

**UNICEF Mexico Country Office  
Temporary Appointment  
Terms of Reference [TOR]**

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|---------------------------|--------------------------------------|---------------------------|----------------------------------|
| <b>Post Title</b>         | <b>Field Support Specialist</b>      | <b>Post Level</b>         | NO-3                             |
| <b>Supervisor's title</b> | Deputy Representative,<br>Programmes | <b>Supervisor's Level</b> | P-5                              |
| <b>Contract duration</b>  | 364 days                             | <b>Duty Station</b>       | Morelia,<br>Michoacán,<br>México |

**JOB ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB**

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programmes, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

The data on violence against children in the Bajío region is alarming. The homicides of children and adolescents in the Bajío region increased 10.5% between 2018 and 2022, while the national homicide rates for the same age group showed a 9% decline during the same period. In 2023, 25% of femicides of girls and adolescents occurred in this region. During the same year, the Bajío reported 1246 cases of missing children and adolescents, accounting for almost 60% of the national total. In 2022, 970,923 children and adolescents were reported as working in some form of prohibited work for children. Additionally, in 2020, 314,000 adolescents, aged 12 to 17, were reported to be married or in an early union in Mexico, the Bajío region is home to around 91,060 child brides.

Specifically in Michoacán, in 2022, the National Council for the Evaluation of Social Development Policy (CONEVAL) 50% of children and adolescents are living in poverty, surpassing the national average by 4 percentage points. Additionally, Children from Michoacán and the Bajío region suffer, directly and indirectly, severe consequences of armed violence caused by organized crime. Violence and some of its consequences reported against children include homicides and forced disappearances, orphanhood, sexual violence, and exploitation, forced recruitment, and use by armed groups, extortion, loss of family livelihoods and forced displacement, among others. The impact of violence is exacerbated by preexisting inequities, poverty, and social exclusion. National NGOs have estimated that around 51,799 children and adolescents in Michoacán are at risk of being recruited by criminal organizations.

For more information related to the work of our organization in Mexico, please visit our website: [UNICEF Mexico](#) and our latest [Annual Report 2022: Informe Anual 2022 UNICEF México](#)

## KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

Under the guidance of the Deputy Representative Programme (P-4), the Field Support Specialist (NO-3), is accountable for managing and leading UNICEF's programme and team in the state of Michoacan and to oversee the expansion of UNICEF's programs within El Bajío region and the establishment of UNICEF's FO in El Bajío Region.

The Field Support Specialist represents UNICEF in El Bajío region, leads and oversees the various program sectors and operational service teams ensuring the delivery of quality results in accordance with UNICEF's programme of cooperation, country programme management plan and overall vision set forward by the Representative. The Field Support Specialist is based in Morelia, Michoacan state, and it is expected that they will travel to other states within El Bajío region and the CO in Mexico City.

1. Effective management of UNICEF program and staff in the El Bajío region.
  - Represent UNICEF in El Bajío region, by participating in meetings and events, moving forward the agenda for children.
  - Support the implementation of measures by UNICEF's security officer to ensure safety and security of UNICEF staff.
  - Effectively lead UNICEF's team in Michoacan State and manage the performance and conduct the staff members to deliver results for children.
2. Effective knowledge management systems adopted and utilized to strengthen area/country programme management.
  - Ensure that area/country programmes are supported by knowledge management through data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases.
  - Participate in information exchange through donor and media visits as well as in the development of training and orientation material.
3. Programme Development and Management.

In close coordination with chiefs of sections of the UNICEF Country Office based in Mexico City:

- Identify critical intervention points and measures by administering a consistent and transparent monitoring system; analyse country level socio-political-economic trends and their implications for ongoing programmes and projects.
- Draft changes to/or prepare programme work plans as required. Prepare program recommendations for inclusion in formal programme documentation, and new approaches, methods and practices.

- Establishes programme workplans, monitors compliance and provides training, support and guidance to the programme team in order to meet objectives. Identifies human resources requirements and on-going staff development needs.
- Reviews and evaluates the technical, institutional and financial feasibility and constraints of programme/projects in collaboration with Government and other partners.
- Prepares relevant programme reports required for management, donors, budget reviews, programme analysis, annual reports, etc.

4. Oversee that Programme funds are optimally used.

In close coordination with chiefs of areas, and in particular of child protection:

- Establish and supervise programme work plans and monitor progress and compliance. Monitor the overall allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Take appropriate actions to optimize use of programme funds.
- Ensure programme efficiency and delivery through a rigorous and transparent approach to programme planning, monitoring and evaluation.

5. Programme monitoring and evaluations effectively conducted to improve programme performance, and programme status reports timely prepared.

- Gender/sex disaggregated data and inputs relevant to the country programme are provided as an integral part of programming.
- Undertakes field visits and ensures that his/her staff conduct field visits to monitor and assess programme implementation and decides on required corrective action.
- Carry out a rigorous and transparent approach to evaluate and participate in the major programme evaluation exercises in consultation with the Representative, the Operations Officer, the Evaluation Officer and others to improve efficiency and quality of programme delivery. Participate in annual sector review meetings with government counterparts. Ensure the timely preparation of annual program status reports.

6. Assure rights based, and results-based programming approach fully incorporated into all phases of programme and project processes.

- Adopt rights-based programmes approach in the formulation of programme goals and objectives and development of strategies and implementation frameworks. Formulate consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects. Bring coherence, synergy and added value to the programming planning and design processes using a results-based management approach to programme planning and design.
- Prepare and submit viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women, and recommendations on programme, new initiatives, and management issues to ensure achievement of stated objectives.

