

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

Post Title	Field Support Specialist	Post Level	NO-3
Supervisor's title	Maki Kato, Deputy Representative, Programs	Supervisor's Level	P-5
Contract duration	Until 31 st Dec 2023	Duty Station	Acapulco, Guerrero

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 favouritism. 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 fulfil 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 México has programmatic presence in the state of Guerrero since 2018, mostly in the areas of Child Protection and Education. In 2022, UNICEF Representative and the Governor of Guerrero signed a Memorandum of Understanding and work plans have been developed with several secretaries since then.

On October 25, Hurricane Otis made landfall on the Mexican Pacific coast as a Category 5 hurricane, impacting with greatest force in Acapulco and Coyuca de Benítez and five other municipalities of Guerrero state. On October 30, the Mexican government declared a state of emergency, officially concluding on November 9 and launching a recovery phase through the "General Plan for Reconstruction and Support for the Population Affected in Acapulco and Coyuca de Benítez by Hurricane Otis". Since October 28 UNICEF deployed a team to assess the situation and coordinate the response with the local and national authorities. Since November 5 UNICEF has been on the field with child-friendly spaces, a mobile medical unit, psychosocial, nutrition, and WASH services and kits, as well through a multidisciplinary team seconded to the local child protection authority. UNICEF is currently developing a reconstruction plan and is looking for a Field Support Specialist to lead its programme and team in the state.

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

Under the guidance of the Deputy Representative Programme, the Field Support Specialist (FSS) is accountable for managing and leading UNICEF's programme and team in the state of Guerrero. The FSS represents UNICEF in the State of Guerrero, leads, and oversees the various program sectors and

operational service teams ensuring the delivery of quality results in accordance with UNICEF's programme of cooperation, country programme management plan and overall vision set forward by the Representative. The FSS oversees the timely and quality implementation of UNICEF's reconstruction plan to the hurricane Otis in the affected areas in the state.

1. Effective management of UNICEF presence and staff

- Represent UNICEF in the state of Guerrero by participating in meetings and events, moving forward the agenda for children.
- Support the implementation of measures by UNICEF's security officer to ensure safety and security of UNICEF staff.
- Effectively lead UNICEF's team in Guerrero State and manage the performance and conduct the staff members to deliver results for children.

2. Knowledge Management for Programmes, regarding UNICEF's reconstruction program response to hurricane Otis in the state-affected areas

- Ensure that area/country programmes are supported by knowledge management through data collection and analysis, complete and accurate reporting as well as participation in the Programme Knowledge Network system of "lessons learned" and other corporate-level databases.
- Participate in information exchange through donor and media visits as well as in the development of training and orientation material.

3. Programme Development and Management, regarding UNICEF's reconstruction program response to hurricane Otis in the state-affected areas

In close coordination with chiefs of sections of the UNICEF Country Office based in Mexico City:

- Identify critical intervention points and measures by administering a consistent and transparent monitoring system; analyse country level socio-political-economic trends and their implications for ongoing programmes and projects.
- Draft changes to/or prepare programme work plans as required. Prepare program recommendations for inclusion in formal programme documentation, and new approaches, methods and practices.
- Establishes programme workplans, monitors compliance and provides training, support and guidance to the programme team in order to meet objectives. Identifies human resources requirements and on-going staff development needs.
- Reviews and evaluates the technical, institutional and financial feasibility and constraints of programme/projects in collaboration with Government and other partners.
- Prepares relevant programme reports required for management, donors, budget reviews, programme analysis, annual reports, etc.
- Among the key priorities to ensure programmatic progress in the State of Guerrero are the following:
 - Advocating for the adoption of a regional recovery plan for Acapulco affected area and increased public budget allocations advocating for the inclusion of children's rights into state development and other plans and strategies;

- Coordinating the support of UNICEF to the development of sectoral recovery plans (education, WHAS, health and nutrition, and child protection) and for the consolidation a a comprehensive regional recovery plan;
- Supporting technically legal reforms at state level as required as well as other state policies on children's issues;
- Coordinating implementation of UNICEF humanitarian response plan;
- Supporting the state to strengthen its risks management, preparedness and response plans to multiple natural hazards;
- Supporting sectoral recovery plans *based on UNICEF's medium term recovery support plan (to be finalized)* including possible areas such as:
 - Learning recovery;
 - Strengthening of WASH services;
 - Strengthening of health and nutrition services;
 - Strengthening access to opportunities for adolescents;
 - Strengthening of services for women and children survivors of violence and child protection authorities;
 - Promoting violence prevention programs;
 - Support the establishment of family based alternative models and to align their residential care model to the General Children's Law.

