

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

Post Title	Public-Private Partnerships Specialist	Post Level	NO-3
Supervisor's title	Representative	Supervisor's Level	D-1
Contract duration	364 days	Duty Station	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 programs, 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.

Job organizational context and purpose for the job:

The Partnership Specialist position's purpose is to deepen collaboration with key stakeholders and provide an interface for environmental scanning, knowledge exchange, resource mobilization, and policy influence within the scope of assignment. S/He may also serve as focal point and resource for colleagues on specific thematic areas of strategic relevance for partnership development. The key result is to ensure greater visibility for UNICEF and influence in support of its mission.

The Partnership Specialist will report to the Representative in the Country Office and assist in developing high-level strategic partnerships with the public and private sector.

For information of the work of our organization in Mexico, please visit our website: [UNICEF Mexico](https://www.unicef.org/mexico).

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

UNICEF Mexico is expanding strategic public and private partnerships & high-value alliances for children, including through resource mobilization, leveraging resources, and policy influence with key stakeholders.

To have meaningful impact for children in the country, UNICEF must pro-active target opportunities for strategic partnerships, working with large corporate partners who are nearshoring in the country as well as with other missions and embassies.

To provide greater support and coordination at the national level, a Partnerships team is being established. The team works in close collaboration with other sections and units in the Country Office, and with the Regional Office, and with Public Partnerships Division and Private Fundraising Partnerships colleagues, to ensure a multi-pronged approach which pro-actively targets strategic partnerships. This position reports to the Representative and works closely with the Partnerships Specialist (Political alliances) to pursue these aims and build partnerships that can deliver and leverage results for children in Mexico.

The incumbent is responsible for proactively identifying and analyzing key opportunities and making recommendations for action which will have an impact on the follow-up actions by the Country Office.

The key functions of the position are:

1. Strengthen partnerships and advocacy with key stakeholders.

- Identify and maximizes opportunities for UNICEF engagement in select multi-stakeholder platforms and initiatives involving the private sector, including public-private partnerships.
- Build trust and credibility with key stakeholders (external and internal).
- Manage UNICEF's engagement in these initiatives to advance UNICEF's advocacy, programmatic and partnership goals.
- Build and strengthen strategic partnerships and develops new initiatives to mobilize and pursue opportunities with key private and public sector stakeholders to advance children's rights, leveraging the value of UNICEF partnerships and collaboration, while preserving the organization's credibility and reputation.
- Develop advocacy with business opportunities and strategies for key organizational priorities that can include tactics such as developing guidance and business cases, forming coalitions, creating campaigns and initiatives, and leveraging events and networks, including to advance partnerships objectives.
- Identify external champions and develop key asks for UNICEF priorities for children to engage the private sector in advancing specific programmatic and advocacy objectives with key businesses, partnerships and initiatives.

2. Support the design and management of engagement strategies and plans with the objective of increasing quality resources and fundraising for UNICEF.

- Identify possible sources of new and continued funding from both the private sectors.
- Ensure that dialogue and relations are maintained in a well-coordinated manner with priority donors and potential private sector partners.
- Coordinate with PFP, across the CO's sections, UNICEF divisions, and external organizations on UNICEF's engagement in key global platforms and initiatives related to the private sector.
- Plan, organize and support engagement of UNICEF senior leadership and/or private sector partners in key initiatives.
- Coordinate the preparation of briefing notes, talking points, key messages and other information materials as needed.

3. Provide technical guidance and support to the other teams in the Country Office to strengthen capacity for partnerships and resource mobilization and management of public and private partnerships.

- Oversee the development and use of tools and resources to support resource mobilization and the management of partnerships.
- Equip and build capacity of the country office staff on engaging in private sector platforms and initiatives and engaging the private sector to advance national advocacy and partnerships initiatives and priorities, and to facilitate the development, piloting or scale up of PPP models.

4. Promote knowledge management in the Country Office.

- Assure effective knowledge management, including sharing of lessons learned and taking good practice to scale.
- Facilitate knowledge capture and sharing on business advocacy and engagement with key global platforms and initiatives, including through updating UNISON (the UNICEF Customer Relationship Management System), and other sources.

5. Lead and support the facilitation and maintenance of relations with Embassies, missions, and other public and private sector partners based in Mexico, in close cooperation with the Regional Office and concerned Headquarters Divisions, notably PPD and PFP.

- Prepare comprehensive and substantive briefs and reports for the Representative high-level meetings with Government and Embassy officials.
- Ensure regular dialogue and information exchange with PPD and PFP.

6. Support high-level communication with key stakeholders

- Provide inputs into briefing materials and other communications as needed.
- Develops content, advocacy messaging, thought leadership and subject matter expertise tailored to the unique interests and capabilities of particular platforms and the wider business audience.
- Support the development of key messages related to the mobilization of business influence and advocacy with business, and the engagement with multi-stakeholder platforms and initiatives vis-a-vis internal and external audiences.
- Provide inputs and develop content/articles for internal and external audiences.
- Work with partnerships colleagues across the organization, to develop business and advocacy strategies and messages for priority UNICEF partners.

DELIVERABLES / OUTPUT

- New partnerships with the private sector are developed to leverage UNICEF’s programme implementation in the country and mobilize funds for UNICEF.
- New alliances with inter-governmental bodies, and civil society networks are advanced to win the cause of children.
- The Country Office’s capacities to nurture and manage public and private partnerships are enhanced.

REQUIRED QUALIFICATIONS

Education	<ul style="list-style-type: none"> • An advanced university degree, preferably, in social or political science, international relations, management or other relevant field is required. Two additional years of experience that were obtained after the conclusion of a Bachelor’s degree may be accepted in lieu of the Advanced degree.
Work experience	<ul style="list-style-type: none"> • A minimum of five years of progressively responsible professional work experience in the areas of development of strategic partnerships or external relations is required. • Experience in partnerships related to economic affairs or public economy is required. • Work experience in or familiarity working with partnerships with nearshoring businesses in Mexico or other countries would be an asset.
Languages	<ul style="list-style-type: none"> • Fluency in Spanish is required. • An advanced level of English (proficiency, not fluency) is required, and full fluency will be considered an asset.

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

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

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