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

Post Title	Information Management Officer	Post Level	NO-2
Supervisor's title	Chief Child Protection	Supervisor's Level	P-4
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.

UNICEF 2022-2025 Strategic Plan Goal Area 3 for Child Protection prioritizes programming actions to support Governments and other partners to better produce, share and use data to strengthen child protection systems and address the needs of the most vulnerable children and adolescents.

Over the last three years, UNICEF has supported the National Family Welfare Agency (SNDIF), the Federal Child Protection Authority (Procuraduría Federal de Protección de NIñas, Niños y Adolescentes o PFPNNA) and state and local child protection authorities to develop national child protection registries and child protection case management information systems. UNICEF has also strengthened its internal information management and data analysis system on migratory flows, violence against children and alternative care within the child protection program. Finally, UNICEF has initiated important work to systematize its monitoring system of the child protection outcome and output indicators included in UNICEF's Country Programme Document and UNICEF's Global Strategic Plan.

In 2024 and 2025, UNICEF Mexico will develop its new collaboration framework with the Government of Mexico (2026-2031). A specific child protection strategy will be developed as part of this framework. Strengthening the national and subnational child protection information management systems will be a central component of this child protection strategy. Taking the progress made by the SNDIF and PFPNNA to the next level ensuring that the 32 federal entities regularly use the national child protection registries and case management information systems at scale will be a fundamental piece of UNICEF 2026-2031 strategy. On the other hand, UNICEF will also need to develop a new child protection monitoring and

evaluation framework accompanying its 2026-2031 child protection strategy in line with UNICEF's child protection global strategy and new Strategic Plan 2026-2030.

The Information Management Officer (NO-2) reports to the Chief Child Protection (P-4) for close guidance and supervision. The Child Protection Officer (NO-2) will: 1) Lead UNICEF's technical assistance to strengthen the national and subnational child protection information systems of the SNDIF and the PFPNNA; 2) Lead the development of UNICEF's 2026-2031 child protection M&E strategy and 3) Lead UNICEF's child protection M&E work on a day-to-day basis.

The Information Management Officer (NO-2) 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 and relevant data.

For more information related to the work of our organization in Mexico, please visit our website: **UNICEF Mexico,** our latest **Annual Report 2023: Informe Anual 2023 UNICEF México** and learn about **A good six-year term for children: Un buen sexenio para la niñez**

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

The Information Management Officer (NO-2) will work for UNICEF Mexico, where Child Protection is a component of the Country Programme. The Officer reports to the Chief Child Protection (P-4) and works in close coordination with the Monitoring and Evaluation (M&E) Unit. The incumbent will be accountable for the following responsibilities:

1. **Develops and expands strategic research and data collection and analysis strategies.**
- Collects, analyzes, verifies, and synthesizes information to facilitate programme development, design and preparation.
- Undertakes empirical analysis, data mining and visualization to assist the Chief Child Protection and Child Protection Team (CPT), in developing reports, presentations and working papers on a range of child protection topics.
- Prepares technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness, and relevancy of information.
- Provides substantive and analytical support to CPT in preparing and positioning UNICEF to accelerate the achievement of Goal Area 3 for Child Protection in the country, including drafting reports and analytical and position papers.
- Keeps abreast of emerging child protection issues to optimize CPT analytical capacity to respond to national priorities.
- Contributes substantively to the development and implementation of peer review and quality assurance mechanisms for UNICEF Child Protection research products.
- Prepares information inputs for participation of the Chief Child Protection in the media Produces a statistics bulletin with the most relevant data and figures (both from the US and Mexico) concerning migration, violence against children, alternative care and other related child protection topics.

2. **Coordinates monitoring and reporting of UNICEF's Child Protection results.**

- Reviews, amends, and updates the mechanisms for collecting and managing data on child protection outcome and output indicators Standardizes and systematizes the monitoring formats of the different indicators of protection interventions, in coordination with the M&E Unit.
- Develops a simple and systematized internal monitoring protocol that defines the frequency and responsibilities for data collection.
- Prepares presentations, reports and other graphics that allow visualizing the main results and indicators of the activities implemented by the UNICEF Mexico Child Protection team.
- Trains counterparts, implementing partners and UNICEF staff in using tools to report results and progress towards annual goals.
- Provides quality assurance review of the Child Protection Interventions monitoring and evaluation (M&E) framework and results reporting to country, regional and global levels;
- Facilitates 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.
- Serves as CPT focal point for country-level, regional and global M&E initiatives and requirements. Coordinates data collection for the interagency shelter platform.
- Works 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.
- Keeps record of reports and assessments for easy reference and/or to capture and institutionalize lessons learned. Prepares inputs for programme and donor reporting.

