

**TERMS OF REFERENCE**  
**Consultancy Announcement # IGFP-1911**  
**Best Practice Forum on Gender and Access & Policy Options for Connecting and**  
**Enabling the Next Billion(s) – Phase III**

Implementing Entity:

United Nations Department of Economic and Social Affairs/ Division for Sustainable Development (DSD)/ Internet Governance Forum (IGF) Secretariat

## **I. Background**

The second phase of the World Summit on the Information Society (WSIS) held in Tunis on 16 – 18 November 2005, requested the Secretary-General, amongst other, to convene “a new forum for multi-stakeholder policy dialogue – the Internet Governance Forum (IGF)”. The Internet Governance Forum Secretariat is based in the United Nations Office at Geneva (UNOG). The mandate of the IGF, set out in Paragraph 72 of the Tunis Agenda for the Information Society is to discuss the main public policy issues related to Internet governance in order to foster the sustainability, robustness, security, stability and development of the Internet.

A report produced by the UN General Assembly Economic and Social Council (ECOSOC) Working Group on Improvements to the IGF called for the development of more tangible outputs to ‘*enhance the impact of the IGF on global Internet governance and policy*’. To enrich the potential for IGF outputs, the IGF Multistakeholder Advisory Group (MAG) developed an intersessional programme intended to complement other IGF activities. The outputs from IGF intersessional activities are intended to become robust resources, to serve as inputs into other pertinent forums, and to evolve and grow over time.

IGF Best Practice Forums, more specifically, offer substantive ways for the IGF community to produce more concrete outcomes. While BPF outcome documents have already been useful in informing policy debates, they are also viewed as iterative materials that are not only flexible but also ‘living’ in the sense that they can be updated at any time to accommodate the pace of technological change faced by internet policymakers. BPFs have the freedom to define their own methodologies; tailored to each theme’s specific needs and requirements.

## **II. Work Assignment**

Under the supervision of the IGF Programme and Technology Manager of the IGF Secretariat, the Consultant will be responsible for carrying out tasks related to hosting and reporting on IGF Best Practice Forum (BPF) meetings, synthesis and drafting of BPF outputs and presenting BPF work during dedicated sessions at the 12<sup>th</sup> Annual Meeting of the Internet Governance Forum to be held on 18-21 December 2017 in Geneva, Switzerland.

The MAG Meetings held in April 2017 recommended IGF Best Practice Forum (BPF) and intersessional work in 2017 on the thematic areas of:

1. Cybersecurity
2. Gender and Access
3. Local Content
4. Policy Options for Connecting and Enabling the Next Billion(s)

The Consultant will be responsible for work related to convening the BPFs and documenting outputs on the following themes:

1. Gender and Access
2. Policy Options for Connecting and Enabling the Next Billion(s)

The consultant will also contribute to the Chair's summary of the annual meeting that summarizes proceedings, highlighting the main themes and any significant conclusions arising from discussions. Examples of past Chair's summaries can be found in the IGF Secretariat's website at [http://www.intgovforum.org/multilingual/index.php?q=filedepot\\_download/12/428](http://www.intgovforum.org/multilingual/index.php?q=filedepot_download/12/428) and [http://www.intgovforum.org/cms/10th%20IGF%20Chairs%20Summary\\_Finalv2.pdf](http://www.intgovforum.org/cms/10th%20IGF%20Chairs%20Summary_Finalv2.pdf)

### **III. Duration of Contract**

The proposed contract will be for a period of sixty (60) working days within the period of 1 September 2017 – 15 January 2018.

### **IV. Duty Station**

There is no specific duty station for this post. The consultant is not required to work on UN premises but must be available for supervisory and review meetings/teleconferences.

### **V. Travel**

The Consultant may be required to travel to attend:

- An Open Consultations and MAG Meeting, which may take place in the 4<sup>th</sup> quarter of 2017 at the United Nations Offices at Geneva.
- The 11<sup>th</sup> Annual Meeting of the Internet Governance Forum to be held on 18-21 December 2017 in Geneva, Switzerland.

In this case, air travel and daily subsistence allowance, at the rates established by UN rules and regulations, shall be provided to the consultant.

### **VI. Activities, Expected Outputs, and Delivery Dates:**

1. Work closely with the MAG-appointed coordinator(s) for the Best Practices Forum(s) and CENB III (Connecting and Enabling the Next Billion(s) – Phase III) over the course of the contract to ensure that the convening work and preparation of outputs is consistent with the work done by the IGF multistakeholder intersessional teams, including the IGF Multistakeholder Advisory Group (MAG) work.
2. Monitor and manage the discussion lists, and carry out meetings using webex or other methods, set up for the assigned intersessional groups, and document the process (e.g. by compiling meeting summaries), feeding into the BPF output document and the substantive sessions at the 12th IGF.

