

TERMS OF REFERENCE

Okya Country Partnerships Lead & Girls Digital Literacy Senior Consultant

CONTRACT MODALITY Individual Consultancy

DUTY STATION Home-based/Remote

DURATION OF CONTRACT 19 Months

Purpose of Assignment:

Okya is a digital public good (DPG): an open-source mobile menstruation education and period tracking application co-created with and for adolescent girls of all abilities in low- and middle-income countries. Available across mobile, tablet, desktop, SMS, IVR, radio and peer sessions, Okya delivers safe, evidence-based, and girl-centered information on menstruation and adolescent health, addressing stigma, misinformation, and the gender digital divide. Designed around girls' digital realities, including constraints related to connectivity, device access, literacy, safeguarding, privacy, and data protection, Okya is now scaling globally through a growing network of localized country deployments alongside a maintained global version.

As Okya grows across 13+ countries, country teams and local partners need a consistent, well-coordinated relationship with and support from the Unicef Okya core team. Each deployment moves through localization, launch and ongoing operations at its own pace, with its own needs, tech adaptation requirements, technical support and capacity development needs (across technology, disability inclusion, MEL, etc), donor commitments and opportunities. A single point of contact for Okya franchise partnerships ensures deployment teams and partners receive the right expertise at the right time, that progress is visible across all deployments, and that what countries learn and build flows back into the global Okya community and ecosystem.

Okya is also a real entry point into digital literacy and digital participation for adolescent girls. Girls co-create Okya, shape its features, and build digital skills and confidence along the way. Over the past years, girls have also become contributors to Okya's code, designs and outreach. Combining these responsibilities in one role means the consultant who designs the girls' digital literacy pathway also holds the country partner relationships through which it is adopted, and sits where technology decisions are made, so girls' contributions reach the roadmap and the released product.

UNICEF DCOE is therefore seeking a Senior Consultant to lead Okya's country partnerships and advance girls' digital literacy and contributions across the Okya network, bringing country realities and girls' perspectives into Okya's technology direction.

Scope of Work:

Under the supervision of the DCOE Senior Advisor, Gender and Technology (Oky Business Owner), the senior consultant will work as a member of the Oky core team. Tasks will include, but are not limited to:

Country partnerships. Serve as the single point of contact for Oky franchise partners and UNICEF country office Oky focal points across the partner journey, from onboarding through localization, deployment and ongoing operations. Support partners in planning, bringing in approaches and best practices from other deployments. Maintain an overview of the status, needs and risks of each deployment, and track progress against donor commitments. Identify country needs and bring in the relevant core team experts, follow their support through to completion, and confirm deliverables meet the country's needs. Coordinate country inputs to donor reporting.

Network and South-South exchange. Connect franchise partners with one another, foster peer learning and South-South exchange, and support cross-pollination of solutions, content and features across deployments. Consolidate partner requests and proposals for Oky's evolution and channel them to the core team.

Girls' digital literacy. Design and maintain Oky's girls' digital literacy and digital participation pathway model, setting out how girls move from first exposure to sustained participation and contribution to Oky as a digital public good. Provide technical advice to partners, mentors, technology vendors and open-source contributors on girls' digital literacy and digital participation, including girl-led digital outreach and approaches that take girls' ideas from co-creation into the live products. Explore and guide Oky's approach to girls' AI literacy in line with safeguarding, privacy and responsible data use.

Technology steering. Contribute to the Oky Tech Steering Group, bringing country needs, capacity and contributions into roadmap and prioritization decisions, with attention to safeguarding, privacy, accessibility and girls' digital realities. Review the roadmap periodically against agreed priorities and flag divergence, risks or emerging needs.

Cross-cutting advisory. Contribute country partnership and girls' digital literacy expertise to Oky's cross-cutting workstreams, including safeguarding, privacy, disability inclusion, MEL, technology and content.

Coordination and documentation. Maintain decision records and country trackers, follow up on actions and dependencies, and provide regular briefings to the Oky Business Owner on progress, challenges, risks and recommended actions. Escalate competing priorities to the Oky Business Owner for decision.

