



## CONSULTANCY - TERMS OF REFERENCE

### Giga Mapping and Tech Program Coordinator

UNICEF Office of Innovation - Giga

Duration: 12 months (Deliverable-Based)

Duty Station: Barcelona, Spain

#### Advertising summary

We are seeking a talented, passionate Mapping and Tech Program Coordinator to join Giga, an initiative to connect every school in the world to the Internet and every young person to information, opportunity and choice. The Mapping and Tech Program Coordinator will work with a multidisciplinary team to support the design, planning, implementation and evaluation of different cutting-edge products and activities that will help us achieve the ambitious goal of connecting every school, and every young person to the internet.

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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:

**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?

We seek a strong self-motivated Mapping and Tech Program Coordinator who can maintain the quality of their work even under tight time constraints and who can work with a diverse interdisciplinary team of engineers, designers, data scientists and researchers to support the planning, implementation and monitoring of different activities and tools for Giga. In particular, you will:

### Your main responsibilities will be:

1. Support the Mapping and Tech Lead in day-to-day operations and strategic planning.
2. Conduct data analysis and progress reporting, in support of goals and key objectives.
3. Support the coordination of the work of vendors and other tech partners that are supporting us build different products.
4. Create tools and processes to enable seamless scale of the work and in country deployment of products.



5. Ensure adoption of best practices and guidelines, including open-source guidelines across tech stack.
6. Support product leads in analyzing the impact of different products and user adoption & satisfaction by defining and tracking key metrics.
7. Create relevant documents and communication materials and communicate quantifiable impact of the work to internal and external audiences.

### Description of assignment

#	Tasks	Deliverables/Outputs	Delivery deadline
1	Support in day-to-day operations and strategic planning	Provide inputs and track progress of roadmap	Month 1
	Conduct data analysis and progress reporting	Define metrics to track	
	Ensure adoption of best practices and guidelines	Develop best practices and guidelines (open-source guidelines, documentation guidelines, ...)	
2	Support in day-to-day operations and strategic planning	Write documents (I.e. TORs, slide decks) related to different activities	Month 2
	Conduct data analysis and progress reporting	Create process for gathering data and updates from different team members	
	Ensure adoption of best practices and guidelines	Review and work different teams to incorporate best practices and guidelines across products	
	Analyze the impact of products and user adoption & satisfaction	Define key metrics to measure impact and user adoption & satisfaction	
3	Support in day-to-day operations and strategic planning	Support the implementation of roadmap	Month 3
	Support coordination of work with vendors and partners	Support procurement of vendors	
	Create tools and processes to enable seamless scale	Create and maintain data tracker	
	Analyze the impact of products and user adoption & satisfaction	Establish processes to track key metrics	
4	Support in day-to-day operations and strategic planning	Write documents (I.e. TORs, slide decks) related to different activities	Month 4
	Conduct data analysis and progress reporting	Progress report	
	Support coordination of work with vendors and partners	Track progress of different engagements	
	Document and communicate	Write blogposts and other communication materials	

5	Create tools and processes to enable seamless scale	Develop materials for country implementation	Month 5
	Ensure adoption of best practices and guidelines	Review and work different teams to incorporate best practices and guidelines across products	
6	Support in day-to-day operations and strategic planning	Provide inputs and track progress of roadmap	Month 6
	Support coordination of work with vendors and partners	Propose improvements to increase efficiency in engagements	
	Create tools and processes to enable seamless scale	Develop tools to improve collaboration across team	
	Document and communicate	Create product progress documents and other documentation	
7	Support in day-to-day operations and strategic planning	Support the implementation of roadmap	Month 7
	Support coordination of work with vendors and partners	Support procurement of vendors	
	Document and communicate	Write blogposts and other communication materials	
8	Conduct data analysis and progress reporting	Progress report	Month 8
	Analyze the impact of products and user adoption & satisfaction	Track and analyze key metrics and adapt product roadmap based on results	
9	Create tools and processes to enable seamless scale	Develop materials for country implementation	Month 9
	Document and communicate	Write blogposts and other communication materials	
10	Create tools and processes to enable seamless scale	Develop tools to improve collaboration across team	Month 10
	Document and communicate	Create product progress documents and other documentation	
11	Ensure adoption of best practices and guidelines	Review and work different teams to incorporate best practices and guidelines across products	Month 11
12	Conduct data analysis and progress reporting	Progress report	Month 12

### To qualify as an advocate for every child you will have...

- A Master's degree in Engineering, Business Development, Public Administration or a related field is essential for this role. \*An undergraduate degree in a relevant discipline combined with an additional 2 years of professional experience may substitute the Master's degree.
- A minimum of 5 years relevant professional experience in technology and program management.
- Experience working with technology products and tech private sector companies.
- Strong analytical skills.
- Experience working in innovation projects is an asset.
- Good verbal and writing communication skills.
- Experience working with a multidisciplinary team.
- Knowledge of project management tools like Jira, Asana, Trello is an asset.



- Work experience in developing countries and/or familiarity with emergency is considered an asset.
- Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) is an asset.

#### Travel:

- The consultant is expected to travel to Geneva one time (1 trip), for a stay of 4-5 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.