United Nations Children's Fund
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unicef
for every child

CONSULTANCY - TERMS OF REFERENCE

Senior UI / UX designer

Division: UNICEF Office of Innovation, Global Learning Innovation Hub, Helsinki, Finland
Duration: 60 days (part time) during 2025
Duty Station: Remote

Advertising summary

UNICEF's Office of Innovation is building The Learning Cabinet, a web platform connecting decision-makers in the Global South with curated EdTech tools. We're seeking a Senior UI/UX Designer to elevate the user experience, ensuring the platform is intuitive, engaging, and accessible. The designer will collaborate closely with the product team to bring the platform's vision to life.

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

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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's Office of Innovation is driving transformative solutions for global education challenges. We are developing **The Learning Cabinet**—a pioneering web platform that connects decision-makers in education, particularly in the Global South, with a curated list of EdTech tools tailored to their unique contexts. By providing a vetted list of the safest, most impactful, and scalable tools, together with personalized recommendations, the education decision-makers will be empowered to address the learning crisis more efficiently. To achieve this vision, we seek a **Senior UI/UX Designer** to shape the user experience and ensure the platform's success.

Our team

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 02 year future including the Venture Fund that invests in open source technology solutions from start-ups based in UNICEF's programme countries;
- **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."

The **Learning Innovation Hub** within OOI has recently been established in Helsinki with the mission to radically transform education around the world by making it a wonderful adventure for every child. The Hub contributes to UNICEF's Reimagine Education initiative and has the bold ambition to become a global "home for the architects of the future of learning" and help solve the learning crisis as well as imagine and develop alternative learning futures for all children.

How can you make a difference?

As a Senior UI/UX Designer, you will play a pivotal role in shaping the user experience of the Learning Cabinet platform. Your expertise will ensure that the platform is intuitive, engaging, and accessible to education decision-makers worldwide. By creating a seamless and user-friendly interface, you will empower educators to discover and utilize EdTech tools effectively, ultimately improving learning outcomes for children globally.

Your main responsibilities will be:

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To design the user interface and experience for the following functionalities on the Learning Cabinet platform:

- Craft user-friendly registration, login, and onboarding processes specifically tailored for education leaders.
- Design an intuitive interface for showcasing LLM-powered, personalized EdTech tool recommendations.
- Lead a design sprint to enhance the platform's user experience, involving cross-functional collaboration and user-centric design exercises.
- Contribute to the ongoing evolution of the Learning Cabinet's design, ensuring new features and functionalities seamlessly integrate with the platform's aesthetics and user needs.

Description of assignment

	Deliverables/Outputs	Tasks	Delivery deadline	% of payment/ Estimated combined working days
1	**User Account & Onboarding Design:** Design intuitive user flows, registration/login forms, and personalized onboarding experiences for education decision-makers.	- UI / UX design - Providing development ready responsive designs in Figma - Coordination with engineers	Feb 2025	10
2	**LLM-Driven Recommendation Interface:** Design an engaging and informative interface for presenting personalized EdTech tool suggestions.	- UI / UX design - Providing development ready responsive designs in Figma - Coordination with engineers	Mar 2025	10
3	**Plan and Organize Design Sprint:** Coordinate and execute a design sprint to drive innovation for the platform's user experience. This includes outlining the sprint objectives, collaborating with cross-functional teams, and facilitating user-centered design exercises.	- Plan the workshop - Execute workshop - Analyse the results with recommendations for design direction	Feb 2025	5
4	**Other design activities:** Conduct a range of design activities including crafting user interfaces and experiences for features like the resource center, assisted search, and data export functionalities, ensuring they align with the overall Learning Cabinet and EdTech for Good path aesthetic and user needs. Specific design tasks and timelines will be determined as the project unfolds.	- UI / UX design - Providing development ready responsive designs in Figma - Coordination with engineers	Ongoing by the end of 2025	35

To qualify as an advocate for every child you will have…
- **A bachelors' degree in design**
- A **strong portfolio** showcasing 8+ years of experience in UI/UX design, with a focus on web applications.
- **Mastery of Figma**, both building developer ready, responsive designs as well as click prototypes
- A deep understanding of user-centered **design principles and accessibility standards**.
- **Strong background** conducting user research and applying human-centered design principles to your work, including **proven experience in gathering insights** and ensuring user needs are central to your design process.
- **Excellent communication** and collaboration skills, with the ability to work effectively in a global, cross-functional team.
- Fluency in English.

Travel:
- Travel is expected for a 3-day design sprint / workshop in Helsinki, Finland

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.
- Payments can be structured on a flexible basis, allowing for partial disbursements, such as monthly progress achievements. Partial progress towards deliverables will be measured through agile sprint goals completed in a satisfactory manner and approved by the product manager.

How to apply:
- Provide a portfolio that showcases a selection of your most impactful web design projects where you held a leading role or were primarily responsible for the design outcomes. Highlight the unique challenges you faced and the creative solutions you implemented to achieve exceptional user experiences.
- Interested applicant is required to submit a financial proposal with 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.**

General Terms and Conditions:

Please review UNICEF's General Terms and Conditions for Consultants here for important information regarding contract obligations, including medical insurance, SARS-CoV-2 (Covid-19) vaccination, and income tax requirements.

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.

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