

TERMS OF REFERENCE
CONSULTANT / INDIVIDUAL CONTRACTOR

Section:	ICT/T4D	Date:	November 19 th , 2020
Title:	Innovation Specialist (Governance and Capacity Building)	Duty station:	Remote based
Reporting to:	WCARO T4D Business Analyst	Contract type:	Consultant
Duration:	11 months	Start date:	January 2 nd , 2021

Section	Content
Objectives	The purpose of this consultancy is to support the RO operationalize the Innovation governance framework. In addition, the consultant will work closely with the T4D team to build capacities around the use of HCD and Innovation Management.
Background	<p>In West and Central Africa region (WCAR), UNICEF Offices have prioritized eight key results for children (KRCs) that play a fundamental role in the achievement of sustainable results for children by 2030. The KRCs represent WCAR's contribution to meeting the goals of the 2018-2021 Strategic Plan in line with the specific context in the region. Translating the ambitions of the KRCs into a reality relies on six change strategies, one of which calls for harnessing innovation and technology to bring services closer to rights-holders.</p> <p>Country Offices in WCAR are collectively carrying out more than 110 different innovative interventions. Of these 110 innovations, 108 falls into the digital category, and one each on innovative financing and product innovation. While some of these innovations have been scaled up nationally, the majority are being piloted and have limited geographic scope to date.</p> <p>In a bid to innovation and technology better as a change strategy across region, the T4D team has developed an innovation governance framework which has recently being endorsed by the RMT with the following objectives in mind:</p> <ul style="list-style-type: none"> i. Identify common challenges, ideas and innovations related to the KRCs; screen the new ideas; assess their relevance and potential; and develop them into solutions for wider scale and impact. ii. Prioritize and define roles and methods for utilizing Innovation to accelerate the KRCs and ensure pathways to scale are consistently thought through and evaluated. iii. Provide an overview of CO initiatives while encouraging optimal resource mobilization (financial and technical) as well as ensure pathways to scale are consistently thought through and evaluated for innovations that demonstrate impact. This also avoids potential duplication of efforts. iv. Catalyse the sharing of knowledge, expertise and disseminate learning and experiences. <p>Over the next year, the T4D team will be working to operationalize a steering committee through which the governance framework will be implemented.</p> <p>To achieve the above objectives, the T4D team is looking to hire a consultant to provide capacity building and support the operationalization of the innovation Governance Framework.</p>
Scope of work	<p>1. Support COs in refining their innovation initiative submissions to the regional governance process.</p> <ul style="list-style-type: none"> 1.1. Work closely with COs to identify, assess and select Innovation initiatives to publish on the WCAR Innovation Inventory tool. 1.2. Support countries in refining their submission to ensure quality submissions.

	<p>1.3. Work closely with the T4D WCAR share point developer and the global innovation team to integrate WCAR T4D mapping tool with INVENT.</p> <p>2. Support the RO in operationalizing the Innovation Governance Framework.</p> <p>2.1. Support the operationalization of Innovation governance process in preparing documentation to the technical and steering committee.</p> <p>2.2. Support the refinement of evaluation criteria and ToRs for the technical and the steering committee.</p> <p>2.3. Support the technical and steering committee meeting through secretarial. Coordinate all activities associated with the technical and steering committee meetings.</p> <p>2.4. Support and monitor progress of innovations selected for implementation</p> <p>3. Provide capacity building for Human Center Design and innovation management for selected RO and CO staff.</p> <p>3.1. Develop WCAR guidance document for leveraging Human Centered Design and Innovation management methodology when designing technology and innovation projects/initiatives.</p> <p>3.2. Train preselected staff in the RO and COs on HCD methodologies for effective innovation design and management.</p> <p>3.3. Document HCD related innovation experiences in WCAR.</p>												
<p>Deliverables and Schedules</p>	<p>Deliverable 1:</p> <ul style="list-style-type: none"> i. Country submissions of innovation ideas and challenges. ii. WCAR T4D Innovation mapping tool is updated and repopulated with innovation initiatives across the region. <p>Deliverable 2:</p> <ul style="list-style-type: none"> i. The innovation steering committee and technical working group operationalized. ii. First cohort of innovation projects selected for implementation. <p>Deliverable 3:</p> <ul style="list-style-type: none"> i. Training is completed for selected innovation focal points and senior management. ii. Final report <p>Payment will be linked to deliverables as structured below.</p> <table border="1" data-bbox="308 1368 1426 1516"> <thead> <tr> <th>Deliverable</th> <th>Period (Month)</th> <th>Payment (%)</th> </tr> </thead> <tbody> <tr> <td>Deliverable 1</td> <td>3</td> <td>30%</td> </tr> <tr> <td>Deliverable 2</td> <td>6</td> <td>30%</td> </tr> <tr> <td>Deliverable 3</td> <td>11</td> <td>40%</td> </tr> </tbody> </table>	Deliverable	Period (Month)	Payment (%)	Deliverable 1	3	30%	Deliverable 2	6	30%	Deliverable 3	11	40%
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<p>Timing</p>	<ul style="list-style-type: none"> • This position will be based remotely. • Total of 70 working days over 11 months. 												
<p>Reporting Requirements</p>	<p>The consultant will report to the regional T4D Business Analyst and will submit quarterly progress reports and develop training and guidance resources throughout during the span of the consultancy period.</p>												
<p>Profile Requirements</p>	<p>Education</p> <ul style="list-style-type: none"> • Advanced degree in one of the following fields: Information systems, social sciences, innovation management, systems design, or equivalent. <p>Experience:</p>												

	<ul style="list-style-type: none"> • At least there (5) years of progressive responsible work experience in partnership management, innovation management, technology for development, program management, public relations, or a related field. • Experience in applying human centered design and design thinking methodologies for social innovation. • A track record of working on developing innovative solutions and initiatives. • Strong leadership skills: capacity to prioritize and manage a diverse range of partners, projects and activities. • Ability to work with a diverse set of partners to create problem specifications, system requirements and then implement software and technology innovations. • Demonstrated research, planning, communication and writing skills. • Familiarity with UNICEF Innovation’s work is an added asset. • Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset; •
<p>Administrative Issues</p>	<p>Reporting to the WCARO T4D Business Analyst.</p> <p>This is a part-time and remote based consultancy. The consultant is expected to have own laptop however will require a UNICEF email address. In the event of a physical travel need, UNICEF will make the necessary admin arrangements.</p>