

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

Post Title	Child Protection Officer (Response to Violence Against Children)	Post Level	NO-1
Supervisor's title	Child Protection Officer	Supervisor's Level	NO-2
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 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.

Violence against children is one of the most persistent forms of human rights violations. Due to their conditions, all children need special safeguards and care, including appropriate legal protection. Children all around the world suffer from different forms of violence in different areas, depending on their age, socio-cultural environment, the way they interact, and the people they interact with in different spaces, and the time spent with them. Thus, they suffer the consequences of violence, mostly gender-motivated, throughout their lives. This violence is exacerbated, as well, by economic inequality, discriminatory regulations, organized crime, enforced disappearance and a deficient access to justice which prevents impunity.

In Mexico, the National Health and Nutrition Survey from INEGI reported that 58.91% of children under the age of 5 in Mexico have been subjected to physical or psychological punishment by a member of their household. 70.1% of women aged 15 and over have suffered at least one incident of emotional, economic, physical, sexual violence or discrimination throughout their lives. Among these, sexual and psychological violence are the most prevalent, affecting 49.7% and 51.6% of women, respectively. 12.6% of these women have experienced sexual abuse during childhood.

An effective strategy to address violence against children requires interventions oriented to prevention, response, sanction, and eradication. One of the major components in the response area is related to count with a strong institutional network of services with personal properly trained, operating with clear,

standardized and child-friendly norms and procedures and working together to ensure the protection and care those children requires upholding their best interests on the measures determined.

On the 2020-2025 Country Programme, UNICEF Mexico included an output aimed to improve protection mechanisms and multi-sector services including legal, psychosocial and welfare, that prevent, detect, refer, and respond to violence against children and exploitation, including in emergency situations.

As part of the strategy to achieve this output, several efforts have been put in place such as advocating to integration of the approach to children's rights and specialized attention in the activities of strengthening institutions and coordinating mechanisms to prevent and address violence against children, as well as identifying, analyzing and strengthening the institutional care and support services in the health, police, judicial and social welfare sectors in accordance with international human rights standards and the gender perspective.

The Child Protection Officer will contribute through the Protection Programme to scale-up the efforts in the response to violence against children, with an emphasis on response services.

Job organizational context:

Under the direct supervision of the Child Protection Officer (NO-2), the Child Protection Officer -Response to VAC, supports the section in developing, implementing and monitoring the activities of the section strategy to address violence against children, considering the gender-based approach and the effective and timely delivery consistent with UNICEF's rules and regulations.

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

The Child Protection Officer (Response to Violence Against Children), (NO-1) provides professional technical, operational and administrative assistance throughout the programming process for the child protection programmes/projects through the application of theoretical and technical skills in researching, collecting, analyzing, and presenting technical programme information while learning organizational rules, regulations and procedures to support the development and formulation of the Child Protection Programme within the Country Programme. The incumbent will be responsible, in particular, for strengthening response services to child and women survivors of violence, exploitation, neglect and abuse, strengthen the national framework to respond to child online violence and technical support for the development of child safeguarding policies.

- 1. Support to programme development and planning in regard to the work output on violence against children:**
 - i. Research and analyze regional and national political, protection, social and economic development trends regarding violence against children.
 - ii. 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.

- iii. Facilitate the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through research, collection, analysis and reporting of child protection programmes and other related information for development planning and priority and goal setting.
- iv. Provide technical and administrative support throughout all stages of programming processes by executing and administering a variety of technical programme transactions, preparing materials and documentation, and complying with organizational processes and management systems, to support programme planning, results-based planning (RBM) and monitoring and evaluation of results.
- v. Prepare required documentation and materials to facilitate the programme review and approval process.

2. Programme management, monitoring and delivery of results in regard to the work output on violence against children:

- i. 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.
- ii. Keep record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- iii. 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.
- iv. 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.
- v. Follow up on unresolved issues to ensure resolution. Prepare inputs for programme and donor reporting.

3. Technical and operational support to programme implementation in regard to the work output on violence against children:

- i. Undertake field visits and surveys and collect and share reports with partners and stakeholders.
- ii. Assess progress and provide technical support and/or refer to relevant officials for resolution.
- iii. Report on critical issues, bottlenecks, and potential problems for timely action to achieve results.
- iv. 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

- i. 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.

- ii. Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes.
- iii. 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

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

DELIVERABLES / OUTPUT

During the duration of the temporary assignment, the incumbent is expected to:

1. Develop the theory of change and strategy to strengthen child protection response services to children victims of violence and abuse for UNICEF’s new country program 2026-2031.
2. Establish, maintain and strengthen collaboration with the Federal Secretary of Public Safety, the Prosecutor’s Office, the 911 emergency line, the National Commission for Victims, the National Commission for Human Rights, the National Commission to Eradicate VAW, the National Center on Children and Adolescents Health, the Cybernetic Police and the National Commission for Search of Missing Persons.
3. Support the Federal Secretary of Public Safety to institutionalize an internal pre-service curriculum specialized on children’s cases.
4. Support the 911 emergency line to scale up the implementation of a national child focused protocol across all federal entities.
5. Support the health sector to adopt and roll out a protocol to attend children who are victims of sexual and physical violence.
6. Support the national commission of victims to adopt specialized protocols on children who are victims of violence.
7. Support the development of a strategy for UNICEF on the prevention and response to online violence.
8. Support the National Commission for the Eradication of VAW to adopt specialized protocols addressing co-occurrence of VAW and VAC.
9. Contribute in the development of a work agenda with the National Commission for Search Missing Persons.

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.
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<p>Work Experience</p>	<ul style="list-style-type: none"> • A minimum of one (1) year of professional experience in child protection programmes and/or projects is required. • Experience working in the fields of Violence Against Children (VAC) or Violence Against Women (VAW). <u>Please include as your cover letter a brief summary of your most relevant experience in addressing VAC or VAW, describe the main challenges you see in these fields and propose potential solutions (maximum 1 page).</u> • Experience working in the co-occurrence and intersections between VAC and VAW will be an asset. • Experience providing technical support to government institutions to strengthen child protection response services (police, justice sector, health and others) will be an asset. • Experience working for the UN system and government institutions on Child Protection and VAC will be an asset. • Previous experience working in strengthening capacities of public servants on VAC and VAW will be particularly considered. • Experience on the design of specialized protocols on VAC for different services sectors will be positively valued. • Proven knowledge of the National Protocol for Interinstitutional Coordination and Protection of Children Victims of Violence, National Protocol to Attend VAC from the National Emergency Helpline (911), and Standard of Competence 1483 on police first responders to VAC, will be an asset.
<p>Languages</p>	<ul style="list-style-type: none"> ▪ Fluency in Spanish ▪ Proficient level of English is required, but complete fluency is preferred.

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.