7. Commitment and institutional capacities of the national and local partners effectively gained and established.

- Provide authorities and service providers with technical support and guidance to plan and organize training programmes for the purpose of capacity building and programme sustainability.
- Ensure the building and reinforcing of the commitment and institutional capacities of the national and local partners starting with taking a strategic approach to the identification of these partners and partnerships.

8. Rights perspective and advocacy at the national, community and family levels incorporated in policy analysis for establishing and elevating UNICEF's credibility in national and subnational policy debates.

- Conduct policy analysis from a children's and women's rights perspective and advocacy at the government, community, and family levels for elevating credibility in national and international policy debates. Promote the organization goals of UNICEF through active advocacy and communication in line with UNICEF national advocacy guidelines and strategy.

9. Effective partnerships and collaboration achieved and maintained for advocacy, technical cooperation, programme development/management/coordination, information sharing and networking.

- Develop partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on programme/project status and implementation and movement/distribution of supplies. Linkage to the Regional Programme Knowledge Network to ensure the availability of current and accurate programme data.
- Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability.
- Maintain close collaboration with heads of sectoral programmes in the CO, Regional and HQ advisers for effective overall coordination on programmes.
- Plans, develops and implements sectoral programme(s) by collaborating with the government and other partners. Provide leadership in provision of technical advice, negotiation, advocacy and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by UNICEF programme and country level cooperation.

10. Planning of the establishment of UNICEF's Field Office in El Bajío region

- Lead negotiation with the government of Jalisco and Guadalajara for the establishment of UNICEF's Field Office in El Bajío region, or with any alternative government based on Country Office directions.
- Develop a road map for the establishment of the new Field Office in coordination with Operations.

**DELIVERABLES / OUTPUT**

- In consultation with UNICEF Country Office program areas, the Field Support Specialist will develop a proposed 6-year plan for El Bajío region, as an input for the development of UNICEF’s new Country Program Document (2026-2030)
- MTR of the MOU with the government of Michoacan conducted.
- MOU with the state governments in El Bajío region drafted in consultation with the government authorities.
- Situation Analysis of children in El Bajío region prepared and updated; critical programme intervention points and measures identified; and programme work plans, recommendations and reports prepared.
- Lead negotiation with the government of Jalisco and Guadalajara for the establishment of UNICEF’s Field Office in El Bajío region, or with any alternative government based on Country Office directions.
- Develop a road map for the establishment of the new Field Office in coordination with Operations.
- As a team lead of UNICEF’s programs in El Bajío region, initially based in Michoacan , effective and efficient programme planning, design, implementation, and administration of either a small programme or specific project activities within a major programme that focus on achievement of UNICEF's programmatic priorities.
- As a technical expert, provide timely and effective expert advice, guidance and input on situation analysis, programme strategy, planning, implementation and evaluation and human resources.
- Make viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women.
- Responsible for certification of allocation and disbursement of funds; determine supply and cash needs to ensure programme delivery meets targeted goals and objectives.

#### REQUIRED QUALIFICATIONS

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|-------------------------------|--|
| <p><b>Education</b></p>       | <ul style="list-style-type: none"> <li>▪ An advanced university degree (Master's degree), preferably, in one of the following fields: social sciences, international relations, public administration, government, and public relations, public or social policy, sociology, social or community development, or another relevant technical field.</li> </ul> <p><i><u>Two years of additional relevant work experience that was gained after obtaining a bachelor’s degree may be accepted in lieu of advanced degree</u></i></p> |
| <p><b>Work Experience</b></p> | <ul style="list-style-type: none"> <li>▪ A minimum of five years of professional work experience in programme planning, monitoring and/or evaluation, or in project management is required.</li> <li>▪ Experience supervising teams is required.</li> <li>▪ Relevant experience in a UN system agency or organization is considered as an asset.</li> <li>▪ Developing country work experience and/or familiarity with emergency is desirable.</li> </ul>  |
| <p><b>Languages</b></p>       | <ul style="list-style-type: none"> <li>• Fluency in Spanish and intermediate level of English is required, but complete fluency is preferred.</li> </ul>   |

**UNICEF VALUES AND COMPETENCY REQUIRED (BASED ON THE UPDATED FRAMEWORK)**

Core values of care, respect, integrity, trust, and accountability.

UNICEF competencies required for this post are:

(1) Builds and maintains partnerships (2) Demonstrates self-awareness and ethical awareness (3) Drive to achieve results for impact (4) Innovates and embraces change (5) Manages ambiguity and complexity (6) Thinks and acts strategically (7) Works collaboratively with others (8) *Nurtures, and, leads and manages people.*

[UNICEF is committed to diversity and inclusion within its workforce](#), and encourages all candidates, irrespective of gender, nationality, religious and ethnic backgrounds, including persons living with disabilities, to apply to become a part of the organization.

We offer a [wide range of benefits to our staff](#), including paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with disabilities. UNICEF strongly encourages the use of flexible working arrangements.

UNICEF has a zero-tolerance policy on conduct incompatible with the aims and objectives of the United Nations and UNICEF, including sexual exploitation and abuse, sexual harassment, abuse of authority, and discrimination. UNICEF also adheres to strict child safeguarding principles. All selected candidates will be expected to adhere to these standards and principles and will therefore undergo rigorous reference and background checks. Background checks will include the verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information to conduct a background check.