

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

Post Title	WASH Officer	Post Level	NO-1
Supervisor's title	WASH Specialist	Supervisor's Level	P-3
Contract duration	364 days	Duty Station	Monterrey, NL

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, advocacy, and 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. 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 more children the opportunity to fulfil their potential but also will lead to sustained growth and stability of countries. Therefore, 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.

Since 2022, caravans of Central America and Caribbean citizens have been departing from Tapachula to the northern crossing borders. Although each caravan has a different profile, many families travel with young children and adolescents. The migratory situation in Mexico presents a worrying scenario and emerging challenges are expected for the upcoming months and years. Increasing numbers of foreign migrants are expected on the southern border in Tapachula (Chiapas) and bordering cities located in the states of Baja California, Sonora, Chihuahua, Coahuila, and Tamaulipas, as a transit and arrival destination towards the United States of America.

UNICEF Mexico intends to strengthen its WASH in Schools and WASH in emergency response team by incorporating a new WASH National Officer based in Monterrey, Nuevo León. The objective of this assignment will be to support the opening of the WASH in Schools program in Nuevo León while also supporting new WASH migration response interventions in the northeast border of Mexico, namely in the bordering cities of Nuevo Laredo, Reynosa, and Matamoros. Support might also be required in other WASH initiatives and actions led by UNICEF at the national/central level.

The WASH officer will liaise and collaborate with other UN agencies working in Nuevo Leon and Tamaulipas while collaborating with public institutions and civil society, all under the supervision and following the technical guidelines of the WASH Specialist in Mexico City and the support of the National WASH in Schools Officer based in Mexico City.

KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES AND TASKS

The WASH Officer (NO-1) reports to the WASH Specialist (P-3) who is based in Mexico City. The WASH Officer (NO-1) will be based in Monterrey, Nuevo León, to cover UNICEF's WASH programme in Nuevo León and Tamaulipas. Regular mission travel within both states is expected. UNICEF has not yet established an office in Monterrey, so the job will be home-based.

The WASH Officer provides professional technical, operational, and administrative assistance throughout the WASH programming process, through the application of theoretical and practical technical skills in researching, collecting, analyzing, and presenting programme information while learning organizational rules, regulations, and procedures to support the development, implementation and monitoring of the WASH output results of the Country Programme. In addition, the incumbent will be expected to work within multi-functional and interdisciplinary teams.

Summary of key functions/accountabilities are as follow:

A. Programme development and planning

- Research and analyze relevant WASH, health, and social and economic development trends in Nuevo León and Tamaulipas. Collect, analyze, verify, and synthesize information to facilitate programme development, design, and preparation.
- Prepare technical reports and inputs for programme preparation and documentation, ensuring accuracy, timeliness, and relevance of information.
- Assist in the development/establishment of WASH-related results, as well as related strategies, through analysis of WASH sector needs and priorities at state level.
- Provide technical and administrative support throughout all stages of programming processes by executing/administering a variety of technical programme transactions, preparing documentation, complying with organizational processes and management systems, to support progress towards the WASH-related results.
- Prepare required documentations/materials to facilitate review and approval processes.

B. Programme management, monitoring, and delivery of results

- Work collaboratively with colleagues and partners to collect, analyze and share information on implementation issues, suggest solutions on routine programme implementation and alert appropriate officials and stakeholders for higher-level interventions and/or decision. Keep record 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 and prepare minutes/reports on results for follow up action by higher management and other stakeholders.
- Monitor and report on the use of sectoral programme resources (financial, administrative, and other assets), verify compliance with approved allocations, organizational rules, regulations/procedures and donor commitments, standards of accountability and integrity. Report on issues identified to enable timely resolution by management/stakeholders. Follow up on unresolved issues to ensure resolution.
- Prepare inputs for programme and donor reporting.

C. Technical and operational support for programme implementation

- Undertake field visits and surveys, collect, and share reports with partners/stakeholders. Report critical issues, bottlenecks, and potential problems to supervisor, for timely action.
- 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 WASH, to support programme implementation.
- Specifically, the WASH officer will support i) the implementation of a 2 year programme on WASH in schools, and ii) the coordination of WASH interventions for children and families on the move in Tamaulipas.

D. Humanitarian WASH preparedness and response

- Draft inputs for the preparation of WASH emergency preparedness, including the drafting of required supplies and services, long-term agreements, partnership agreements, and coordination mechanisms.
- Study and fully understand UNICEF's procedures for responding in an emergency.
- Take up support roles in an emergency response and early recovery, as and when the need arises.

E. 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 WASH output results.
- Draft communication and information materials for WASH programme advocacy to promote awareness, establish partnership/alliances and support fund raising for WASH.
- Participate in inter-agency meetings/events on WASH programming to collaborate with inter-agency partners/colleagues on operational planning and preparation of WASH programmes/projects and to

<p>integrate and harmonize UNICEF output results and implementation strategies, development, and planning processes.</p> <ul style="list-style-type: none"> Research information on potential donors and prepare resource mobilization materials and briefs for fund raising and partnership development purposes. <p>F. Innovation, knowledge management and capacity building</p> <ul style="list-style-type: none"> Assist in the development, implementation, monitoring and documentation of WASH action research and innovation (technical or systems). Assist in the preparation of learning/knowledge products, covering innovative approaches and good practices, to support overall WASH sector development. 	
DELIVERABLES / OUTPUT	
<p>The main deliverables and outputs expected under this appointment are:</p> <p>WASH in Emergencies:</p> <ul style="list-style-type: none"> At least, 5 field visits to bordering cities of Nuevo Laredo, Reynosa, and Matamoros, including 5 field visit reports. At least, 1 implementing partner (IP) identified and 1 PCA signed to carry out WASH interventions in shelters and governmental spaces hosting people in the move in Tamaulipas bordering cities. <p>WASH in Schools:</p> <ul style="list-style-type: none"> Supported WASH BAT workshop ensuring participation of key governmental entities, civil society organizations and private sector. Supported creation of WASH in Schools roundtable, provide co-leading support of this mechanism and prepare/secure access to all participants to agenda, minutes and other key information/data generated within this coordination space. 	
REQUIRED QUALIFICATIONS	
Education	<ul style="list-style-type: none"> A university degree (Bachelor's – "licenciatura") is required, preferably (but not mandatorily) in one of the following fields: public health, civil or water and sanitary engineering, environmental engineering. Additional training in Health Education, Social Behavioral Change strategies or climate change is an asset.
Work Experience	<ul style="list-style-type: none"> A minimum of one year of professional experience in WASH-related programmes in an upper-middle income context is required. The following experiences and knowledge will be considered an asset: <ul style="list-style-type: none"> Work with "WASH in emergencies (WinE)". Work in migratory contexts. Work in the implementation of "WASH in schools (WinS)" approaches.
Languages	<ul style="list-style-type: none"> Fluency in Spanish is required. An intermediate level of English is required, although fluency will be highly valued.
UNICEF values and competency Required (based on the updated Framework)	
<p>Core values of care, respect, integrity, trust, accountability, and sustainability.</p> <p>UNICEF competencies required for this post are:</p> <p>(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</p> <p>(8) Nurtures, leads, and manages people. (Only staff with supervisory Responsibilities)</p>	

[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.