

<b>TEMPORARY APPOINTMENT: Supply Chain Specialist (Systems Strengthening)</b>	
UNICEF Malawi is seeking to engage a Temporary Appointment (TA) to provide technical support and advice to the development, implementation, monitoring, evaluation and reporting of the national health supply chain management systems including systems strengthening, capacity development and management of equipment and supplies of a complex nature with significant impact on programme delivery	
<b>Engagement contract</b>	Temporary Appointment
<b>Post Level</b>	P3
<b>Location</b>	Lilongwe
<b>Duration</b>	364 days
<b>Supervisor</b>	Supply and Procurement Manager, P4
<b>Funding details</b>	<b>Funding Source /Grant and Validity</b> <ul style="list-style-type: none"> <li>• OR - SC210708 –10.04.2023</li> <li>• OR - SC200918 –31.12.2023</li> <li>• OR - SC210019 - 31.12.2023</li> <li>• OR - SC181166 –31.12.2024</li> </ul>
	<b>WBS:</b> 2690/A0/06/800/004/001

## 1. ORGANIZATIONAL CONTEXT

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.

**Strategic office context:** The overall goal of the UNICEF Malawi Country Programme of Cooperation, 2019-2023, is to contribute to the Government of Malawi's efforts to implement and decentralize policies related to children, focusing on the most disadvantaged and deprived, to have their rights progressively respected and fulfilled so they can survive, grow and develop to their full potential in an

inclusive and protective society. The country programme is aligned with country and UNICEF regional and global priorities and expected to contribute to the Malawi Growth and Development Strategy (MGDS) III, 2018-2022, and the United Nations Development Assistance Framework (UNDAF), 2019-2023, while concurrently working toward the achievement of the Sustainable Development Goals (SDGs).

UNICEF envisions national supply chain systems that reliably deliver integrated service packages for children, adolescents and reproductive age women, focusing on health, nutrition, WASH and HIV. A strong national supply chain system also facilitates child protection services, is linked to social protection and social welfare initiatives and the education sector, particularly for alleviating poverty, improving health literacy, screening and ensuring early child development (ECD).

UNICEF supports the Government of Malawi in the implementation of the Master Supply Chain Transformation Plan (MSCTP) 2021-2026 that serves to leverage the supply chain management gains made in Malawi and to support the achievement of supply chain integration. It is a comprehensive five-year supply chain roadmap and management plan that will engage all relevant national stakeholders and inform all national health strategies to yield a country-led, patient-centred, integrated health commodity supply chain. UNICEF role in the implementation of this master plan is critical.

## **2. PURPOSE OF THE JOB**

Under the overall guidance and direction of the Supply and Procurement Manager, the Supply Chain Specialist is expected to provide technical guidance and operational support to the Government of Malawi towards its effort to strengthen systems that improve the quality of care for women and children. This will include the management of equipment and supplies of a complex nature with significant impact on programme delivery, services, supply and logistics, processes and systems. This requires coordinated functions with relevant UNICEF Section Chiefs, the Supply and Procurement Manager and UNICEF Supply Division in Copenhagen Denmark.

S/he will support the Government of Malawi in the implementation of the Master Supply Chain Transformation Plan (MSCTP) 2021-2026, including building capacity for strategy development, planning and budgeting to strengthen health system support for improved quality of care at health facilities and in the community.

## **3. KEY FUNCTIONS, ACCOUNTABILITIES AND RELATED DUTIES/TASKS**

The Supply Chain Specialist is expected to provide technical support as part of the Supply team and in partnership with counterparts and partners with a specific focus on the following elements:

### **A. Procurement Management System**

- In coordination with relevant UNICEF programme officers, develops the procurement component of the health and nutrition section plan.
- Participate in the Country Programme strategy planning reviews to advise on procurement requirements for the country programme work plans.
- Provide technical advice to Government counterparts on budgeting and procurement planning to ensure cost-effective and efficient management of supplies.

- Contribute to budget management activities, including monthly budget reviews, quarterly phased budgeting and procurement planning to ensure progress of programme is tracked and remedial actions are followed up.
- Work in collaboration with the Supply Section (Logistics, Contract Management) and the Supply Division in Copenhagen on shipping policies. Interpret and advise the Health section on policies and procedures impacting on procurement and delivery of supplies.
- Ensure the preparation of the status reports to inform donor reports, budget reviews, programme analysis, annual reports, appeals, etc.
- Support Central Medical Stores Trust (CMST) in securing an enhanced Enterprise Resource Planning (ERP) system which will result in greater visibility, particularly stock management in CMST.

