

## Working Conditions UNICEF

### Working Conditions

- The activities will take place in Mexico City. During the duration of the consultancy contract, it can be carried out remotely, but it will be necessary for you to participate (in person) in the sessions and consultations with implementing partners (IP).
- This consultancy contemplates trips to Baja California, Chihuahua, Chiapas, Guerrero, Tabasco and Michoacán. The cost and duration of these must be budgeted by the applicants in the economic offer, considering at least the proposed working days in each city.
- Sporadic meetings are contemplated at the UNICEF Mexico City office.
- All deliverable documents must be reviewed and approved 100% by UNICEF, for which the consultancy contemplates periods of review by the counterparts, sending comments and incorporating requested adjustments.
- The consultant must have their own computer equipment, as well as the appropriate software to develop the activities provided for in these terms of reference. The consultant won't have a UNICEF email account.
- Availability to attend in-person and virtual planning and follow-up meetings with UNICEF through digital platforms (Teams or Zoom) and by phone when required.
- The information generated in the consultancy will be the property of UNICEF.
- Work must be carried out outside UNICEF premises unless the person is requested to attend specific meeting in UNICEF Mexico City Office
- The consultant must present an invoice and / or receipt of fees for payment.
- The consultant must have their own medical insurance.
- The consultant won't have a UNICEF email account

### UNICEF Comittments:

- Review and approve deliverables in a timely manner.
- Address and respond to clarification requests from the provider.
- Review draft versions of products delivered by the provider and provide feedback resulting from the review, ensuring they are incorporated into the final version.

### Consultant Comittments:

- Designing the methodology and analyzing deliverables/products.
- Producing and presenting high-quality products that meet the requirements described in the current Terms of Reference (TdR) and adhere to the established contract timelines.
- Covering the costs and expenses related to physical facilities, office equipment, software, and transportation associated with this project (beyond those specified in the terms of reference).
- Providing technical support during the results presentation phase, if required.
- Regarding preliminary drafts and final work:
  - Responding in writing to comments issued by UNICEF and counterparts that have not been deemed relevant for inclusion in the respective reports, along with the reasons behind this decision.

- Participating in work meetings and feedback sessions with UNICEF staff and counterparts regarding the products.