



UNITED NATIONS CHILDREN'S FUND JOB PROFILE

I. Post Information

Job Title: Senior Adviser, Ethics in Evidence Generation
Supervisor Title/ Level: Director, Office of Research-Innocenti (D2-53142)
Organizational Unit: Director's Office
Post Location: Florence, Italy (although the incumbent must be prepared to relocate to New York, USA should this be deemed necessary at the end of the scoping year)

Job Level: P-5
Job Profile No.: 103408
CCOG Code:
Functional Code:
Job Classification Level:

II. Organizational Context and Purpose for the job

Job organizational context

The Office of Research-Innocenti (OoR) is the dedicated research office of UNICEF. It undertakes and commissions research on emerging or current issues of relevance for children in order to inform the strategic directions, policies and programs of UNICEF and its partners. The office explores emerging issues, identifies research gaps, and brings together existing researchers to support or undertake new research, data collection and analysis to address critical questions. Under the UNICEF Policy on Research (CF/EXD/2016-2003) of 19 April 2016, the Office also supports and facilitates the research of other parts of UNICEF, including through the development of appropriate procedures and guidelines and establishing quality and ethical standards. This includes establishment and oversight of the *UNICEF Procedure for Ethical Standards in Research, Evaluation and Data Collection and Analysis* (CF/PD/DRP/2015-001) of 1st April 2015.

The Office of Research-Innocenti plays a leading role in building an evidence and learning culture across UNICEF and beyond and has responded to the institutional requirement for stronger ethical standards in all evidence generation activities by developing relevant procedures, guidance and tools. It has also provided technical assistance across the organization and beyond to strengthen generation, communication and use of quality-assured and ethically-generated evidence in decision-making

Visit this link for more information on Office of Research-Innocenti <https://www.unicef-irc.org/> in general and some of our work to date on ethics in particular <https://www.unicef-irc.org/research/ethical-research-and-children/>

Purpose of the job

To underpin its programmes, policy and advocacy work, UNICEF invests substantially in conducting, as well as commissioning, research, evaluation and data collection and analysis in order

to create a strong evidence base to support the realization of the rights of every child, especially the most disadvantaged

Ethical reflection and conduct in evidence generation is requisite in an equity based framework. A focus on the most marginalized, and frequently, the most vulnerable population groups necessitates measures to ensure that participants are respected and that dignity, rights, safety and well-being of all children, groups and persons involved or likely impacted by the evidence generation activity are protected throughout the process. Further, efforts must be taken not only to mitigate against risks to participants, but also to staff and to the organization as a whole

Under the guidance of the Director, the incumbent is responsible for acting as an institutional focal point for technical advisory support in ethical evidence generation (EEG") to UNICEF's 190+ offices and National Committees.

In close coordination with the UNICEF Ethics Office, which under ST/SGB/2007/11 of 30 November 2007 (<http://undocs.org/en/ST/SGB/2007/11>) also has a mandate within UNICEF for developing standards, training and education on ethics issues, the incumbent will also work on developing think pieces in new and emerging areas of ethics and child rights, for example, ethics in a digital age or ethics and innovation, particularly in relation to global audiences.

He/she will work with staff to attain adequate ethical standards in their proposed evidence generation and use activities and will be responsible for establishing and acting as Secretary of the Secretariat for the Ethics Review Board (ERB) at UNICEF.

The incumbent may also be required to deliver face to face training on EEG which may take place at any of our global locations and to develop other capacity-strengthening materials or tools as necessary in order to support ethical evidence generation, communication and use amongst UNICEF staff and partners more widely.

This post will report to the Director (D2, #53142), with input from the Principal Adviser Ethics, UNICEF Ethics Office, Office of the Executive Director.

The post will initially be based at the UNICEF Office of Research in Florence, Italy, but the incumbent must be prepared to relocate to New York, USA should this be deemed necessary at the end of the scoping phase.

