


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Egypt Country Office
Purpose of consultancy:	<p>The UNFPA Social Innovation Incubator Model has been developed as a guidance document for the implementation of a Social Innovation Incubator program. It builds on existing national partnerships, engagement with civil society and youth networks, and the growing social enterprise ecosystem in Egypt to implement a successful community-led initiative that addresses grass-root challenges around UNFPA's three transformative results, covering the areas of reproductive health, family planning, maternal health, gender-based violence and harmful practices.</p> <p>Teams of adolescents and youth, development practitioners and social entrepreneurs, will participate in a social innovation incubator to design solutions to local challenges. During the incubator, social innovator teams will be supported with different with both technical and financial support (minimal seed funding) to enable them to prototype/test their solutions, in order for the solutions to be operational. Their skills and expertise will be developed and strengthened to equip and empower them to design and implement community-led solutions.</p> <p>The purpose of this consultancy is to develop the Body Of Knowledge (BOK) for the UNFPA Social Innovation Incubator, which comprises of the training curriculum for capacity building and post-ideation design thinking (outlined in the Social Innovation document) required to guide the incubated solutions from start to finish throughout the incubation phases. The innovation consultant also ensures the implementation of the design-thinking methodology and the UNFPA Social Innovation Incubator approach.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The hired consultant, under the leadership of the UNFPA Assistant Representative in Egypt, supported by UNFPA technical staff, will be tasked with the following responsibilities (to be regularly reviewed by UNFPA :</p> <ol style="list-style-type: none"> 1. <u>Develop the BOK document</u> for the roll-out of the Social Innovation Incubator (including submission of an outline at first) that comprises primarily of a curriculum for capacity building of social innovator teams participating in the incubator; 2. <u>Provide support and guidance to UNFPA and partners staff members</u> in the implementation of the Social Innovation Incubator program throughout pre-incubation, incubation and preparation for post-incubation phases (six-month period). This would be every 2 months, with the relevant staff members during the 6 months incubation program to follow up on the implementation of the methodology and provide guidance to fill any gaps in knowledge. The outputs of this support will be documented in three progress reports to be shared with UNFPA. Pre and post assessments will be conducted to measure the improvement in the level of knowledge and practical experience of the team. 3. <u>Support the quality assurance of the final social innovation project documents</u> developed by social innovator teams. This could be conducted through: <ol style="list-style-type: none"> a. Reviewing each of the teams' project documents and providing written feedback b. Delivering a group session to provide final collective feedback to the teams 4. <u>Develop a final report</u> summarising the project deliverables and status, along with recommendations for future action
Duration and working schedule:	Tentative Start and End Dates: 21 March 2022 – 31 October 2022

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Place where services are to be delivered:	<ol style="list-style-type: none"> 1) BOK document development: home-based. 2) Internal meetings: UNFPA Egypt country office and/or online 3) Support to Incubator implementation (if needed): UNFPA implementing partner premises in target governorate (Sohag/Assiut) and/or online
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<p>All work will be delivered in electronic copy in English.</p> <p>UNFPA does not issue down payments. Payment will be submitted as per the below deliverables:</p> <ul style="list-style-type: none"> ● 40% upon completion of deliverable 1; ● 40% upon completion of deliverable 2; ● 20% upon completion of deliverable 3.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>Under the overall guidance of UNFPA Egypt Country Office Assistant Representative and direct supervision of UNFPA technical staff, all deliverables will be closely monitored according to the deliverables schedule mentioned above, with regular follow-up and meetings conducted.</p>
Supervisory arrangements:	<p>Under the overall guidance of UNFPA Egypt Country Office Assistant Representative and direct supervision of UNFPA technical staff.</p>
Expected travel:	<p>Yes, where applicable.</p>
Required expertise, qualifications and competencies, including language requirements:	<p>Education:</p> <p>Advanced university degree in social entrepreneurship, innovation management, business management, and/or other related field.</p> <p>Knowledge and Experience:</p> <ul style="list-style-type: none"> ● The consultant should have proven record of a minimum of five years' experience in conducting trainings on innovation and innovation management; ● Recognized experience in the development of training curriculums related to innovation and/or business management; ● Strong skills and knowledge on design thinking and social innovation, and proven ability to contextualise modules and learning materials to fit appropriate context and target groups; ● Strong presentation, communication and writing skills in English and Arabic required; ● Prior experience with UN/international development programmes is considered an asset. <p>Languages:</p> <p>Fluency in English and Arabic is essential.</p>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<p>NA</p>
Other relevant information or special conditions, if any:	<p>NA</p>
<p>Signature of Requesting Officer in Hiring Office: </p> <p>Date: 13 March 2022</p>	