



CONSULTANCY - TERMS OF REFERENCE

Community Liaison Specialist for Geneva Ecosystem

Division: UNICEF Office of Innovation, Switzerland

Duration: 12 months (part-time-2-3 days per week)

Duty Station: Remote

Advertising summary

Giga invites highly skilled professionals to join the Giga initiative, focused on school connectivity. Giga is one of the most innovative and impactful initiatives at the United Nations whose aim it is to connect every school in the world to the Internet and every young person to information, opportunity and choice.

The Consultant will engage in collaborative work within the Geneva ecosystem, particularly around specific actionable projects that Giga is running locally. This includes building partnerships with schools, coordinating with the Swiss National Committee for UNICEF, contributing to digital art for NFT2, and navigating the Genevois system.

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?

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1. Key outputs

Your main responsibilities will be to:

1. Facilitate collaborations within the Geneva ecosystem, particularly around schools, university, technology hubs, and private sector organizations.

2. Work closely with the Swiss National Committee for UNICEF when necessary for partnerships and other local entities – and other National Committees
3. Assist in planning key Giga events, including the annual Giga retreat and Building Bridges work, in the Geneva ecosystem and globally
4. Help develop strategy and network map for Geneva

Description of assignment

	Tasks	Deliverables/Outputs	Delivery deadline	% of payment/ Estimated combined working days
1	Initial Assessment & Stakeholder Mapping	Report identifying key Geneva-based stakeholders and potential collaborators.	Month 1	5%
2	Networking & Initial Outreach	Action plan detailing outreach strategy to potential collaborators and stakeholders.	Month 2	5%
3	School Collaboration & Event Planning	Conference and working event plan aimed at bringing together thought leaders in connectivity and engaging local students.	Month 3	10%
4	Collaboration with Swiss National Committee	Support involvement of team to Swiss National Committee for UNICEF in private sector engagements + all other relevant NatComs	Month 4	10%
5	Giga Retreat Strategy	Strategic planning document for the Giga retreat in November.	Month 5	10%
6	Geneva Technology Ecosystem	Report and plan on potential synergies and collaborations with Geneva's technology hubs.	Month 6	10%

7	NFT2 Digital Art Contribution	Action plan and coordination for digital art creation and NFT2 involvement.	Month 7	10%
8	Building Bridges Preliminary Planning	Preliminary action plan for the Building Bridges work scheduled for the following September.	Month 8	10%
9	Geneva Genevois System Navigation	Detailed guide for navigating the French Genevois system in Geneva.	Month 9	10%
10	Follow-up & Re-engagement	Report summarizing the progress of each collaboration and recommendation for next steps.	Month 10	5%
11	Retreat and Building Bridges Final Plans	Final strategic documents for both the Giga retreat and Building Bridges work.	Month 11	5%
12	Summary & Future Recommendations	Final summary report that outlines all achieved deliverables, the impact made, and recommendations for future engagements.	Month 12	10%

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

- An advanced degree, or equivalent in Business Administration, International Relations, Technology Management, or a related field.

*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.

- Minimum 10 years of professional experience in negotiating high-value partnerships, engagements and frameworks within the Geneva ecosystem.
- Skilled at establishing partnerships with Swiss banks and private sector entities.
- Possesses extensive familiarity with the local and Swiss academic landscape and networks.
- Has a track record of collaborating with various divisions within UNICEF and adeptly navigating their structures.
- Deep familiarity with the Geneva environment and various stakeholders within the public, private, and technology sectors.
- In-depth expertise in coordination and strategic event planning with multiplatform stakeholders.
- Strong network of Geneva-based banking and financial institutions.
- Experience with and knowledge of actors in the Geneva crypto and blockchain ecosystem.
- Outstanding networking and collaboration abilities.
- Prior experience in project management and engaging with stakeholders.
- Fluent in both English and French is required. Proficiency in additional languages (particularly from UNICEF Programme contexts) is viewed as an asset.

Travel:

- The consultant is expected to travel to Geneva for key Giga events.
- 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.