

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA EGYPT CO
Purpose of consultancy:	<p>UNFPA globally has been introducing innovation to drive the three UNFPA transformative results (a) end preventable maternal deaths, (b) end the unmet need for family planning, and (c) end gender-based violence and all harmful practices, through:</p> <ul style="list-style-type: none"> <li>● <i>Creating innovative solutions with partners to address bottlenecks,</i></li> <li>● <i>Enabling the transition to scale of innovations that have proven to be successful,</i></li> <li>● <i>Partnering with innovators from the public and private sectors, and</i></li> <li>● <i>Institutionalizing a culture of innovation in UNFPA.</i></li> </ul> <p>In line with this, the UNFPA Egypt country office (CO) established the Innovation Lab at the beginning of 2020 and has ever since been involved in several pilot projects that introduce innovative techniques and programming, mainly human centered design and the use of digital innovation. This has gradually introduced the possible uses of innovation in programming to upscale and strengthen efforts, however such uses remain to be mainstreamed across office pillars.</p>
Scope of work:  (Description of services, activities, or outputs)	<p>Prepare a 4 day learning programme for selected staff of 3 hours per day on introducing innovation and design thinking principles to enhance internal processes within UNFPA.</p> <ul style="list-style-type: none"> <li>● Day 1: Introduction to innovation, design thinking and user centered design</li> <li>● Day 2: Principles of applying innovation and design thinking in programming</li> <li>● Day 3: Identifying cross-pillar areas of collaboration through innovation and/or the foundations of building mechanisms to innovate</li> <li>● Day 4: Agreeing on areas of collaboration/innovation mechanisms and way forward</li> </ul>
Duration and working schedule:	<p>10 days during November 2020</p> <p>4 days of preparation 4 days of training 2 days of report inclusive of recommendations</p>

Place where services are to be delivered:	Online
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	All the requested work shall be concluded by 31st December 2020.  TBD
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<ul style="list-style-type: none"> <li>● The consultant shall closely work with the CO to develop the work</li> <li>● Submit a detailed report on the workshop, along with recommendations for mechanisms to implement for office innovation</li> <li>● Adhere fully to UNFPA M&amp;E requirements</li> </ul>
Supervisory arrangements:	The consultant will be directly supervised by Innovation lab learning focal points and a partnership team focal point
Expected travel:	No
Required expertise, qualifications and competencies, including language requirements:	<ol style="list-style-type: none"> <li>1. Strong experience working in innovation programmes and trainings</li> <li>2. Minimum 5 years of experience in related work</li> <li>3. Proven previous work in the field of development and linking it to innovation</li> <li>4. Familiarity working with the United Nations and international institutions</li> <li>5. Familiarity of the development sector and UNFPA core mandate</li> </ol>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	N/A
Other relevant information or special conditions, if any:	N/A
Signature of Requesting Officer in Hiring Office:  Date:	

