

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

Post Title	Child Protection Officer	Post Level	NO-2
Supervisor's title	Chief Field Office	Supervisor's Level	NO-3
Contract duration	6 months	Duty Station	Tapachula, Chiapas, México

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.

The position is related specially with the migratory context held in the southern and northern border of Mexico, where the protection risks against children on the move happen frequently and where UNICEF response is being enforced to address the needs of these children and their families.

Children, alone or with their families have migrated from Central America and Mexico to reach the north for years, looking for better life conditions. Lately, there has been a significant increase due to increasing poverty, inequality and violence in the region. From January to December 2023, the number of children on the move identified by Mexican authorities in Mexico was 113,660, of which 54,083 were identified in Chiapas. Of these, 1,286 children were unaccompanied. The majority have the Venezuelan nationality, with 25,543; followed by Ecuadorians, (7,859); Hondurans, (3,904), and many others which have traveled north from the Darien Gap and nationals of more African, Asian, Caribbean and Middle Eastern countries.

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

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

The Child Protection Officer (NO-2) reports to the Chief Field Office (NO-3) for direct supervision and technical supervision from the Chief Child Protection (P-4). The Child Protection Officer provides professional technical, operational and administrative assistance throughout the programming process for child protection programmes/projects within the Country Programme from development planning to delivery of results. They prepare, execute, manage, and implement a variety of technical and administrative programme tasks to facilitate programme development, implementation, programme progress monitoring, evaluating and reporting in the Field Office of Tapachula, Chiapas.

1. Support to programme development and planning

- Conduct and update the situation analysis for the development, design and management of child protection related programmes/projects. Research and report on development trends (e.g. economic, social, health) and data for use in programme development, management, monitoring, evaluation and delivery of results.
- Contribute to the development and establishment of sectoral programme goals, objectives, strategies, and results-based planning through research, analysis and reporting of child protection and other related information for development planning and priority and goal setting.
- Provide technical and operational support throughout all stages of programming processes by executing and administering a variety of technical, programme, operational, and administrative transactions, preparing related materials and documentations, and complying with organizational processes and management systems, to support programme planning, results based planning (RBM) and monitoring and evaluating of results.
- Prepare required programme documentations, materials and data to facilitate the programme review and approval process.

2. Programme management, monitoring and delivery of results

- Work closely and collaboratively with colleagues and partners to discuss implementation issues, provide solutions, recommendations and/or to alert appropriate officials and stakeholders for higher-level interventions and/or decisions. Keep records of reports and assessments for easy reference and/or to capture and institutionalize lessons learned.
- Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with government and other counterparts to assess programmes/projects, and to report on required action/interventions at the higher level of programme management.
- Monitor and report on the use of sectoral programme resources (financial, administrative and other assets), verifying compliance with approved allocations, organizational rules, regulations, procedures and donor commitments, standards of accountability and integrity. Report on critical issues and findings to ensure timely resolution by management and stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare regular and mandated sectoral programme/project reports for management, donors and partners to keep them informed of programme progress.
- Among the key priorities to ensure programmatic progress in the State of Michoacan are the following:
 - Legal reform on issues regarding, among others, criminalization of sexual violence

and child recruitment by organized crime;

- Advocate for increased public budget allocations to children's issues and services;
- Advocate for the inclusion of children's rights into state development and other plans and strategies;
- Strengthening of services for women and children survivors of violence;
- Strengthening the capacity of child protection authorities;
- Promoting the adaptation and institutionalization of violence prevention programs mainly positive parenting, gender norms change programs and school based interventions;
- Promote the institutionalization and scale up of gender equality and violence prevention school based programs;
- Advocate for the reform of the State alternative care system promoting family based alternative and independent living models;
- Strengthen state and municipal capacities to prevent, monitor and provide support to internally displaced families and children;
- Strengthen state and municipal capacities to prevent, demobilize and reintegrate children associated with criminal groups;
- Ensure the provision of humanitarian services to internal displacement, natural disasters and other humanitarian situations in the state;
- Strengthen the state capacities to protect migrant children; and
- Seek opportunities to expand the program to other programming areas such as education, health, nutrition and social protection.

3. Technical and operational support for programme implementation

- Conduct regular programme field visits and surveys and exchange information with partners/stakeholders to assess progress and provide technical support. Take appropriate action to resolve issues and/or refer to relevant officials for resolution. Report on critical issues, bottlenecks and potential problems for timely action to achieve results.
- 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

- 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 UNDAF operational planning and preparation of child protection programmes/projects, and to integrate and harmonize UNICEF's position and strategies with UNDAF 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 programmes.

5. Innovation, knowledge management and capacity building

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

DELIVERABLES / OUTPUT

The efficiency and efficacy of support provided by the Child Protection Officer to programme preparation, planning and implementation, contributes to the achievement of sustainable results to create a protective environment for children against harm and all forms of violence, and ensures their survival, development and wellbeing in society. Success in child protection programmes and projects in turn contributes to maintaining and enhancing the credibility and ability of UNICEF to provide programme services for caregivers and children that promotes greater social equality in the country.

1. Supervise the Child Protection programme on the Southern Border of Mexico (Chiapas, Tabasco and Oaxaca).
2. Provide technical and administrative support to protection interventions, complying with quality standards and established deadlines.
3. Implement the Annual Work Plan of Child Protection in Migration, Violence and Alternative Care.
4. Generate an advocacy strategy with authorities in the state of Chiapas to continue strengthening multisectoral response services to situations of violence against children.
5. Coordinate the Humanitarian Working Groups established in the state of Chiapas on topics of Children on the Move to promote the Comprehensive Protection Route.
6. Support the consolidation of foster care families program in the state of Chiapas.
7. Establish strategic partnerships and effective communication with Central Office.
8. Effective execution of the budget assigned to the area.

REQUIRED QUALIFICATIONS

Education

- A bachelor's degree is required, preferably, in one of the following fields: international development, human rights, sociology, law, or another relevant social science field.
- A Master's degree in a relevant field is a considerable asset.

<p>Work Experience</p>	<ul style="list-style-type: none"> ▪ At least two years of professional experience in social development planning and/or management in child protection-related areas is required. ▪ Supervisory experience is required. ▪ Relevant experience in programme development in child protection related areas in a UN system agency or organization is an asset. ▪ Experience in both development and humanitarian contexts is an asset. ▪ Developing country work experience and/or familiarity with emergencies is an asset.
<p>Languages</p>	<ul style="list-style-type: none"> ▪ Fluent in Spanish. ▪ Intermediate level of English is required, proficient/fluent is an asset.

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, Leads 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.