

United Nations Children's Fund (UNICEF)
Bangkok, Thailand
Vacancy Announcement 2019/047

Issue Date: 6 June 2019

Closing Date: 19 June 2019

Consultancy – Child Online Protection: Private Sector Partnership and Event Organizer

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, *Child Protection*

UNICEF works to ensure the rights of all children in the East Asia and Pacific Region. This means the rights of every child living in this country, irrespective of their nationality, gender, religion or ethnicity, to:

- **survival** – to basic healthcare, peace and security;
- **development** – to a good education, a loving home and adequate nutrition;
- **protection** – from abuse, neglect, trafficking, child labour and other forms of exploitation; and
- **participation** – to express opinions, be listened to and take part in making any decisions that affect them

How can you make a difference?

The Child Protection Section, UNICEF East Asia and Pacific Regional Office (EAPRO) is seeking an individual consultant to lead engagement with a regional private sector Think Tank on child online protection, lead the organization of a regional conference on child online protection from violence, exploitation and abuse, and provide country office support on an ad-hoc basis on child online protection in the context of UNICEF partnerships and initiatives.

Work Assignment:

1) Convene a Think Tank comprised of key ICT industry companies from the EAP region:

- Under the leadership of the Regional Adviser Child Protection and working closely with the UNICEF Private Sector Engagement team (PFP), identify and engage four ICT companies operating in the region to participate in a regional *Think Tank on Child Online Protection*. Develop MOUs with each of these companies in collaboration with PFP.
- Produce finalised terms of reference for the *Think Tank* including: details of the educational materials to be designed by the *Think Tank* and any external partners to be contracted to produce these; details of planned co-creation of educational materials with youth and four UNICEF country offices from the EAP region; and a schedule of meetings and calls for the *Think Tank* between July 2019 and December 2019.
- Convene an advisory board for the *Think Tank* comprised of other UN agencies and INGOs, to steer the direction of the Think Tank. Draft terms of reference for the advisory board, arrange for regular meetings of the advisory board, and ensure their advice is conveyed to the *Think Tank*.
- Ensure effective internal coordination and collaboration with relevant HQ, Regional Office, and Country Office child protection and private sector leads.
- Ensure the visibility of any engagement with the private sector is in line with established UNICEF guidelines and norms for recognition of private sector partners, and that established private sector due diligence processes are followed.

2) Provide technical and administrative support to the Think Tank for key initiatives:

- In collaboration with the Think Tank, lead the implementation of key activities for 2019, including the development of an evaluation framework for education materials for online protection, the co-creation between adolescent and Think Tank members of education materials and the testing of the evaluation framework utilizing the co-created materials.

3) Provide technical and operational support for the organization of a regional conference on child online protection

- In full collaboration with conference partners, coordinate and plan a regional conference on child online protection in December 2019.
- Manage overall event milestones and deliverables, creative briefs, logistics and production timelines to meet deadlines.
- Develop and maintain relationships and manage lines of communication with UNICEF regional office sections, Country Offices, National Committees and programme divisions, as well as an external network of support actors, academia, private sector, and government focal points.

Work Schedule and Deliverable:

DELIVERABLES	DEADLINE
Think Tank <ul style="list-style-type: none"> Members of the Think Tank identified in collaboration with key sections in the regional office and participation secured in collaboration with PFP. 	End of July 2019

<ul style="list-style-type: none"> • Members of the Think Tank advisory board identified, due diligence process conducted, and calls/meetings with all members held. • Consultancy institution to develop evaluation framework for online education materials identified. • In collaboration with the Regional Adviser, country offices identified for participation in the co-creation initiative of education materials. <p>Conference</p> <ul style="list-style-type: none"> • Planning meeting for the December conference with organizing agencies held. • Plan for the organisation of the Regional Conference on Child Online Protection developed, indicating key milestones and responsible actors. • Initial list of speakers and sessions for the conference drafted. 	
<p>Think Tank</p> <ul style="list-style-type: none"> • First meeting of the Think Tank advisory board held and minutes with outcomes and next steps submitted. • First meeting of the Think Tank held and minutes with outcomes and next steps submitted. <p>Conference</p> <ul style="list-style-type: none"> • Conference agenda drafted. • Key speakers, facilitators and session organizers contacted. • Conference venue identified. • Planning meeting for the conference with organizing agencies held and updated planning matrix submitted. 	End of August 2019
<p>Think Tank</p> <ul style="list-style-type: none"> • Second meeting of the Think Tank held and minutes with outcomes and next steps submitted. • Co-creation of education materials with adolescents initiated in at least two countries with Think Tank members and UNICEF Country Offices. • Evaluation framework finalized and shared with the Think Tank. <p>Conference</p> <ul style="list-style-type: none"> • Design company contracted for the conference. • Planning meeting for the conference with organizing agencies held and updated planning matrix submitted. • Key speakers, facilitators and session organizers secured and regular contact initiated. 	End of September 2019
<p>Think Tank</p> <ul style="list-style-type: none"> • Second meeting of the Think Tank advisory board held minutes with outcomes and next steps submitted. • Co-creation of education materials with adolescents initiated with the remaining two countries with Think Tank members and UNICEF Country Offices. • Evaluation framework finalized and approved by the Think Tank. • Four country offices supported for the co-creation process. 	End of October 2019