4. Optimum Use of Program Funds regarding UNICEF's reconstruction program response to hurricane Otis in the state-affected areas

In close coordination with chiefs of areas, and of child protection:

- Establish and supervise programme work plans and monitor progress and compliance. Monitor the overall allocation and disbursement of programme funds, making sure that funds are properly coordinated, monitored and liquidated. Take appropriate actions to optimize use of programme funds.
- Ensure programme efficiency and delivery through a rigorous and transparent approach to programme planning, monitoring and evaluation.

5. Programme Monitoring and Evaluations regarding UNICEF's reconstruction program response to hurricane Otis in the state-affected areas

- Undertakes field visits and ensures that his/her staff conduct field visits to monitor and assess programme implementation and decides on required corrective action.
- Carry out a rigorous and transparent approach to evaluate and participate in the major programme evaluation exercises in consultation with the Representative, the Operations Officer, the Evaluation Officer and others to improve efficiency and quality of programme delivery. Participate in annual sector review meetings with government counterparts. Ensure the timely preparation of annual program status reports.

6. Rights-Based and Results-Based Programme Management Approach regarding UNICEF's reconstruction program response to hurricane Otis in the state-affected areas

- Adopt rights-based programmes approach in the formulation of programme goals and objectives and development of strategies and implementation frameworks. Formulate consistent and effective planning, design, implementation, monitoring and/or evaluation of programmes and projects. Bring coherence, synergy and added value to the programming

planning and design processes using a results-based management approach to programme planning and design.

- Prepare and submit viable recommendations on project implementation, alternative approaches, and optimal utilization of resources that contribute effectively to the fulfilment of the rights of children and women, and recommendations on programme, new initiatives, and management issues to ensure achievement of stated objectives.

7. National and Local Capacity Building/Sustainability regarding UNICEF's reconstruction program response to hurricane Otis in the state-affected areas

- Provide authorities and service providers with technical support and guidance to plan and organize training programmes for the purpose of capacity building and programme sustainability.
- Ensure the building and reinforcing of the commitment and institutional capacities of the national and local partners starting with taking a strategic approach to the identification of these partners and partnerships.

8. Rights Perspective and Advocacy at the National, Community and Family Levels

- Conduct policy analysis from a children's and women's rights perspective and advocacy at the government, community, and family levels for elevating credibility in national and international policy debates. Promote the organization goals of UNICEF through active advocacy and communication in line with UNICEF national advocacy guidelines and strategy.

9. Partnership, Coordination and Collaboration regarding UNICEF's reconstruction program response to hurricane Otis in the state-affected areas

- Develop partnership and collaboration with internal and external counterparts, including those of the UN and national partners, in order to improve the ability to collect and disseminate development data and information, exchange information on programme/project status and implementation and movement/distribution of supplies. Linkage to the Regional Programme Knowledge Network to ensure the availability of current and accurate programme data.
- Collaborate with the Operations Section to establish and maintain sound internal controls supportive of programming endeavours and to coordinate financial and supply management requirements and accountability.
- Maintain close collaboration with heads of sectoral programmes in the CO, Regional and HQ advisers for effective overall coordination on programmes.
- Plans, develops and implements sectoral programme(s) by collaborating with the government and other partners. Provide leadership in provision of technical advice, negotiation, advocacy and promotion of area/country level goals, leading to agreement on practicable and priority actions to be supported by UNICEF programme and country level cooperation.

DELIVERABLES / OUTPUT

- Inputs timely delivered to the Secretary of Planning for the four sector UNICEF leads: nutrition, child protection, education and WASH;
- Technical inputs provided to the state Legislature at least in 1 child rights related law;

- Timely monthly reports on the implementation of UNICEF humanitarian response plan;
- 95% of DCT to implementing partners timely submitted;
- Technical proposal to strengthen the state risks management, preparedness and response plan developed and presented to the state authorities;
- Monthly reports on the implementation of UNICEF's medium term recovery support plan showing a 70% of implementation of funded activities;
- Performance planning and evaluations of supervised staff timely completed.

REQUIRED QUALIFICATIONS

Education	An advanced university degree in one of the following fields is required: social sciences, international relations, public administration, government, and public relations, public or social policy, sociology, social or community development, or another relevant technical field. Candidates who do not possess a master's degree but have a bachelor's with additional two years of experience, may be considered, especially if they hold other related studies or certificates.
Work Experience	• A minimum of five years of professional work experience in programme planning, monitoring and/or evaluation, or in project management is required. • Experience supervising teams is required. • Relevant experience in a UN system agency or organization is considered as an asset. • Familiarity/ background with emergency contexts is required.
Languages	▪ Fluency in Spanish and intermediate level of English is required.

UNICEF VALUES AND COMPETENCY REQUIRED (BASED ON THE UPDATED FRAMEWORK)

Core values of care, respect, integrity, trust, accountability, and sustainability.

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, leads and manages people. (Only staff with supervisory Responsibilities)

[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.