

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

Post Title	Child Protection Officer (Alternative Care)	Post Level	NO-1
Supervisor's title	Child Protection Officer	Supervisor's Level	NO-1
Contract duration	364 Days	Duty Station	Mexico City, Mexico

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 programs, 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 fulfill 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.

Prevention of, and response to, exploitation, abuse, neglect, and violence against children is the main outcome of the UNICEF Child Protection Program. Where children are experiencing violations, UNICEF works with partners to strengthen access to response services to prevent recurrence and provide care, support, and justice. Children living in situations of highest risk of violation of their rights receive targeted support, these include children deprived of parental care.

In keeping with Articles 9, 18, 20, 21 and 25 of Child Rights Convention (CRC), UNICEF works with national partners to drive forward their national care reform agenda to prevent the separation of children from families; end immigration detention to children and adolescents on the move and promote the use of care alternatives, end institutionalization of children, and promote family-based alternative care options in the community. Priority actions to protect children without parental/family care at the national level included: recognizing and prioritizing the role of families and supporting families to prevent unnecessary family-child separation; protecting children without parental care and ensuring high-quality, appropriate alternative care; recognizing the harm caused by institutional care for children and preventing and ending institutionalization, and strengthening child welfare and protection systems and services, including through ensuring adequate financial and human resources.

On the 2020-2025 Country Programme, UNICEF Mexico included an output aimed to support Government to adopt an alternative care policy and to finally put an end to the institutionalization of children.

The Child Protection Officer will contribute through the Protection Programme to scale-up the efforts in the promotion and support of the Integrated Alternative Care Reform in Mexico, at national and local levels.

For more information related to the work of our office in Mexico, please visit our website: [UNICEF Mexico](#), the video of our amazing results in 2023: [A good six-year term for children: Un buen sexenio para la niñez](#) or read our [Annual Report 2023: Informe Anual 2023 UNICEF México](#).

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

Under the direct supervision of the Child Protection Officer (NO-1) - Fixed Term, the Child Protection Officer (Alternative Care), (NO-1), supports the section in developing, implementing and monitoring the activities of the office to promote an integrated Care Reform and alternative care standards and practices in line with international standards and in accordance with UNICEF Country Programme Document and priorities agreed with the Government of Mexico. The incumbent will be accountable for the following responsibilities:

1. Support to programme development and planning:

- Research and analyze regional and national political, protection, social and economic development trends.
- Collect, analyze, verify, and synthesize information to facilitate programme development, design, and preparation. Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness, and relevancy of information.
- Facilitate the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through research, collection, analysis and reporting of child protection programs and other related information for development planning and priority and goal setting.
- Provide technical and administrative support throughout all stages of programming processes by executing and administering a variety of technical programme transactions, preparing materials and documentations, and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM) and monitoring and evaluation of results.
- Prepare required documentations and materials to facilitate the programme review and approval process.

2. Programme management, monitoring and delivery of results:

- Work closely and collaboratively with colleagues and partners to collect, analyze, and share information on implementation issues, suggest solutions on routine programme implementation and to submit reports to alert appropriate officials and stakeholders for higher-level intervention and/or decisions.
- Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with the government and other counterparts and prepare minutes/reports on results for follow up action by higher management and other stakeholders.
- Monitor and report on the use of sectoral programme resources (financial, administrative, and other assets), verifying compliance with approved allocation, goals, organizational rules, regulations, procedures, donor commitments, and standards of accountability and integrity.
- Report on issues identified to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare inputs for programme and donor reporting.

3. Technical and operational support to programme implementation:

- Undertake field visits and surveys and collect and share reports with partners and stakeholders.
- Assess progress and provide technical support and/or refer to relevant officials for resolution.
- Report on critical issues, bottlenecks, and potential problems for timely action to achieve results.
- Provide technical and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the application and understanding of UNICEF policies, strategies, processes, and best practices in child protection, to support programme implementation.

4. Networking and partnership building Regarding:

- Build and sustain close working partnerships with government counterparts and national stakeholders through active sharing of information and knowledge to facilitate programme implementation and build capacity of stakeholders to achieve and sustain results on child protection.
- Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.
- Draft communication and information materials for CO programme advocacy to promote awareness, establish partnership/alliances and support fund raising for child protection programs.

5. Innovation, knowledge management and capacity building:

- Identify, capture, synthesize, and share lessons learned for knowledge development and to build the capacity of stakeholders.
- Apply innovative approaches and promote good practices to support the implementation and delivery of concrete and sustainable programme results.
- Research, benchmark and report on best and cutting-edge practices for development planning of knowledge products and systems.
- Participate as a resource person in capacity building initiatives to enhance the competencies of clients and stakeholders.

DELIVERABLES / OUTPUT

1. Contribute and support the development of the theory of change to promote the Alternative Care Reform in Mexico, for UNICEF’s new country program document (CPD) 2026-2031.
2. Establish, maintain, and strengthen collaboration with the SNDIF and the PFPNNA for the promotion and implementation of the “National Model to guarantee the right of every child and adolescents to live and thrive in a family environment”, developed by UNICEF and the Federal Child Protection authorities in 2024.
3. Provide technical assistance and support the development and implementation of a wide range of strategies and actions to strengthen the national framework to promote the transformation of the residential care system for children and adolescents in Mexico, with focus on the transition of their services and de improvement of quality standards.
4. Provide technical assistance and support the implementation strategy of the “Methodological Guide for residential care of children and adolescents on the move”, issued by UNICEF and the Federal Child Protection authorities in 2023.

5. Provide technical assistance and support the implantation process of the “National Guide to promote family and community reunification of children and adolescents”, issued by UNICEF and the Federal Child Protection authorities in 2023.
6. Support the design and development of strategies, in coordination with the national and local authorities, to promote family strengthening and prevent unnecessary family separation of children and adolescents.
7. Provide technical assistance and support to strengthening the capacities of national and local child protection authorities for the case management of children and adolescents deprived of family care.
8. Support the national strategy to scale up the implementation of foster care programs in all the states of the country.
9. Support the design strategies, in coordination with the national and local authorities, to develop and implement actions and programs to support the of adolescents who leave the care system.
10. Provide support and technical assistance to de government of Mexico City to continue with its Alternative Care System Reform at the local level.

REQUIRED QUALIFICATIONS

Education	<ul style="list-style-type: none"> • A bachelor's degree is required, preferably, in one of the following fields: international development, human rights, sociology, law, psychology or another relevant social science fie.
Work Experience	<ul style="list-style-type: none"> • A minimum of one (1) year of professional experience in child protection programmes or projects is required. • Experience in the fields of child protection and alternative care for children and/or adolescents is required. <i>Please include as your cover letter a summary of your most relevant experience supporting strategies, programmes, or particular actions to promote the Alterative Care Reform in a particular context, describe the main challenges you see in these fields and propose potential solutions (maximum 1 page).</i> • Experience working in Government insitutions or with Government institutions in an asset. • Experience working with UN agencies is also an asset. • Developing country work experience and/or familiarity with emergency.
Languages	<ul style="list-style-type: none"> ▪ Fluency in Spanish ▪ Proficient level of English (advanced, not fluent, although the selected candidate will have to work on improving their English skills after joining, if not fluent at the time of hire)

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

Core values of care, respect, integrity, trust, accountability and sustainability (CRITAS).

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

[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.