



VACANTE

01 de agosto 2019

Convocatoria: UNFPA MÉXICO 026-2019

Título: **CONSULTORÍA ANÁLISIS EN INNOVACIÓN**

Términos de Referencia: Adjuntos

Duración del contrato: Del 1 de septiembre de 2019¹ al 31 de diciembre de 2019 con posibilidad de extensión de acuerdo con el desempeño y disponibilidad de fondos.

Las personas interesadas deberán enviar una **carta de intención dirigida al Sr. Arie Hoekman, Representante del UNFPA en México**, señalando cómo su experiencia se adecúa al perfil solicitado. Deberán anexar, además:

- *Currículum vitae* y el Formulario P11 (adjunto) debidamente completado y firmado

Los documentos deberán ser enviados al correo electrónico **buzon.oficial@unfpa.org.mx** con copia a **fosterbenitez@unfpa.org**, indicando el número y título de la vacante.

Fecha límite de recepción de solicitudes: 15 de agosto de 2019 a las 10:00 pm

IMPORTANTE. Esta vacante está abierta para personas con nacionalidad mexicana y para personas de otras nacionalidades que cuenten con visa de trabajo en México vigente.

- *“Ninguna tarifa o cuota debe ser pagada en ningún momento del proceso de selección”*
- *“El UNFPA no solicita ni indaga información con respecto al VIH o al sida en el caso de cualquier candidato/a. Asimismo, en ningún caso ejerce discriminación sobre la base del status de cada persona con respecto al VIH o el sida”.*
- *Debido al gran número de solicitudes recibidas, UNFPA sólo se pondrá en contacto con las/los solicitantes que hayan sido preseleccionadas/os para entrevista.*
- *El UNFPA está comprometido con la diversidad laboral en términos de género, nacionalidad y cultura. Todas las personas que cumplan con el perfil profesional solicitado, independientemente de su género, son alentadas a participar.*

¹La fecha de inicio del contrato podrá variar dependiendo de la disponibilidad de la persona seleccionada. Sin embargo, se espera poder iniciar actividades para la fecha mencionada.

TÉRMINOS DE REFERENCIA

INNOVATION ANALYST CONSULTANT	
Hiring Office:	UNFPA
Purpose of Consultancy:	<p>UNFPA's Strategic Plan 2018-2021 puts a significant emphasis on innovation. It sends a clear signal: UNFPA is changing to achieve transformative results. Strengthened partnerships, the systematic pursuit of innovation and knowledge, and more effective collaboration within the United Nations system are all critical elements. A revamped global corporate innovation strategy puts bold action to identify solutions, build alliances and amplify impact at the centre of UNFPA programmes.</p> <p>Building on the global innovation strategy, UNFPA in Latin America and the Caribbean is committed to encouraging constructive risk-taking, collaboration, stronger associative thinking, and a greater emphasis on sharing and disseminating knowledge.</p> <p>The approved comprehensive strategy and action plan for UNFPA in Latin America and the Caribbean 2019-2022 outlines steps towards the definition of a regional innovation strategy which includes a regional mapping exercise of promising partners, networks and venues.</p> <p>To that end, UNFPA decided to establish a task force / innovation team, led by the regional adviser on communication located in Panamá, with two innovation leads, one in Bogotá, Colombia, and one in Mexico City, Mexico.</p> <p>In this context, the UNFPA Regional Office for Latin America and the Caribbean is seeking an experienced consultant to provide support on open innovation processes, innovation capability building activities, design thinking and urgent project support for the definition, structuring and implementation of defined key activities.</p> <p>For further information, please see the Concept Note "CREATING VALUE THROUGH INNOVATION" A comprehensive strategy and action plan for UNFPA in Latin America and the Caribbean 2019-2020</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Primarily the consultant will be responsible for supporting the development of an innovation framework (including key initiatives, cross-functional requirements and core topics), prepare an internal (UNFPA) mapping exercise and support the development of a high impact meeting (sprint) in order to strengthen the long-term innovation capabilities in the region and beyond.</p> <p>In addition the consultant will provide expert facilitation in crafting, document and help improve key innovation process approaches as used by the team; conduct research and produce knowledge pieces on various innovation processes; support end-to-end project management of individual engagements with internal and external clients led by the innovation team; support ongoing experimental work on design thinking processes and services; and provide overall support to the LAC Innovation team as needed.</p> <p><i>Internal Mapping (LAC UNFPA Country Offices)</i></p> <p>Undertake an internal mapping exercise as part of the overall situation analysis including but not limited to:</p> <ul style="list-style-type: none"> ● Structuring the areas for discussion along the innovation framework