3. **Leads technical assistance to support federal and local Governments and other partners to better produce, share and use data to strengthen information systems and consequently child protection actions.**
- Leads the strengthening process of the information system operated by the SNDIF and the PFPNNA in its three components: 1) Children on the move; 2) Right to live in a family and 3) Social Assistance Centers.
- Coordinates the development of self-study tools that promote the use of information systems by the child protection units in the states Issues recommendations to federal and local child protection units, and other counterparts, to align their data collection processes with international child protection standards and with a human rights perspective.
- Proposes alternatives to the PFPNNA of feedback mechanisms for users of the Information System.
- Provides technical assistance to the SNDIF and the PFPNNA in order to determine the relevant information inputs to generate statistics of public interest, and propose the best alternatives to report and publish the statistics generated.
- Analyzes the alternatives and technological solutions to achieve the interoperability of the different Registries of the "Por tus Derechos" System or any alternative version or model adopted by the government, so that the electronic application transitions to a case management system. Lead the design and development of the Protection measures registry, that will be part of the information system "Por tus Derechos".
- Promotes an advocacy strategy to improve data collection processes on child protection in the country.

4. **Supports knowledge management and capacity development related to data analysis and results monitoring.**
- Facilitates the sharing of best practices within the CPT, based on a solid understanding of the incentives that people need to utilize knowledge.
- Advocates for knowledge sharing, inspiring others within the CPT to contribute their expertise through internal and external platforms and tools and working closely with colleagues at the national and regional level to ensure usable knowledge is shared between and applied by CPT.
- Identifies good practices and lessons learned at the different levels of UNICEF (national, regional and global) and share findings with HQ, Regional and country colleagues so that best practices benefit CPT's work.
- Plans and facilitates the CPT's exchange of best practice, trends, knowledge and lessons learned with external partners;
- Draws upon other UN experiences, lessons learned and knowledge networking to provide contributions to strategic planning processes.
- Perform other duties as required.

5. **Builds strategic alliances and partnerships.**
- Establish and maintain strategic partnerships.
- 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 programme.

DELIVERABLES / OUTPUT

The main results expected by the end of the two-year temporary appointment include:

1. Lead the implementation pilot of Mexico's child protection case management information system (PRIMERO). Pilot at federal and in at least one federal entity completed by December 2025.
2. Plan with the newly elected child protection authorities a scale up implementation plan of the national child protection case management system throughout the country aiming at 32 states implementing the system. A roll out plan developed by June 2025.
3. Support the national child protection authorities in rolling out the child protection national registries (Por tus Derechos) throughout the country aiming at 31 states feeding the registries.
4. UNICEF Mexico's child protection strategy 2026-2031 developed by April 2025 accompanied by a M&E framework in line with UNICEF global child protection strategy and new strategic plan.
5. UNICEF child protection section annual and donor reports timely completed and submitted to the section chief.

6. UNICEF child protection audiovisual products and presentations timely developed and submitted to the section chief.
7. Violence georeferencing website and pilot completed.
8. Due supervision of UNICEF child protection data UNV.
9. Monthly child protection bulletins submitted.
10. UNICEF child protection evaluations timely completed and monitored.

REQUIRED QUALIFICATIONS

Education	▪ A bachelor's degree, preferably, in public policy, statistics, social sciences, international relations or other related areas is required. ▪ Master's degree in a relevant area is an asset.
Work Experience	▪ At least (2) two years of professional experience in information management, data processing and/or data analysis. ▪ Experience working in child protection related areas. ▪ Proven experience with portfolio in the design of charts, graphs, infographics, and maps (please attach to your application a portfolio with samples of your work). ▪ Knowledge of any data visualization software, such as Stata, Tableau, Adobe Illustrator/Photoshop, Carto and/or any other. ▪ Solid experience in the use of Microsoft Office software packages (Word, Excel, PowerPoint, etc.) *Desirables*: ▪ Proven experience supporting government institutions to strengthen their child protection information management systems. ▪ Direct experience in project management. ▪ Experience working with information related to migration, displacement, violence against children, and/or child protection related areas. ▪ Experience in preparing research reports and/or quantitative/qualitative analysis. ▪ Experience with geographic information systems, and web-based management systems.
Languages	▪ 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, 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 (8) Nurtures and manages people.

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.