the next 12 months, it is anticipated the consultant will run this workshop 4x.   **Deliverable:** Workshop held, PPT deck designed |  |  |  |  |  |  |  |  |  |
| **Contribute new content and maintain existing content in the Data Security & Privacy Toolkit and contribute to development of best practice mentorship approaches within the wider team** | | | | | | | | | |
| **Activity/ Deliverable:**  Robust and updated business mentorship curriculum toolkit that can be scaled across the Venture Fund. |  |  |  |  |  |  |  |  |  |
| **Activity:** Upskilling of and collaboration with other mentors to ensure alignment of support for portfolio companies   **Deliverable**: Meetings hosted with fellow mentors, resulting in learnings shared and/or training sessions |  |  |  |  |  |  |  |  |  |
| **Attending relevant update meetings and share learnings with UNICEF Ventures team and stakeholders** | | | | | | | | | |
| **Activity:** Attend monthly mentorship meetings with UNICEF stakeholders and fellow mentors per cohort to discuss the progress on the portfolio companies being actively mentored. # of meetings varies on how many active cohorts are being mentored.   Deliverable: Meetings attended |  |  |  |  |  |  |  |  |  |
| **Activity:** Attend monthly mentor roundtable for all mentors participating in the technical assistance programme (1x per month). Consultant may be asked to prepare an update as part of the agenda from time to time.   **Deliverable:** Meetings attended |  |  |  |  |  |  |  |  |  |
| **Provide subject-matter expertise to UNICEF OOI Ventures team** | | | | | | | | | |
| **Activity:** Provide subject-matter expertise ad-hoc to UNICEF OOI Ventures as part of sourcing, selecting, and advising solutions from country offices or startups.   **Deliverable:** Provision of subject-matter expertise. notes retained in DS&P Folder on SharePoint. |  |  |  |  |  |  |  |  |  |
| **Consulting Final Report** | | | | | | | | | |
| **Activity:** Capture insights from mentorship experience in final report - what was accomplished, what went well, what can be improved upon, recommendations for moving forward.   **Deliverable:** Submission of final report |  |  |  |  |  |  |  |  |  |
| **Activity:** Final meeting with Venture Fund team to share high-level updates captured in the final report.   **Deliverable:** Meeting held |  |  |  |  |  |  |  |  |  |
| **Payment Schedule: Invoicing # sessions\* monthly** | **Up to 8 sessions** | **Up to 8 sessions** | **Up to 6 sessions** | **Up to 6 Sessions** | **Up to 6 Sessions** | **Up to 6 Sessions** | **Up to 6 sessions** | **Up to 6 sessions** | **Up to 8 sessions** |
| All activities and deliverables to be calculated as part of Data Privacy and Security expert 'session'. 1 session = 8 hours. Consultant must keep track of sessions per month and may invoice up to the maximum listed in the payment schedule above. | | | | | | | | | |

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

* An Advanced degree relevant to the scope of this position. \*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.
* Multidisciplinary professional experience (5+ years) background in technical and legal knowledge:
  + Developing training, particularly on data privacy and information security related fields
  + Demonstrated understanding and application of data privacy laws, and working within a compliance, legal audit and/or risk function, with recent experience in privacy compliance
* Experience with UNICEF’s information security standards, and familiarity with the Digital Public Goods standard, is an asset
* Data Protection and/or Privacy certification such as, but not limited to, CIPP, CIPT, ISEB is preferred.
* A track record of advising/mentoring early-stage technology projects / technology startups
* Ability to communicate complex concepts in a clear and effective manner.
* Experience with developing easily digestible, step-by-step guidance and lean strategy recommendations for non-experts
* Experience with information security and privacy issues related to open-source technologies
* Strong written and verbal communication skills, excellent technical communication with peers and non-technical stakeholders
* Developing country work experience and/or familiarity with emergency is considered an asset.
* Desire to work in a highly collaborative environment is an asset
* Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) 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.

**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. *No travel is anticipated for the Data Privacy & Security mentor role.*

**Applications without a financial proposal will not be considered.**

**For every Child, you demonstrate…**

UNICEF’s core values of Care, Respect, Integrity, Trust and Accountability and core competencies in Communication, Working with People and Drive for Results.

The competencies required for this post are….

* Applying technical expertise (level 3)
* Creating and innovating (level 2)
* Formulating strategies and concepts (Level 2)

View our competency framework at

<http://www.unicef.org/about/employ/files/UNICEF_Competencies.pdf>

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.

**Payment details and further considerations**

* Monthly payment, based on # mentorship sessions conducted. Approved upon monthly review with supervisor.
* Consultant is responsible for his/her own health and travel insurance
* Consultant is eligible for standard DSA for all work-related travel