	<ul style="list-style-type: none"> ● Aligning outreach with the relevant team members ● Lead the discussions with internal innovation champions ● Introducing the UNFPA legacy of innovation leadership ● Talking through the new framework of innovation ● Soliciting input and insights ● Identifying areas of mutual interest and collaboration ● Analyse discussions and provide project guidance ● Identifying best practices in terms of people, systems and processes in the country ● Identify strategic collaboration partners including a general framework in how collaboration is taking place ● Suggesting partners to participate or present at UNFPA innovation meeting <p><i>Support the Preparation of a High Impact Innovation Meeting (Sprint)</i></p> <ul style="list-style-type: none"> ● Identify possible contributors or collaborators ● Provide support to the program and agenda development ● Communicate and coordinate with participants ● Support the Sprint implementation ● Follow up and review insights with participants and advice on next steps <p><i>Contribute to the Internal and External Innovation Communication Activities</i></p> <ul style="list-style-type: none"> ● Support the development of the UNFPA innovation messages ● Communicate and refine approach with internal/external audiences ● Support the setup of an overall innovation stakeholder management as part of the innovation framework 																		
Duration and working schedule:	The contract will initially be for 4 months with an expected starting date of 1 September and ending date of 31 December 2019. Pending availability of new funding for subsequent years, this contract may be extended.																		
Duty Station:	UNFPA Country Office in Mexico																		
Expected Travel:	Consultant may have to travel within Mexico and is expected to travel to Panama City, Panama, in October 2019 and Bogota, Colombia, in November 2019.																		
Deliverables, delivery dates and format of delivery:	<table border="1" data-bbox="479 1377 1459 1940"> <thead> <tr> <th data-bbox="479 1377 992 1440">Deliverables</th> <th data-bbox="992 1377 1224 1440">Date due</th> <th data-bbox="1224 1377 1459 1440">Format</th> </tr> </thead> <tbody> <tr> <td data-bbox="479 1440 992 1499">Draft Work Plan August-Dec. 2019</td> <td data-bbox="992 1440 1224 1499">31 august 2019</td> <td data-bbox="1224 1440 1459 1499">Digital doc.</td> </tr> <tr> <td data-bbox="479 1499 992 1596">Brief bi-weekly progress reports</td> <td data-bbox="992 1499 1224 1596">mid-month and end-of-month</td> <td data-bbox="1224 1499 1459 1596">Digital doc.</td> </tr> <tr> <td data-bbox="479 1596 992 1717">Report on Sprinter meeting (developed with the rest of the LAC Innovation Team)</td> <td data-bbox="992 1596 1224 1717">10 November 2019</td> <td data-bbox="1224 1596 1459 1717">Digital Doc. + communication materials</td> </tr> <tr> <td data-bbox="479 1717 992 1806">Report on Internal mapping of innovative practices and potential</td> <td data-bbox="992 1717 1224 1806">30 November 2019</td> <td data-bbox="1224 1717 1459 1806">Digital Doc. + PPT</td> </tr> <tr> <td data-bbox="479 1806 992 1940">Revised Innovation Strategy for LAC (to be delivered in collaboration with innovation team from Panama and Bogota)</td> <td data-bbox="992 1806 1224 1940">15 December 2019</td> <td data-bbox="1224 1806 1459 1940">Digital doc. + PPT presentation to Mexico+ Colombia CO +</td> </tr> </tbody> </table>	Deliverables	Date due	Format	Draft Work Plan August-Dec. 2019	31 august 2019	Digital doc.	Brief bi-weekly progress reports	mid-month and end-of-month	Digital doc.	Report on Sprinter meeting (developed with the rest of the LAC Innovation Team)	10 November 2019	Digital Doc. + communication materials	Report on Internal mapping of innovative practices and potential	30 November 2019	Digital Doc. + PPT	Revised Innovation Strategy for LAC (to be delivered in collaboration with innovation team from Panama and Bogota)	15 December 2019	Digital doc. + PPT presentation to Mexico+ Colombia CO +
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Supervisory Arrangements, including monitoring and progress control	<p>Under the overall supervision of the UNFPA representative in Mexico and in close coordination with the UNFPA regional innovation team, the incumbent will be responsible for supporting the implementation of the UNFPA's value through innovation road map, especially in the area of best practices approach, external mapping and third party relationship building aimed at nurturing open collaboration and breakthrough innovations, which in turn will produce transformative changes for women, youth and adolescents.</p> <p>Besides monitoring the timely and quality delivery of the deliverables mentioned earlier, a mechanism will be agreed upon between the innovation team members to set control points throughout the project to maintain close track of progress made.</p>						
Required expertise, qualifications and competencies, including language requirements:	<p>A Master's degree in social sciences, economic sciences, public health, or business administration or business innovation plus at least 5 years of directly related professional experience.</p> <p>Or a bachelor's degree plus at least 8 years of professional experience.</p> <ul style="list-style-type: none"> ● Work experience or familiarity collaborating with major international and/or development organizations is strongly preferred. ● Affinity with themes related to Population, Sustainable Development and Human Rights ● Experience in coordinating large projects within institutions, including working with multiple internal and external stakeholders ● Expertise in open innovation methodologies and social innovation ● Experience in designing and testing business models and implementing new systems and processes ● Strong project management and strategic thinking ability ● Proven written and oral communication skills ● Strong team, process, and workshop facilitation/teaching skills ● Proven capacity to carry out high quality research and to design or produce knowledge products ● Familiarity or experience with UNFPA is desirable ● Fluent written and oral English and Spanish. 						
Inputs / services to be provided by UNFPA or implementing partner	<p>The consultant will be responsible for income tax payment, due that UNFPA is not a tax retainer.</p> <p>The consultant needs to have his/her own medical insurance.</p>						
Other relevant information or special conditions, if any:	<p>Monthly payments, upon receipt of invoice and satisfactory evaluation of performance.</p>						