TERMS OF REFERENCE
Consultancy ‘Research Ethics and Research Facilitation’
Research Facilitation & Knowledge Management
23 June 2015 to 22 December 2015

Background

UNICEF’s Office of Research –Innocenti (OoR) leads a strategic research agenda in collaboration with HQ and country offices to strengthen programmes through the generation and use of new knowledge, and to reinforce policy advocacy for children. Specifically the agenda aims to:

(a) build the evidence base around the most effective interventions affecting the lives of children;

(b) support UNICEF country, regional offices and their partners as both the starting points and end-users of knowledge on children; and

(c) forge more effective linkages across UNICEF work at country, regional and HQ levels.

The Office of Research - Innocenti was created with an explicit knowledge management function to better place evidence-based research for children at the core of its mandate. It is also focused on communicating the results of new and relevant research on children to country offices and their partners as key users and audiences.

The Office of Research - Innocenti currently works on a range of areas, including the quality assurance and accessibility of research, methodological guidance, capacity development and training, and the facilitation of ethical research practices in UNICEF globally. We seek an experienced consultant to support and institutionalize ethical research practices in UNICEF.

Establishing Ethical Research Practice in UNICEF globally

It is imperative for UNICEF to develop and maintain the highest ethical standards for research that involves children. A Strategic Guidance Note on Ethical Research was therefore developed by the Office of Research and released in October 2013, introducing minimum standards to be applied throughout the organization and in work with partners.

The Guidance Note is supported by a range of materials for practitioners and researchers, including a set of key principles that are fully presented in The International Charter, the Compendium: Ethical Research Involving Children, which includes hands-on guidance and case studies, and the interactive website www.childethics.com which provides a forum for exchange and learning and a rich repository of evidence-based information and resources to guide and improve research involving children.
Minimum standards and guidance materials are necessary but are insufficient to fully institutionalize ethical practice. In the coming years it will be critical to organize and maintain institutional data, information and case studies on ethical issues; to promote ethical principles and training and to ensure that the Strategic Guidance Note and other resources are implemented and anchored in daily practice and programming.

An important mechanism to support the implementation of ethical standards in UNICEF is the (future) establishment of a UNICEF Global Ethics Advisory Panel to oversee, assist, review and advise on major research proposals submitted by UNICEF Country Offices, Regional Offices, HQ divisions and National Committees, and in cases when there is no country or regional review body that can play this role.

Capacity building and training will also be expected from the Office of Research in 2015, combining concrete ethical dilemmas from UNICEF practitioners with best practice approaches from research.

**Objectives of the work**

The Office of Research is seeking an experienced consultant who will provide technical support and guidance on establishing ethical research practice in UNICEF that builds further on the Ethical Research Involving Children partnership and the childethics.com forum.

Under the guidance of the Chief, Research Facilitation and Knowledge Management, the consultant will be responsible for the coordination and implementation of the activities as specified below.

**Major areas of work and responsibilities**

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<th>Areas of work and responsibilities</th>
<th>Percentage of time (indication)</th>
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<tr>
<td>1. <strong>Capacity Building on Ethical Evidence Generation</strong></td>
<td>50%</td>
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<td>a) Contribute to current progress in developing an online training module for UNICEF staff in consultation with relevant UNICEF Stakeholders</td>
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<td>b) Refine and implement existing training and capacity building activities tailored to UNICEF needs, such as online presentations and consultations or face-to-face workshops in global or regional events and meetings.</td>
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<td>c) Identify ways to support and exchange best practice across UNICEF.</td>
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<td>d) Contribute to drafting a guide currently under development on Ethical Research Involving Children in Humanitarian Contexts and identify a key expert advisory panel to provide support and advice in its development.</td>
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<td>2. <strong>Ethical Advice and Advice Mechanisms (Global Panel)</strong></td>
<td>15%</td>
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<td>a) Support the conceptualisation of a Global Ethics Advisory Board for UNICEF</td>
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<td>b) Act as focal point for operational questions on ethics in evidence generation from UNICEF staff.</td>
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<td>c) Provide technical assistance on the application and implementation of the roll out of the Procedure for Ethical Standards in Research, Evaluation, Data Collection and Analysis.</td>
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3. Institutional practice
   a) Set up and connect a network of focal points in ethics (including virtually, through the Office of Research-Innocenti intranet site) and be responsive to emerging questions.
   b) Explore and consult on how to anchor ethical practices in research and programming in existing organizational policies and manuals, including the UNICEF E-manual on Programme, Policy and Procedures

4. Research Facilitation
   a) Assist in other activities of the Applied Research and Knowledge Management Team at the Office of Research, where required.

5. ERIC
   a) Manage the ongoing relationship with SCU and others over the Ethical Research Involving Children (ERIC) website
   b) Provide support to ongoing translations and wider dissemination of ERIC

Qualifications and/or specialized knowledge/experience required and desirable for undertaking the assignment

Academic Requirements:

- Advanced university degree in the Social Sciences, International Relations, or other related fields to the work of UNICEF.
- A PhD degree is preferred.

Professional Experience Requirements:

- Eight years of research experience at the national and international levels, including in the field of development;
- Extensive experience with and knowledge of ethical aspects and dimensions of research, ideally also specifically with children;
- Experience with organizational learning, capacity building/training design and implementation;
- Strong networks in the research ethics field
Other Requirements:

- Demonstrated experience of translating strategic direction into objectives and plans of action;
- Demonstrated ability to organize own work, and work according to deadlines;
- Demonstrated ability to set high standards for quality of work and consistently achieve project goals;
- Solid writing, analytical, problem-solving and presentation skills particularly in the context of international work settings;
- Fluency in English; knowledge of other UN official languages is an advantage.
- Good knowledge of UNICEF’s internal organization is an advantage.
- A strong ability to manage, negotiate and collaborate with external and internal experts

Core Values and Competencies

Core Values: Commitment, Diversity and Inclusion, Integrity
Core Competencies: Communication, Working with People, Drive for Results

Duration of the consultancy

23 June 2015 to 22 December 2015 (6 months) full time.

Supervision and work arrangements

The consultant will work under the supervision of the Chief, Research Facilitation and Knowledge Management. The consultant will work at the duty station in Florence, with the possibility to travel to meetings and visits to regional and country offices in fulfilling the main functions of the assignment.

Payment Schedule

Monthly payments for equivalent of 18 days of work at agreed daily rate for a total of 6 months upon submission of progress report and confirmation from supervisor of satisfactory services rendered.