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TERMS OF REFERENCE

Humanitarian Initiatives and Strategy Consultant (Innovation Consultant)

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Stockholm, Sweden (office-based)
DURATION OF CONTRACT	12 months

Purpose of Assignment

This role within Solutions team focuses on sourcing, accelerating and scaling initiatives that can improve UNICEF's ability to respond to humanitarian emergencies. UNICEF scaling high impact initiatives that reflect the most challenging problems faced by children and young people.

Office of Innovation is revisiting its Humanitarian Innovation Strategy to guide prioritization of key initiatives. The consultant will focus on developing the strategy, with particular attention to Kits that Fit and Project Alpha.

Kits that Fit is an innovative solution that strives to deliver kits that are tailored for people's needs in emergencies, supplied as locally as possible, and continuously reviewed to be fit for purpose. By gathering feedback through digital and non-digital platforms it customizes and localises humanitarian aid kits based on beneficiaries' different needs and preferences, guided by family size, gender, cultural and regional context and so on.

Project Alpha's mission is to deliver sustainable and reliable solar energy to schools, health centres and water and sanitation facilities, by applying innovative finance, solar technician trainings for young people and digital tools for solar planning

Scope of Work

Support the Office of Innovation in defining and advancing UNICEF's approach to humanitarian innovation through the development of a "Humanitarian Innovation Strategy" and associated stakeholder engagement process and proposals pipeline. The consultancy will facilitate alignment across EMOPS, the Office of Innovation, and relevant UNICEF stakeholders on how innovation can best contribute to humanitarian outcomes, identify priority areas for future investment and scale, and assess the strategic potential of key innovation initiatives — including Kits that Fit, Project Alpha, and the Humanitarian Reset Challenge for Innovation among others. The Humanitarian Initiatives and Strategy Consultant will also develop recommendations for priority partnerships and innovation opportunities, including Innovation Norway and carbon credit initiatives, to inform future programming, resource mobilization, and organizational positioning.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Humanitarian innovation stakeholder consultations and inception package	Consult EMOPS, selected regional and Country Offices and relevant partners; submit inception brief, stakeholder map, consultation summary and 12-month workplan.	30 Nov 2026 – 24 days

Humanitarian Innovation Strategy: situational analysis and draft	Synthesize consultations and evidence; define strategic objectives, value proposition, priority thematic areas, partnership opportunities and a draft strategy for internal review.	31 Dec 2026 – 26 days
Humanitarian innovation portfolio assessment and prioritization	Assess Kits that Fit, Project Alpha, Humanitarian Reset Challenge for Innovation, Innovation Norway opportunities and carbon-credit innovation using readiness, risk, potential impact and scalability criteria; produce prioritization brief and leadership deck.	31 Jan 2027 – 22 days
Final Humanitarian Innovation Strategy and implementation roadmap	Validate strategic choices with EMOPS and OOI; submit final strategy including executive summary, agreed priorities, indicative responsibilities, success measures, 12–24 month roadmap and management presentation.	28 Feb 2027 – 26 days
Kits that Fit Country Office technical assistance package	Coordinate with selected Country Offices; prepare deployment guidance, adaptation and user-feedback approach, support requirements and a consolidated action tracker for country implementation.	31 Mar 2027 – 24 days
Project Alpha and wider humanitarian innovation scale-up recommendations	Review initiative performance and opportunities for future scale; submit an evidence-based scale-up options brief covering partners, investment needs, implementation risks and decision points.	30 Apr 2027 – 22 days
Innovation Norway partnership and donor accountability package	Review Kits that Fit milestones and donor requirements; prepare a partner engagement package, progress synthesis, risk/mitigation log and materials for a donor or advisory engagement.	31 May 2027 – 24 days
Humanitarian innovation proposal and resource mobilization pipeline	Develop at least two priority concepts or donor/partner proposal packages, with results logic, implementation approach, indicative budget inputs and partner engagement plans.	30 Jun 2027 – 26 days
Country Office humanitarian innovation support and capacity development package	Based on consultations with selected Country Offices, deliver practical technical guidance, a reusable capacity-building presentation and consolidated note on requests, responses, lessons and future support needs.	31 Aug 2027 – 22 days
Final partnership, portfolio and sustainability handover package	Submit updated initiative priorities, partnership/resource mobilization pipeline, donor follow-up tracker, recommendations for institutional ownership and a final management briefing summarizing results and next steps.	31 Oct 2027 – 24 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:
    - An advanced university degree (Master's or higher) in a relevant field (International Development; social sciences, Innovation, law, international relations, business administration; or related practical experience).
    - 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.
- Work Experience:
    - A minimum of 8 years of experience with humanitarian programmes supporting at both national and international levels, coordinating project activities across a large organization and with other international development organizations.
    - Experience in developing innovation strategies with country offices while in a global role is highly desired.
    - Experience in implementing and delivering humanitarian action is considered an asset. Strong track record for applying principles of innovation, particularly in humanitarian contexts.
    - Experience managing innovation projects from concept to scale within UN context is important. Experience of working within humanitarian preparedness/response, ideally for an NGO in humanitarian contexts or UN agency
- Language requirement:
    - Fluency in English is required;
    - Knowledge of another UN language is an asset
- Skills:
    - Familiarity with capacity development strategies tailored for diverse organizational contexts,

highlighting a commitment to continuous improvement and effective implementation

- Familiar with data collection in low resource settings
- Demonstrated ability to manage relationships with UNICEF Country and Regional Offices, programmes and partners, including government, universities, UN organizations, NGOs and the private sector.
- Proven skills in communication, networking, strategic thinking, advocacy and negotiation, and ability to relate this to children and young people.
- Proven capacity to work with diverse teams across different locations and with different technical skills
- Strong writing and communication skills and the aptitude to handle competing messages and priorities with multiple audiences