<p>Conference</p> <ul style="list-style-type: none"> • Formal invitations distributed to invitees for the Regional Conference. • A minimum of two planning meetings for the conference with organizing agencies held and updated planning matrix submitted. • Regular support provided to session organizers. • Draft materials for the conference developed and shared. • Logistical arrangements for the conference finalized. 	
<p>Think Tank</p> <ul style="list-style-type: none"> • Third meeting of the Think Tank held and minutes with outcomes and next steps. • Continue to liaise with the four country offices to ensure progress and completion of the co-creation process. <p>Conference</p> <ul style="list-style-type: none"> • A minimum of four planning meetings for the conference with organizing agencies held and updated planning matrix submitted. • Session flows for the conference and each session developed. • Conference agenda finalized. • Materials for the conference approved and finalized. • Speaking points and presentations prepared for UNICEF. • Media briefs jointly prepared with the organizing agencies. 	End of November 2019
<p>Think Tank</p> <ul style="list-style-type: none"> • Joint meeting of the Think Tank and Advisory Board held during the Conference and minutes submitted. • Co-created materials and evaluation framework and initial findings presented at the conference. <p>Conference</p> <ul style="list-style-type: none"> • Final planning meeting held and final plan updated and submitted to organizing agencies. • Regional Conference held. 	End of December 2019
<ul style="list-style-type: none"> • Follow up meeting of the Think Tank. • 2020 plan of activities for the Think Tank developed. • Final report from application of evaluation framework to co-created education materials for online protection of children submitted. • Conference report finalized and disseminated. 	End of January 2020

Estimated Duration of Contract: 7 months between 1 July 2019 – 31 January 2020

Official travel: Home-based consultancy with official travel in the region as part of the consultancy. Consultant based in Bangkok is preferable, but not essential.

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

- Master's degree (or 8 years relevant professional experience in lieu of Master's degree) in humanities, social sciences, law, project management, administration, or a related subject.
- 5 years of professional experience in a relevant field.
- Knowledge and experience of engagement with the ICT industry.
- Demonstrated up to date knowledge of child sexual abuse and exploitation, especially its online dimensions.
- Creative, highly organized, in your element when on the move or coordinating multi-nationally.
- Excellent communication skills and ability to maintain and grow multiple relationships with internal decision makers, prominent external speakers and thinkers, academia, civil society, NGOs and more.
- Experience with events big and small, from delivering a creative concept and designing an agenda, to identifying overall event milestones and deadlines, to directing and overseeing coordination leading up to an event.
- Ability to write project documents and reports.
- Ability to research, analyze, evaluate and synthesize information.
- Highly adaptable, able to make sound and time-sensitive decisions independently under a significant workload.
- Personable, amiable and eager to work with a very diverse team.
- Fluency in English.
-

The following experience and skills are desirable:

- Experience with curating keynotes and panel sessions for industry thought leaders.
- Experience with conceptualizing and/or producing: videos, direct mailings, websites, animations, invitations, webinars.
- Work experience in the East Asia and Pacific region.
- Experience with tech events, hackerspaces, makerspaces, tech campuses a nice-to-have, but not necessary.

Interested candidates are requested to submit CV or P-11, full contact information of minimum 2 references, availability, and proposed monthly professional fee in USD by **19 June 2019**.

For every Child, you demonstrate...

UNICEF's core values of Commitment, Diversity and Integrity and core competencies in Communication, Working with People and Drive for Results.

View our competency framework at

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

Only shortlisted candidates will be contacted and advance to the next stage of the selection process.

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.