

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

Post Title	Nutrition Officer – Coordination and Knowledge Management	Post Level	NO-A
Supervisor's title	Nutrition Officer – Enabling Environments	Supervisor's Level	NO-B
Contract duration	12 months	Duty Station	Mexico City

JOB ORGANIZATIONAL CONTEXT AND PURPOSE FOR THE JOB

Mexico is going through a nutritional transition characterized by a double burden of malnutrition; where undernutrition and micronutrients deficiencies coexist with a high prevalence of overweight, obesity and chronic diseases. Although the measures taken by the country have managed to reduce the prevalence of chronic undernutrition in children under 5 years of age, the prevalence of overweight and Obesity (O&O) continues increasing in all age groups and became one of the main public health concerns in Mexico.

Malnutrition has a multifactorial origin and is the result of practices and risk factors that can be immediate (at the individual level), intermediate (in the environment of individuals) and basic or structural (at the macro level), and that occur at different stages throughout the life course. In this context, **it is necessary to implement public policies that create healthy food environments.** Such policies must be based on scientific evidence, implemented in a coordinated manner, monitored, and evaluated. **To support this, UNICEF improves partnerships, data, knowledge, advocacy and financing, which are the five pillars of governance work for nutrition.**

Under the overall leadership of the Chief of Nutrition, **this ambitious agenda will require the support of a Nutrition Officer (NOA - TA) focused on the coordination of strategic partnerships for nutrition and data and knowledge management to achieve the expected results under strategic priority (ii) Children and adolescents grow up in enabling environments that promote improved nutrition.**

The Nutrition Officer – Coordination and Knowledge Management (NOA – TA) will work under direct supervision of the Nutrition Officer – Enabling Environments (NOB). He / she shall acquire an in depth understanding of the current challenges and opportunities in establishing partnerships and improving coordination for nutrition. The Nutrition Officer shall provide adequate insights and recommendations to strengthen nutrition coordination at the national, state and municipal level in Mexico. Additionally, **the nutrition officer shall provide support to knowledge management including monitoring and evaluation.**

Coaching of implementing partners and networking with authorities to monitor and ensure quality of programme implementation **is a key component of the coordination work.** Additionally, the Nutrition Officer is also expected to provide technical support in donors' reporting and proposals development, in collaboration with other areas. The duration of the post is for 12 months initially (up to 30 September 2024), but with possibility of extension based on performance and funds availability.

For more information of the work of our organization in Mexico, please visit our website: [UNICEF Mexico](#) and the video of our amazing results in 2021: [Informe Anual 2021: Acciones de UNICEF - YouTube](#)

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

1. Support to programme development and planning

- **Update the situation analysis related to nutrition governance**, for the development and management of the nutrition programme.
- **Provide technical and administrative support in all phases of programme planning** through preparation of documentation and materials, and compliance with organizational processes and management systems.
- **Identify in collaboration with counterparts, including federal and state government counterparts, UN agencies, academia, and civil society the needs for scientific evidence generation** and capacity building for nutrition policy design, implementation, monitoring, and evaluation.

2. Programme management, monitoring and delivery of results.

- **Perform timely monitoring of program implementation** to ensure that activities are in line with action plans.
- **Monitor and report on the use of sector program resources** (financial, administrative, and other assets), verifying compliance with approved allocation, objectives, organizational rules, regulations, procedures, donor commitments, accountability standards and integrity.
- **Conduct field visits to provide technical assistance, assess progress and take appropriate action** to resolve issues and/or refer them to appropriate officials for resolution.
- **Identify and report critical issues**, bottlenecks, and potential problems for timely action to achieve program results.
- **Assist in the timely preparation of program related reports** in accordance with established guidelines and procedures.

3. Technical and operational support to programme implementation

- **Support in the design of communication materials and advocacy strategies** for the strengthening of nutrition policies.
- **Provide technical assistance to federal and state government counterparts** in the design, implementation, monitoring and evaluation of nutrition policies.
- Identify, capture, synthesize, and share **lessons learned** among stakeholders.

4. Networking and partnership building

- **Generate and maintain close contacts with the academic sector for the generation of scientific evidence** that contributes to the design, implementation, monitoring, and evaluation of public policies to improve child and adolescent nutrition.
- **Create and maintain close and effective working partnerships with counterparts, including federal and state government counterparts, UN agencies, academia and civil society** through information sharing, capacity building and advocacy strategies to improve the design, implementation, monitoring, and evaluation of public policies to improve child and adolescent nutrition.
- **Prepare proposals, materials and reports for donors** for fundraising and partnership development.

5. Innovation, knowledge management and capacity building

- **Apply innovative approaches and promote good practices** to support the implementation and delivery of concrete and sustainable programme results.
- **Exchange information and knowledge with other programs** to contribute to the achievement of the overall objectives of the national program.
- **Participate as a resource person in capacity building initiatives** to enhance the competencies of partners and stakeholders.

DELIVERABLES / OUTPUT

1. Support for the development of a nutrition governance model at national, states and municipal level in Mexico, in collaboration with UN, Academia and CSOs partners.
2. Proposal of an actor mapping and key priority areas for coordination with the Ministry of Health to strengthen nutrition governance.
3. Direct technical support to Government authorities at the State's level (in selected priority states) to strengthen nutrition coordination, monitoring, review, and evaluation.
4. Management of activities to generate, share and use evidence and knowledge to support nutrition governance, including advocacy, planning, budgeting, implementation, and coordination, monitoring and evaluation.
5. Contribution to programme management: planning, implementation, monitoring and reporting of nutrition programme activities and results. Development of funding proposals.
6. Contribution to the development and establishment of long-term nutrition programme goals and strategies in the UNICEF Mexico Country Programme.

REQUIRED QUALIFICATIONS

Education	<ul style="list-style-type: none"> • University degree in Nutrition, Public Health, or other disciplines like global/international Health or nutritional epidemiology.
Work Experience	<ul style="list-style-type: none"> • One year of professional work experience design, implementation, monitoring, and evaluation of public policies to improve child and adolescent nutrition • Experience in translating scientific evidence in advocacy communication. • Experience in the Mexican context is required. • Experience in nutrition programme/project development in a UN system agency or organization is an asset.
Languages	<ul style="list-style-type: none"> • Fluency in Spanish • Proficient level of English is required, but complete fluency is preferred.

Commented [KR1]: @Anabel Fiorella Espinosa De Candido aqui pondria "support" porque es muy alta responsabilidad que el NOA sea quien desarrolle el modelo y seguramente es un trabajo en equipo, no?

Commented [AC2R1]: sí, de acuerdo

Commented [KR3]: Para NO-As solo podemos exigir 1 año de experiencia y luego valorar perfiles que tengan más experiencia para tu shortlist. @Anabel Fiorella Espinosa De Candido

Commented [AC4R3]: Entendido

Commented [KR5]: Ese puesto es exclusivo para nacionales de México por ser un NO, entonces no sé que tan relevante sea pedir eso ya que hay muy baja probabilidad de que no tengan esa experiencia siendo nacionales.

Commented [AC6R5]: no me fiaría, en nutrición pasa que hacen su maestría fuera, y ahora con solo un año de experiencia puede ser fuera, si se puede dejar, mejor.

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.