3. Gather information on existing best practices, in consultation with the MAG appointed coordinator(s) and in line with the discussed methodologies. It is recommended to use the list of questions defined in the common template (see Annex 1) as a guidance. - **Due date, 15 September;**
4. Prepare the substantive output report(s) (minimum of 10 pages, maximum of 40 pages(annexes not included) in 12 points single space, using preferably the font, “Times New Roman”) for the BPFs based on the inputs and the work produced by the BPF community participants, complemented with independent research (10 days) - **Due date, 12 October;**
5. Invite Multistakeholder Advisory Group (MAG) members and the wider community to comment by 2 November and incorporate comments into a revised paper (6 days) - **Due date, 16 November;**
6. Prepare summaries, introductions and background materials that can be used to brief the press and reach out to the wider community ahead of the BPF sessions at the annual meeting, this also includes populating the dedicated BPF section on the IGF website. (5 days) - **Due date, 16 November;**
7. Act as rapporteur and summarize all inputs provided to the BPF work over the course of the contract, update and adjust the draft outcome document, and compile the final draft that will be presented at the annual meeting. (1 day) - **Due date, 6 November;**
8. For each session at the annual meeting, summarize discussions, taking into account the proceedings, adjust the BPF outputs if necessary. (1 day) - **Due date, 21 December;**
9. In consultation with the host country Chair and incorporating inputs from various session organizers, draft the Chair’s summary of the 12<sup>th</sup> Annual IGF meeting. (minimum 8 pages in 12-point font single spaced) (6 days) – **Due date, 21 December;**
10. Produce, for publication on the IGF website and distribution, publishable Best Practice handbooks as final outcome of the BPF and CNEB-III reports, including executive summaries that could be used as standalone documents or compiled with the executive summaries of the other BPFs in one document. Coordinate among the different BPFs and the secretariat on layout and structure of the final documents (minimum 10 pages in 12 points single space, using preferably the font, “Times New Roman”) pertaining to each session (12 days) - **Due date, 10 January.**

## VII. Qualifications, Experience and Skills

- i. Master’s degree in information communication technologies, social sciences, development studies, management or other relevant disciplines or equivalent fields, or 8 years work experience.
- ii. A minimum of 5 years of professional experience including analytical work related to ICT, Internet governance, public policy-making, development management, participatory governance, capacity building, etc. Considerable related experience drafting high-level reports, meeting summary’s, and synthesizing complex information and inputs. Evidence of high-level level knowledge particularly in the discourse in access and gender, participatory policy development or other related area is required.
- iii. Excellent written and oral English skills are required

## VIII. Performance Indicators

The performance of the consultant will be measured by:

- Level of cooperation with the MAG issue coordinator(s) and other intersessional work participants

- Timely submission of outputs;
- Quality of synthesis and summarizing of the BPF community discussions, outputs demonstrating high-level knowledge of the subject matter;
- Readability of the outputs;
- Positive feedback from experts.

## **IX. Terms of Payment**

The Contractor's fee will be commensurate with experience.

Payments will be initiated upon successful completion or documented progress made on tasks as mentioned in the above Terms of Reference.

The Consultant will be paid in two parts upon certification from the Supervisor that the tasks have been satisfactorily carried out as follows:

1. A first payment of 50% of the total fee will be paid upon completion of items 1-4 of the expected outputs above (as per section VI of these TOR).
2. A second payment of the remaining 50% of the total fee will be paid upon satisfactory completion of items 5-10 of the expected outputs (as per section VI of these TOR).

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Interested candidates can forward a completed P-11 form, resume and a relevant selected bibliography to the IGF Secretariat at: [vacancies@intgovforum.org](mailto:vacancies@intgovforum.org) by 18 August 2017.

## **Annex 1**

### **IGF 2017 Best Practice Forums Reporting Template**

Rapporteurs of each Best Practices Forum (BPF) will produce outputs of the intersessional BPF discussions using this template as a guide, also following the advice of those participating in the intersessional thematic discussions of each BPF. The reporting structure/outputs may differ depending on if the BPF theme has already been worked on previously by the IGF or if it is a new BPF topic, etc.

1. Definition of the issue(s)
2. Regional specificities observed (e.g. Internet industry development)
3. Existing policy measures and private sector initiatives, impediments
4. What worked well, identifying common effective practices
5. Unintended consequences of policy interventions, good and bad
6. Unresolved issues where further multistakeholder cooperation is needed
7. Insights gained as a result of the experience
8. Proposed steps for further multistakeholder dialogue

Note: The means employed to achieve a solution are as important as a learning experience as the actual ends achieved. A discussion of unintended consequences, both positive and negative, of mistakes that were made and of lessons learned will further enrich an understanding of what has been accomplished.