

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

<b>Post Title</b>	<b>Social Policy Officer</b>	<b>Post Level</b>	NO-1
<b>Supervisor's title</b>	Social Policy Officer	<b>Supervisor's Level</b>	NO-2
<b>Contract duration</b>	364 days	<b>Duty Station</b>	Mexico City

**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.

As part of its mandate to protect and enhance the rights and well-being of all children, UNICEF seeks to support the mobilization, allocation and utilization of domestic public financial resources to enhance social outcomes and reduce poverty and inequality. UNICEF's focus on results for children highlights the importance of considering the entire public finance chain from national policies and plans and the budget cycle through the implementation and service delivery at local level. This requires understanding the public finance roles and responsibilities of sector ministries and subnational governments, as well as central finance ministries to better identify public finance challenges and/or opportunities for impact on delivery of services or investments in children.

UNICEF recognizes the importance of subnational governments and government resourcing. Local governments often play a critical role in delivering essential policies and services for children. In México, between 23 and 25 percent of total federal public spending is distributed to the states through transfers, contributions and inter-governmental agreements. Likewise, subnational governments at state level depend mostly on federal transfers, which represent between 70 and, in some cases, up to 80 percent of their total income; these percentages increase at the municipal level, limiting their spending capacity in certain areas.

For UNICEF Mexico, it is of vital importance to focus on the rights of children and adolescents among government priorities, particularly in budgetary decisions, to have a sufficient, efficient, effective, equitable and transparent allocation of resources that guarantees the fulfillment of children and adolescents' rights.

The Social Policy Officer NO-1 (National Officer, 1) reports to the Social Policy Officer NO-2. He/She is accountable for providing technical support and assistance in the policy analysis and policy dialogue to enhance public investment for children, with a focus on enhancing capacities at subnational level, so that priority states can invest more effectively in priority programmes and services relevant to children and adolescents. This encompasses both direct programme work with government and other key partners, such as academia and civil society, as well as linkages and support to teams working on education, nutrition, child protection at federal and subnational level.

The Social Policy Officer (NO-1) will be based in UNICEF's Mexico City Country Office. However, this position will require visiting UNICEF field offices in other states of the country as well as meeting key stakeholders and policy makers as required.

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

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS
<p><b>1. Analysis and policy dialogue to improve public investment for children at subnational level</b></p> <ul style="list-style-type: none"> <li>• Undertakes subnational budget analysis that allows to identify public investment for children in priority states and develop policy recommendations to decision makers. In case of high demand for this line of work, he/she will supervise consultancies to support the analytical work.</li> <li>• Works with sector colleagues to undertake costing and cost effectiveness analysis on priority programmes and services for children.</li> <li>• Builds and updates a database of subnational budgets for different budgetary moments: budget and public account to monitor investments for children at subnational level.</li> <li>• Supports the identification of policy options for improved domestic financing of priority investments for children at subnational level through the analysis of fiscal spaces at the subnational level identifying fiscal incomes, reallocation of expenses, debt restructuring and other innovative financing options to increase public resources for children and adolescents.</li> </ul> <p><b>2. Strengthening capacity of local governments to plan, budget, consult on and monitor child-focused social services</b></p> <ul style="list-style-type: none"> <li>• Collaborates with federal and subnational authorities to improve policies, planning, budgeting, consultation, and accountability processes to make the budget cycle more effective towards the wellbeing of children.</li> <li>• Collaborates with federal and subnational authorities to strengthen capacity on quality data collection, analysis for policy development, planning, implementation, coordination, monitoring of priority programmes and services.</li> <li>• Works together with government counterparts at subnational level to enhance the tagging methodologies to identify adequate public investments for children in priority states.</li> </ul> <p><b>3. Data collection, analysis, and support to key policy discussions during the election process</b></p> <ul style="list-style-type: none"> <li>• Gathers data and develops short analysis on public investment for children in selected states and/or selected sectors to produce briefs and policy documents that support policy dialogue throughout the electoral process in Mexico during 2023-2024, and the transition until 2025.</li> <li>• Develops presentations and inputs to documentation aimed at reaching decision makers on key priority topics, such as investing in education and the eradication of child poverty and closing investment gaps in selected sectors.</li> </ul>
OUTPUT
<p>During the appointment, the Social Policy Officer is expected to perform the following activities and/or deliverables, among others:</p> <p><b>1. Analysis and policy dialogue</b></p> <ul style="list-style-type: none"> <li>• 3-5 subnational public investment for children analysis are carried out in selected states and presentations to key stakeholders are delivered.</li> <li>• An easy-to-use data base to monitor key investments for children at subnational level is developed for internal UNICEF use and to extract key information for decision makers.</li> <li>• Capacities of Chiefs of Field Office and other staff enhanced to conduct policy dialogue for improved budget allocation and execution for children at the subnational level.</li> </ul> <p><b>2. Strengthening capacity of local governments on public finance for children</b></p> <ul style="list-style-type: none"> <li>• A proposal to establish a subnational Anexo Transversal is developed and presented to at least two states.</li> </ul> <p><b>3. Data collection and analysis throughout the election process</b></p> <ul style="list-style-type: none"> <li>• At least three briefings on subnational public expenditure for children are developed for advocacy purposes for the electoral campaigns for state governors.</li> </ul>

REQUIRED QUALIFICATIONS	
<b>Education</b>	<ul style="list-style-type: none"> <li>A university degree, preferably, in one of the following fields is required: Economics, Public Policy, Social Sciences, International Relations, Political Science, or another relevant technical field.</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>A minimum of one year of professional experience is required in analyzing public expenditure at national and subnational levels, including subnational public finances legal frameworks.</li> <li>Policy dialogue experience is required.</li> <li>Experience working with and building large datasets is considered a strong asset.</li> <li>Experience working in the analysis of public investment associated with children and adolescents or sectors relevant to them, such as education, health and or social protection is considered a strong asset.</li> <li>Experience in an international organization is considered an asset.</li> </ul>
<b>Languages</b>	<ul style="list-style-type: none"> <li>Fluency in Spanish</li> <li>Intermediate level of English is required, but complete fluency is preferred.</li> </ul>
<b>Desired skills</b>	<ul style="list-style-type: none"> <li>Capacity to communicate complex topics and numbers with a clear narrative.</li> <li>Strong organizational, planning, and prioritizing skills and abilities.</li> <li>High sense of confidentiality, initiative, and good judgment.</li> <li>Ability to work effectively with people of different national and cultural backgrounds.</li> <li>Strong office management skills.</li> <li>Strong analytical skills and high attention to detail.</li> <li>Experience using MS Word, Excel, PowerPoint, and other UNICEF software such as SharePoint.</li> </ul>
<b>UNICEF VALUES AND COMPETENCY REQUIRED (BASED ON THE UPDATED FRAMEWORK)</b>	
<p>Core values of care, respect, integrity, trust, accountability and sustainability (CRITAS).</p> <p>UNICEF competencies required for this post are:</p> <p>(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</p> <p><a href="#">UNICEF is committed to diversity and inclusion within its workforce</a>, 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.</p> <p>We offer a <a href="#">wide range of benefits to our staff</a>, including paid parental leave, breastfeeding breaks, and reasonable accommodation for persons with . UNICEF strongly encourages the use of flexible working arrangements. disabilities</p> <p>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.</p>	