#### **B. System Strengthening – Capacity Building**

- Support the implementation of the Master Supply Chain Transformation Plan (MSCTP) 2021-2026, including the Community Supply Chain Revitalization project and the National Quantification and Forecasting Guidelines.
- At district level, improve health managers' capacity for evidence-based planning, budgeting, supervision and monitoring of priority interventions for children and women; integration of district level and community-based systems; coordination with other sectors (WASH, Child Protection, Education etc.); and efforts to formalize contingency planning and emergency response capacity.
- Promote integrated service delivery across the continuum of care through the health system, particularly the integration of nutrition into the health system under the Nutrition Resilience programme.
- Strengthen collaboration and communication on health systems strengthening work between the health and nutrition teams.
- Coordinate and maintain strong partnerships with other actors in health and nutrition at county, sub-county and community levels.
- Support Ministry of Health (MoH) to establish national and district score cards for performance monitoring and the implementation of the MoH Social Accountability.
- Strengthening supply chain management information systems such as the electronic Logistics Management Information Systems for Malawi – working closely with partners such as Chemonics to set up the eLMIS system for Malawi and push for the inclusion of nutrition commodities in the national LMIS forms to ensure enhanced reporting.

#### **C. Timely Procurement of Drugs/Nutrition Supplies (Procurement Services)**

- Provide support and guidance to ensure that Government and partner requests for procurement services (Health, Nutrition) are clear and complete with the required details, including distribution plans and schedules. Ensure Government agreements/Memorandum of Understandings (MOUs), including for any amendments (in quantity or type of supplies) that may come in process, is always obtained in written for all procurements.
- In procurement of drugs on behalf of Government, ensure that each drug brought into Malawi is registered by the Malawi Regulatory Authority (unless Government authorizes an exception in writing). In addition, ensure that all pharmaceuticals received have a Certificate of Analysis for each batch supplied.

#### **D. Capacity building**

- Organize trainings for project staff and MOH staff on nutrition and health system strengthening, including supporting training of health managers (district level) on use of District Health Information Software (DHIS) and interpretation of Monitoring and Evaluation (M&E) data for decision making.
- Provide advice and support to the Malawi Country Office and Government on proper delivery and utilization of UNICEF supplies and equipment.
- Develop and implement health Supply Chain system strengthening training needs. This includes defining training needs, developing strategies to achieve targets and coordinating training activities.

Support training in supply chain logistics to key district health personnel at district level during field visits. Training on Supply Chain Management of medical commodities with special emphasis on handling nutrition commodities.

#### **E. Partnership**

- Develop and maintain partnership and collaborative relations with Government, the UN, and bilateral counterparts in system strengthening activities.
- Inform UNICEF Programmes of slow-moving inventory, upcoming field distributions or deliveries, incoming materials and quality issues to ensure maximum use of available transportation.
- Take a leading role in the Drugs & Medical Supplies Technical Working Group and attend other relevant groups.

### **4. QUALIFICATIONS**

#### **Education:**

- An advanced university degree (Master's) in Pharmacy, Pharmaceutical Management, Business Administration, Management, Supply Chain Management, Procurement, Logistics or a directly related technical field(s) is required\*. A valid professional certification from an accredited supply management institution is considered an asset.
- \*A first level university degree (Bachelor's) in a relevant technical field (as identified above), in conjunction with seven (7) years of relevant work experience in supply, procurement, logistics, purchasing, contracting, administration and/or other directly related technical fields, may be taken in lieu of an advanced university degree (Master's).

#### **Experience:**

- A minimum of five (5) years of relevant professional work experience, at the national or international levels, in programme planning, management, monitoring and evaluation, supply, logistics and/or procurement, particularly within the pharmaceutical and supply management systems is required.
- Previous work experience in the Sector-wide Approach to programming or Planning (SWAP) framework and arrangements for procurement services and supply chain management is highly desired.
- Previous hands-on experience liaising with major donors involved in procurement and, especially relative to the provision of technical support and to effectively represent the organization in related technical working groups will be considered an asset.
- Experience working in a developing country is considered a strong asset.

**Expected technical knowledge and skills:**

- Knowledge of national supply chain systems strengthening programmes in developing context is required.
- Knowledge and experience in managing pharmaceutical supply chain is required.
- Technical skills in supply chain programme development and planning is required.
- Technical skills in procurement strategies is required.
- Background and/or familiarity with emergency is considered as an asset.
- Proven networking and partnership building skills are an asset.

**Language:**

- Fluency in English (verbal and written) is required.

**5. COMPETENCIES**
**Core Values**

- Care, Respect, Integrity, Trust, Accountability and Sustainability

**Core Competencies**

- Nurtures, Leads and Manages People (1)
- Demonstrates Self Awareness and Ethical Awareness (2)
- Works Collaboratively with others (2)
- Builds and Maintains Partnerships (2)
- Innovates and Embraces Change (2)
- Thinks and Acts Strategically (2)
- Drives to achieve impactful results (2)
- Manages ambiguity and complexity (2)

**6. ENDORSEMENT OF TERMS OF REFERENCE:**

Function	Name and Title	Signature	Date	Comment
<b>Prepared by</b>	Fredrick Sheshe, Supply and Procurement Manager		06 Oct 2022	
<b>Reviewed by</b>	Ronelle Sasser, Human Resource Specialist		9 Oct 22	
	Fredrick Sheshe, Supply and Procurement Manager		06 Oct 2022	
<b>Endorsed by</b>	Ardiana Buzoku, Deputy Representative Operations			
<b>Approved by</b>	Ardiana Buzoku, Representative OIC		10.10.2022	