III. Key functions, accountabilities and related duties/tasks

Summary of key functions/accountabilities:

1) Establish a UNICEF Ethics Review Board and function as Secretary of the Secretariat (35%)

- Establish ERB mandate, draft operating procedures, dispute resolution mechanisms, governance structures and administrative support systems in consultation with the Innocenti Director and other senior staff and interested parties at UNICEF
- Develop criteria for internal and external ERB membership and recruit members in collaboration with the Chair of the ERB.
- Develop guidance for UNICEF staff on the role and purpose of the UNICEF ERB, clarifying where existing ethical review mechanisms should be utilized and the criteria under which proposed ethical evidence generation activities should be submitted to the ERB for formal review and ethical clearance.
- Supervises training and orientation of new ERB members to the technical and ethical literature, appropriate policy, statutes and regulations, and duties as ERB members
- Handle the pre-review, determine risk levels and coordinate expedited review and processing of eligible ERB submissions including establishing a safe and secure database for tracking submissions, ensuring necessary data privacy standards are respected.
- Provide timely advice and review to staff in keeping with global UN, UNICEF (and where relevant, regional) policies, procedures and strategies as relates to ethical evidence generation practices, including the determination of whether a UNICEF ERB review is required
- Provide ERB meeting oversight including agenda compilation, preparation of protocol documents, providing meeting updates and actions, writing protocol review letters and writing correspondence that accurately documents the determinations of the ERB and describes any revisions required by the research team
- Document common EEG issues arising at UNICEF and disseminate de-identified findings to inform guidance materials, training, lesson-learning and other institutional capacity development activities as well as to inform external discourse and products on critical issues relating to EEG involving children.

2) Provide ongoing technical advisory support in ethical evidence generation and use, acting as an institutional focal point in this area (25%)

- Provide technical advisory support to staff on complex operational questions pertaining to ethical evidence generation, to mitigate against ethical violations and/or endorsement of partner activities that may present not only ethical, but legal and reputational issues as well as to ensure joined up and consistent ethical processes across the organization.
- Provide guidance to UNICEF staff across programming and for evidence generation undertaken by National Committees as well as service units and divisions that undertake various forms of data collection and analysis that involve human subjects or sensitive secondary data.

- Provide support to regional/country offices developing their own ethics review panels or sourcing and monitoring use of private IRBs/ERBs and in quality assurance of ethical review under regional Long-Term Agreements.
- Review and update the *UNICEF Procedure for Ethical Standards in Research, Evaluation and Data Collection and Analysis* to ensure ongoing relevance, minimum standards, incorporation of technological advances that may affect its implementation and that it is informed by practical application in the field.
- Provide advisory support to ensure that EEG standards are maintained all the way along the evidence chain from generation, through to sharing and safe storage/disposal of data as well as of data use/re-use, working in close collaboration with the Data Protection & Privacy Specialist situated within the Office of the Executive Director in order to ensure consistency of advice.

3) Capacity development in Ethical Evidence Generation and Use for UNICEF staff and partners (25%)

- Undertake training and institutional capacity building activities in ethical evidence generation tailored to UNICEF needs, such as online presentations, consultations, face-to-face workshops in global or regional events and meetings and online e-course development.
- Form part of the core team delivering Innocenti's Research Management and Methods training (and associated products) upon request to regional and country offices, including updating and delivering the existing module on EEG within the training.
- Drawing upon the experiences of the UNICEF ERB, draft case studies and technical notes to highlight best practice on ethical evidence generation in key areas of relevance to UNICEF.
- Maintain and update the Innocenti Ethics in Evidence Generation webpage providing tools, guides and relevant resources and links to support organizational practice

4) Internal and External Engagement with Relevant Partners (15%)

- In close consultation with the UNICEF Ethics Office, contribute to production of new think pieces including Innocenti discussion papers related to new and emerging areas of ethical research and child rights e.g. ethics in a digital age, ethics and technologies for data collection etc. This should seek to maintain UNICEF's reputation amongst external audiences as a global thought leader on critical ethical issues relating to evidence generation involving children and help to facilitate and inform external discourse and advocacy. In this regard, consultations with the UNICEF Ethics Office should be as such to fully respect the statutory mandate of the Office under ST/SGB/2007/11 of 30 November 2007.
- Represent UNICEF in regular meetings of the United Nations Inter-Agency Committee on Bioethics.
- Participate or input into other relevant external fora including conferences and meetings of relevance to ethical evidence generation involving children.
- Liaise with the UNICEF Ethics Office for cross referral of relevant ethics issues and requests for advice and, where appropriate, to support the UNICEF Ethics Office with organization-wide Ethics initiatives.
- Contribute to the UNICEF Evidence into Action blog and to Innocenti webinars, podcasts, Facebook chats and other communication channels as appropriate to make a contribution to ensuring, together with other relevant stakeholders such as the UNICEF Ethics Office and the Child Safeguarding Unit, that UNICEF retains its thought leadership role in the Ethics and Child Rights area.

