

TA Requisition/TOR Form

(FOR Temporary Appointments)



UNICEF-Cameroon: TERMS OF REFERENCE (TOR)

Job Title and Level: Supply Chain Strengthening Specialist, NO3, Temporary Appointment

Section: Supply and Logistics

Duration: 364 days with possible extension

Duty Station: Yaounde, Cameroon

1. Purpose of Assignment & Justification:

a) Justification

UNICEF is a strategic partner for Cameroon Government for the mobilisation of essential Health and nutrition supplies for children. This includes the procurement of vaccines, cold chain and medical equipment's and kits; oxygen plants; diagnostic material, essential medicines and nutrition supplies (including Ready to Use Therapeutic Food, therapeutic milks F75 & F100, Micronutrient powder, Iron and Folic acid supplements) for an average of 40 million USD per year through national funding or partnerships with donors or global alliance partners (GAVI; World Bank; ISDB), BHA, ECHO and KfW. Lessons learned from the response to the COVID-19 pandemic showed that there is a need to further develop capacities and expand national supply chains to deliver immunization and nutrition services, as well as oxygen therapy in the most remote locations. The capacity of the national programme to deliver supplies is impacted by the deterioration of the security context. Resilient national health supply chains must be established.

Under the direct supervision of the Supply and Logistics Manager, in close collaboration with programme teams (health, immunization and nutrition) and working closely with colleagues in Supply Chain Strengthening Centre Supply Division and the Regional office, the incumbent will use his/her technical knowledge and specialized experience to drive the implementation of tools and structured approaches to analyse and solve national supply chain problems within the governments' Health System Strengthening agenda. The incumbent will also collaborate with relevant UNICEF programmes, specialized UN agencies, governments, institutions, and non-governmental organizations in nutrition, health in general, WASH and Education.

b) Purpose

The UNICEF Supply Chain Strengthening Specialist will be directly accountable for delivering tangible results in the development and enhancement of health, nutrition, WASH and Education supply chains and the deployment of effective Supply Chain Strengthening tools and approaches in Cameroon. The incumbent will

work closely with internal and external stakeholders to devise and implement sustainable solutions and enable national champions to achieve sustainability and impact.

2. Indicative assignment dates:

January 6, 2025, to January 4, 2026

3. Supervisor:

The Supply Chain Strengthening Specialist will report to the Supply and Logistics Manager. He / she will make the link between Supply Division and Programme Group staff working on supply chain strengthening activities.

4. Major duties and responsibilities: Fill in here key responsibilities.

1. Contribute through technical advice to the strengthening of the government supply chain system, including by supporting the integration of nutrition, immunization, humanitarian response, and health commodities supply chain activities within the MOH structure.
 - Identify and map bottlenecks and gaps across procurement processes, including for forecasting and supply planning, financing and partnerships.
 - Support the MoH to conduct relevant supply chain assessments as applicable, including the maturity mode to identify priority interventions and track progress of the national nutrition immunization, humanitarian response, and health supply chains operations and enabling processes.
 - Facilitate the initiation, execution, and implementation of Supply Chains Strengthening activities in support to partners while coordinating communication with SD and other stakeholders as required.
 - Contribute to effectively document interventions and lessons learned, define KPI, contribute to the effective reporting of supply chain activities within the country office structure, organizational policies, and donors' requirements. Contribute to measure progress and formulate evidence-based recommendations that align with national strategies and UNICEF capabilities.
 - Strategic engagement with government and partners, and expansion of the PS portfolio.
 - Provide technical assistance on health supply chain issues, including financing/pre-financing issues, with the goal of improving access to nutrition, immunization, medicines, and health technologies while also ensuring value for money.
 - Advocate for national funding of essential commodities, including through co-financing or match-funding initiatives.
 - Lead evidence generation efforts across programmes and supply chains, in coordination with relevant internal and external stakeholders. This effort serves to inform the way forward for UNICEF and other partners for identifying supply chain strengthening investment needs and deploying UNICEF's technical expertise in coordination with support from other partners.

- Perform ad-hoc supply chain strengthening related activities as required.

2. Provide Technical Support for Capacity Building of MOH on Nutrition Supply Integration

- Develop a capacity building package for National Nutrition, regional and district level nutrition and pharmacy focal points on quantification and forecasting of nutrition commodities.
- Review current processes on warehousing and distribution of nutrition commodities and provide recommendations for effective and efficient approaches for integration of nutrition commodities into the MOH Supply chain system.
- Build capacity of district and sub-district personnel on storage, handling and information management of nutrition commodities using open LMIS
- Develop Standard Operating Procedures for subnational teams to forecast, procure, receive and store health and nutrition commodities to improve efficiencies and ensure timely distribution and availability of supplies at subnational levels.
- Provide technical guidance and capacity building towards the implementation of End-User Monitoring (EUM) tools and guidance development in Cameroon in line with existing end-user monitoring processes.
- Strengthen coordination and human resource capacity through training needs analysis, with the aim of including roles and responsibilities for implementing nutrition integration at various levels of health care.

3. Networking and Partnership Building

- Build and sustain effective close working partnerships with health and nutrition sector government counterparts and national stakeholders supporting health supply chain strengthening.
- Active sharing of information and knowledge to facilitate implementation of the roadmap for national health supply chain system strengthening.
- Support exchange of knowledge, experience or lessons learned among relevant partners related to supply chain strengthening.
- Participate in appropriate inter-agency meetings, thematic technical working groups and events related to national health supply chain.

5. Qualifications or specialized knowledge/experience/competencies required for the assignment:

● EDUCATION

- An advanced university degree in Supply Chain Management, Logistics, Procurement, Business Administration, Management, Economics, Contract/Commercial Law, International Development, Health or related social science field.

● WORK EXPERIENCE

- A minimum of five (5) years of progressively growing and relevant experience, at the national and international levels, in supply, logistics, procurement, contracting, administration and/or other directly related technical fields is required.
- Experience with logistics management information systems at all levels of a supply chain, including

experience with end-user monitoring and general M&E experience.

- International and developing country work experience especially within the Western and Central Africa region.
- A minimum of three years of professional experience in a low- or middle-income country in one or more of the following areas is required: supporting governments in the implementation of national supply strategies and planning, system design, data management and last mile distribution.
- Quickly builds rapport with individuals and groups, has experience working with Government counterparts and can build working relationships with multiple and various stakeholders.
- Knowledge of UNICEF partnerships management procedures including budget monitoring, tracking and reporting in VISION and INSIGHT is an advantage.

- **LANGUAGES**

- Fluency in French is required (written and oral).
- Good working knowledge of English (written and oral)
- Knowledge of another official UN language is an asset.

- **COMPETENCIES**

UNICEF's Core Values of Care, Respect, Integrity, Trust and Accountability and Sustainability (CRITAS) underpin everything we do and how we do it. Get acquainted with Our Values Charter:

<https://uni.cf/UNICEFValues>

UNICEF competencies required for this post are:

- ☐ 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)
- ☐ Drive to achieve impactful results (2)
- ☐ Manages ambiguity and complexity (2)

7. Submitted by:

Name and Title: Ling Chen, Supply and Logistics Manager

Date: 28 October 2025

Signature: _____

8. Review & Endorsement:

Reviewed by Human Resources: Mirabelle de Souza, People and Culture Manager

Signature and Date: _____ 28/10/2024

9. Certified by: Dep Prog or Deputy Rep Ops:

Date: _____ Signature: _____

10. Approved by: Representative:

Date: _____ Signature: _____