

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

Post Title	Child Protection Officer (System Strengthening)	Post Level	NO-2
Supervisor's title	Child Protection Officer	Supervisor's Level	NO-2
Contract duration	364 days	Duty Station	Mexico City, 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 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.

The position holder will be responsible to design, implement, and monitor UNICEF's child protection system strengthening strategy.

The National Comprehensive System for the Protection of Children at both federal, state, and municipal level was legally created in December 2014 with the issuance of the General Law on the Rights of Children and Adolescents. At the heart of this system is the Offices of the Procurator for the Protection of Children and Adolescents (*Procuraduría de Protección de Niñas, Niños y Adolescentes*) which operate as child protection units, as they determine the best interests of the child undertaking case assessments, adopt restitution or case plan, issue protection measures and comprehensively monitor all services provided by other State institutions.

One of the obstacles to the effective functioning of the special protection system is the lack of clarity about the mandates of the of *Procuradurías de Protección* and the obligations of other service providers. Another challenge for the operation of the special protection system is budgetary constraints that affects *Procuradurías*. Although the creation of the *Procuradurías* was milestone in the establishment of a child protection system in Mexico, they still operate under insufficient human and financial resources. On average, the *Procuradurías* function under 27% of the budget they require to operate. Other challenges for their effective functioning include limited power and political support, limited public awareness of its mandate, and lack of certification of its staff.

For more than a decade, UNICEF has prioritized child protection systems strengthening (CPSS) as a key approach to child protection programming. UNICEF first defined and articulated its approach to Child Protection Systems Strengthening (CPSS) in the 2008 Child Protection Strategy as part of a broader vision to build a protective environment for children. Since then, UNICEF, in collaboration with other key stakeholders and partners, has invested significantly in CPSS to protect children. Since 2012 UNICEF has been systematically monitoring its contributions to child protection systems strengthening. UNICEF’s most recent Strategic Plan (2018-2021) explicitly states UNICEF’s intention to “intensify the strengthening of national systems to assist the most disadvantaged girls and boys” and includes specific indicators to capture results from systems strengthening in its results framework.

The Child Protection Officer (NO-2) on temporary appointment, reports to the Child Protection Officer (NO-2) on fixed term appointment, and provides professional technical, operational and administrative assistance throughout the programming process for child protection programs within the Country Programme from development planning to delivery of results. They prepare, execute, manage, and implement a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, evaluating and reporting.

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

The Child Protection Officer (NO-2) on temporary appointment will be working in the central office in Mexico City, and reports to the Child Protection Officer (NO-2) on fixed term appointment. They will be accountable for the following responsibilities:

1. Support to programme development and planning

- Conduct and update the situation analysis for the development, design and management of child protection related programmes/projects. Research and report on development trends (e.g. economic, social, health) and data for use in programme development, management, monitoring, evaluation and delivery of results.
- Contribute to the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through research, analysis and reporting of child protection and other related information for development planning and priority and goal setting.
- Provide technical and operational support throughout all stages of programming processes by executing and administering a variety of technical, programme, operational, and administrative transactions, preparing related materials and documentations, and complying with organizational processes and management systems, to support programme planning, results based planning (RBM) and monitoring and evaluating of results.
- Prepare required programme documentations, materials and data 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 discuss implementation issues, provide solutions, recommendations and/or to alert appropriate officials and stakeholders for higher-level interventions and/or decisions. Keep records 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 government and other counterparts to assess programmes/projects, and to report on required action/interventions at the higher level of programme management.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verifying compliance with approved allocations, organizational rules, regulations, procedures and donor commitments, standards of accountability and integrity. Report on critical issues and findings to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare regular and mandated sectoral programme/project reports for management, donors and partners to keep them informed of programme progress.

3. Technical and operational support for programme implementation

- Conduct regular programme field visits and surveys and exchange information with partners/stakeholders to assess progress and provide technical support. Take appropriate action to resolve issues 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

- 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.
- Participate in inter-agency meetings/events on programming to collaborate with inter-agency partners/colleagues on UNSDCF operational planning and preparation of child protection programmes/projects, and to integrate and harmonize UNICEF's position and strategies with UNSDCF development and planning processes.
- 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 programmes.

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 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

The efficiency and efficacy of support provided by the Child Protection Officer to programme preparation, planning and implementation, contributes to the achievement of sustainable results to create a protective environment for children against harm and all forms of violence, and ensures their survival, development and wellbeing in society. Success in child protection programmes and projects in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to provide programme services for caregivers and children that promotes greater social equality in the country.

1. Integration of the 2026-2031 UNICEF CO child protection system strengthening strategy, aligned to the CPD.
2. Integration of the 2026-2031 UNICEF CO justice for children strategy, aligned to the CPD.
3. Integration of 2026-2031 UNICEF CO child protection workforce strengthening strategy, aligned to the CPD.
4. Roll out, institutionalization and capacity development on the National Case Management Model, both at the federal and in selected states.
5. Development of a standardized methodology for child protection authorities reengineering.
6. Development of child protection authorities budgeting briefs for key states and an advocacy strategy.
7. Analysis of the 32 states child protection system level of maturity as per the UNICEF’s CPSS Benchmarks Guide.
8. Development of a scaling up and capacity strengthening strategy for the competency standard on Child Protection (EC1400), both at the federal and in selected states.
9. Integration of a standardized curricula on Child Protection for university students from the legal, social work, medicine and psychology sectors.
10. Lead the integration and monitoring the implementation of UNICEF-Federal Child Protection Authority Joint Work Plan.

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 field. ▪ A Master's degree in a relevant field is a considerable asset.
Work Experience	

	<ul style="list-style-type: none"> ▪ At least two (2) years of professional experience in planning and/or management in child protection; including experience in child protection system strengthening strategies. ▪ Relevant experience in programme development in child protection related areas in a UN system agency or organization is an asset. ▪ Experience in both development and humanitarian contexts is an asset. ▪ Developing country work experience and/or familiarity with emergencies is an asset. ▪ Relevant experience on institutionalization of child friendly justice procedures is an asset. ▪ Developing strategies on child rights specialization within the justice sector and promoting specialized children courts procedures experiences at the federal and/or the state level will be highly appreciated. ▪ Relevant experience on capacity strengthening strategies on child protection system institutions at federal and/or state level is an asset. ▪ Knowledge of the UNICEF’s Child Protection System Strengthening (CPSS) Benchmarks methodology will be particularly considered. ▪ Relevant experience on strategies to strengthening the social service workforce for child protection is an asset. ▪ Prior experience in curricula development, procedures on accreditation and licensing and/or development of standards of competence will be highly valued.
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<p>Languages</p>	<ul style="list-style-type: none"> ▪ Fluent in Spanish. ▪ Intermediate level of English is required, proficient/fluent is an asset.
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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.

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.