- Ensure that UNICEF staff across all evidence functions (data, research, evaluation) are kept informed and updated in all areas of ethical evidence generation to enable them to carry out their own roles and in support of an organizational evidence and learning culture.

IV. Impact of Results

UNICEF enabling environment and staff capacity is strengthened to generate high quality and ethical evidence across the research, evaluation and data spheres. This will support delivery of improved results for children through UNICEF's policy, programming and advocacy activities. A UNICEF Ethics Review Board (ERB) is established to mitigate reputational risk, ensure child safeguarding and provide additional support to staff seeking to undertake ethical evidence generation activities.

For every child, you will demonstrate:

V. Competencies and level of proficiency required

Our Core Values

- ✦ Commitment
- ✦ Diversity and inclusion
- ✦ Integrity

Our Core competencies

- ✦ Communication (III)
- ✦ Working with People (III)
- ✦ Drive for Results (III)

Functional Competencies:

- ✦ Leading & Supervising (III)
- ✦ Analyzing (III)
- ✦ Relating & Networking (III)
- ✦ Deciding & Initiating Action (III)
- ✦ Applying Technical Expertise (III)
- ✦ Planning and Organizing (III)

VI. Recruitment Qualifications

Education:	Advanced university degree in social or political science, international relations, ethics, human rights, child rights or other fields related to the work of UNICEF. A Ph.D. or equivalent qualification or experience is preferred but not essential
Professional Experience Requirements:	<p>A minimum of ten years of professional experience at the national and international levels, including in the field of international development research/evaluation and child rights</p> <p>Demonstrable knowledge of principles, regulations, guidelines, policies, and ethical standards governing conduct of research with human subjects, particularly with children</p> <p>At least three years of experience in human research ethics deliberation including membership of formal review committees, particularly involving provision of ethical decision making in respect of research involving children</p> <p>At least three years of experience in designing and delivering organizational learning, tools, guidance, capacity building and training activities regarding ethical evidence generation with human subjects</p> <p>Demonstrable understanding of evolving ethical research processes and practices in the digital age.</p> <p>Strong networks in the research ethics field, particularly amongst those working in the international development and child rights sectors</p> <p>Demonstrated ability to create and implement effective ethical policies and procedures across diverse and decentralized institutional contexts.</p> <p>Thorough understanding of the legal and regulatory frameworks for the transfer and use of human subject data across diverse international contexts.</p> <p>Proven experience in communicating complex scientific concepts in a straight-forward manner for non-specialists, through oral and written channels</p> <p>Proven ability to convey credibility and authority when delivering ethics-related technical advisory support and training</p>
Other Requirements:	Previous experience in establishing and managing a Human Research Ethics Review Board or Committee would be well regarded but is not essential.

	<p>Independent decision making, critical appraisal and attention to detail skills and the ability to make good judgements are critical</p> <p>Ability to navigate complex ethical situations, giving contextualized and pragmatic advice.</p> <p>Experience in applying ethical regulations and guidance to practical situations including in low and middle-income country contexts</p> <p>Demonstrated experience of translating strategic direction into objectives and plans of action</p> <p>Demonstrated ability to organize work according to deadlines, set high standards for quality of work and consistently achieve project goals;</p> <p>Solid writing, analytical, problem-solving and presentation skills particularly in the context of international work settings;</p> <p>Good knowledge of UNICEF's internal organization is an advantage.</p>
Language Requirements:	<p>Fluency in spoken and written English is required; working knowledge of another UN language is an asset.</p>