Knowledge products, representation and learning. Develop and iterate knowledge products and guidance for partners, including on deployment, scaling, and girls' digital literacy and participation pathways. Represent Oky in external engagements and communities of practice as requested, and document and share lessons learned on country partnerships, deployment and scaling approaches and best practices, and girls' digital literacy.

Further tasks may be identified that are relevant and within the scope of work.

Work Assignment Overview	Deliverables/ Outputs	Delivery deadline (in weeks/months) and input days to complete deliverable	Input days
Deliverable 1: Franchise partner liaison, capacity building, girls' digital literacy and participation	Serve as single point of contact for Oky franchise partners across deployment countries, tracking progress, identifying needs and bringing in core team experts through to completion. Build partner capacity, especially related to girls' digital literacy and participation, through cross-deployment exchange and shared good practice, and support reporting.	30 June 2027	(42 days)
Deliverable 2: Girl-led digital outreach advisory	Technical advisory to selected Oky franchise partners for girl-led digital outreach (micro-influencers) and digital participation pathways, including guidance and documented approaches that can be adopted across deployments.	30 June 2027	(10 days)
Deliverable 3: Oky Technology Steering Group Participation (country needs and contributions to the DPG)	Serve as member of the Oky Tech Steering Group, bringing country perspectives and franchise partners' technology status, capacity and needs to roadmap and prioritization decisions, channelling country and girl-led contributions into the platform.	31 December 2027	(6 days)
Deliverable 4: Oky PHP integration support & girls digital skilling advisory	Provide guidance and technical support to integrate Oky into programming to prevent harmful practices, with a focus on ending child marriage in Nepal, including advisory on girls' digital skilling within the integration.	31 December 2027	(16 days)
Deliverable 5: Oky Philippines support	Technical advisory to the Oky Philippines team, bringing in core team expertise as needs arise and sharing approaches, lessons and good practice from other	31 December 2027	(10 days)

	Okya deployments in support of accessibility, school integration, and scaling.		
Deliverable 6: SADC deployment, scaling, and partnerships guidance	Guide the four SADC Okya countries (Madagascar, South Africa, Tanzania, Zambia) with tailored advisory and support through their deployment and scaling journey, working with franchise partners and country offices. Track progress against commitments, bring in core team experts as needed, foster exchange and collaboration among the countries, coordinate and support donor reporting.	30 June 2028	(75 days)

Payment Schedule:

Payment will be made on submission and acceptance of 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.

Important Notes:

- 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 for ensuring that the health insurance (and visa if applicable) 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.
- UNICEF offers reasonable accommodation for consultants 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.

**QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES
(CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT**

Minimum requirements:

Education: Master's degree in Engineering, ICT, Social Sciences, Gender Studies, International Development, or other relevant discipline

Work Experience:

- At least ten years of progressively responsible professional experience in digital development and digital inclusion, with demonstrated experience leading or advising on girls' digital literacy, digital skills or digital participation in low- and middle-income countries.
- Demonstrated experience designing, delivering or providing quality assurance for digital products and services for women and girls, preferably adolescents, including co-creation and user-centered design with girls.
- Demonstrated experience managing multi-country partner networks or portfolios, including coordinating technical support across country teams, technology vendors and specialist advisers, and tracking progress against donor commitments.
- Experience contributing to product or technology decision-making, including privacy, data protection, safeguarding and accessibility considerations.
- Experience developing practical toolkits, guidance or knowledge products, and representing programs in international forums.
- Experience with low-tech and low-connectivity digital delivery (SMS, IVR) is an asset.
- Familiarity with AI literacy or responsible AI approaches for young users is an asset.
- Experience with GitHub and open-source technology, communities and approaches is an asset.

Language Requirements:

- Fluency in English; working knowledge of French or other languages of Oky deployment countries is an asset.

Knowledge/Expertise/Skills:

- Familiarity with adolescent health, SRHR or menstrual health is a strong asset. Prior experience with Oky is an asset.
- Proven communication, networking, negotiation and strategic thinking skills across diverse cultural and institutional contexts, and ability to work independently and collaboratively.