**Terms of Reference, Health Specialist, Supply Chain System Strengthening (Temporary Appointment, 364 days)**

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| **Title & Level** | **Health Specialist, Supply Chain System Strengthening (P4) TA** |
| **Location** | Freetown – Sierra Leone |
| **Duration** | 364 days |
| **Reporting to** | Chief, Health and Nutrition |
| **Budget Code/PBA No** | Non-Grant co-financed with OR funds in pipeline (JICA and USAID) |
| **Project and activity codes** | 3900/A0/08/881/002/001 |

1. **BACKGROUND**

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. 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. UNICEF and cooperating partners and stakeholders work to secure the rights of each child and the surrounding families, communities, and nations.

1. **PURPOSE OF THE TEMPORARY APPOINTMENT (TA)**

UNICEF Sierra Leone’s Health and Nutrition portfolio has always a significant supply component, and now even more so with the ongoing COVID-19 pandemic and resurgence of Ebola Virus Disease (EVD) in the neighbouring Guinea. As a part of regular development programming, UNICEF procures various health and nutrition supplies such as vaccines, cold chain equipment, nutrition therapeutic supplies, and the country’s Free Health Care (FHC) drugs. UNICEF’s support to the ongoing emergency preparedness and response includes the setting-up of oxygen plants; procurement of infection prevention and control (IPC), personal protective equipment (PPE), drugs, laboratory, medical and nutrition supplies, and equipment to meet most of the national needs, as well as provision of technical support to the medical logistics pillar in terms of supply forecasting, maerial specification, coordination and resource mobilization.

With its major roles in procurement of these medical commodities and equipment, UNICEF has a strong comparative advantage to contribute toward supply chain system strengthening, which has transformative effects in enhancing the health sector performance. As such, improving procurement and supply chain management of health and nutrition commodities is a priority for UNICEF Sierra Leone Country Office’s health system strengthening support.

The Health Specialist (Supply Chain System Strengthening), leads and coordinates the management of the supply component of UNICEF Sierra Leone’s Health and Nutrition Portfolio and provides the technical assistance in health and nutrition supply chain system strengthening initiatives.

**Job organizational context**:

To reduce the unacceptably high levels of maternal and child mortality, UNICEF Sierra Leone’s Health and Nutrition programme will contribute to having more girls and boys (aged 0-18) and women benefit from quality comprehensive health, HIV and nutrition services and healthy life practices by addressing four areas: (a) Evidence-based planning, budgeting, and monitoring; (b) quality of care; (c) institutionalisation of community health and nutrition; and (d) health, nutrition and care practices. The programme places an emphasis on health system strengthening approach, which will not only ensure sustainability of the gains made to date with equity consideration but also help building systems resilience and thus ability to respond to future shocks and crises.

**Purpose for the job:**

The Health Specialist (Supply Chain System Strengthening) reports to the Chief, Health and Nutrition for guidance and general supervision and works closely with the Supply and Logistics Section. The Health Specialist (Supply Chain System Strengthening) provides professional technical, operational, and managerial support for the supply component of health and nutrition programme within the UNICEF Sierra Leone Country Programme. The Health Specialist (Supply Chain Strengthening) pays a special attention to the management of emergency supplies, including tracking, monitoring, and reporting of the distributed items up to health facilities as feasible. At the same time, with a view to enhancing the humanitarian-development nexus, the Health Specialist (Supply Chain Strengthening) also provides targeted capacity building support and technical assistance to the Ministry of Health and Sanitation (MoHS) in strengthening overall supply chain strategy, forecasting and supply planning, inventory management, warehousing and distribution, implementation of logistics management information system and data analysis/utilization as per the identified needs.

1. **SUMMARY OF KEY FUNCTIONS/ACCOUNTABILITIES**
2. **Support to programme development and planning.**
3. **Programme management, monitoring and delivery of results.**
4. **Technical and operational support to programme implementation.**
5. **Networking and partnership building.**
6. **Innovation, knowledge management and capacity building.**
7. **Support to programme development and planning**
* Support and contribute to the preparation, design and updating of the supply chain situation analysis for health and nutrition sector to establish a strategic plan for development, design, and management of health supply chain related programmes. Keep abreast of development trends to enhance programme management, efficiency, and delivery.
* Participate in strategic programme discussions on the planning of health and nutrition programmes with special focus on supply chain system strengthening. Map out planned support from other partners and define UNICEF’s specific contributions in the health and nutrition supply chain system strengthening efforts in the country. Formulate, design, and prepare programme proposals for health supply chain system strengthening, ensuring alignment with UNICEF’s Strategic Plan, the Country Programme, as well as coherence/integration with the UN Sustainable Development Cooperation Framework (UNSDCF), regional strategies, and national priorities, plans and competencies.
* Work closely and collaboratively with colleagues and partners to discuss strategies and methodologies, and to determine national priorities and competencies to ensure the achievement of concrete and sustainable results. This will include the contribution to the ongoing development process of the national health supply chain strategy.
* In close coordination with supply section, provide technical and operational support throughout all stages of programming processes of health and nutrition supply chain interventions in emergency to enhance the humanitarian-development nexus.
* Lead supply planning and distribution of essential drugs and commodities procured by UNICEF Sierra Leone through better coordination and communication within health/nutrition and with Supply Section.
1. **Programme management, monitoring and delivery of results**
* Plan and/or collaborate with internal and external partners to establish monitoring benchmarks, performance indicators, and other UNICEF/UN system indicators and measurements to assess and strengthen performance accountability, coherence and delivery of concrete and sustainable results for the supply chain component of health, HIV and nutrition programmes. Strengthen end-user monitoring of supplies and equipment procured through UNICEF.
* Participate in monitoring and evaluation exercises, programme reviews and annual sectoral reviews with the government and other counterparts to assess progress and to determine required action/interventions to achieve results.
* Prepare and assess monitoring and evaluation reports to identify gaps, strengths and/or weaknesses in programme management, identify lessons learned and use knowledge gained for development planning and timely intervention to achieve goals.
* Actively monitor programmes/projects through field visits, surveys and/or exchange of information with partners/stakeholders to assess progress, identify bottlenecks, potential problems and take timely decisions to resolve issues and/or refer to relevant officials for timely resolution.
* Monitor and verify the optimum and appropriate use of sectoral programme resources (financial, administrative, and other assets) confirming compliance with organizational rules, regulations/procedures and donor components, standards of accountability and integrity, ensuring timely reporting and liquidation of resources.
* Prepare regular and mandated programme/project reports for management, donors, and partners to keep them informed of programme progress.
* Work closely with other programme and operational teams to ensure activities and capacity building are implemented according to standard operating procedures (SOP’s) and national guidelines for HSS and supply chain management standards.
1. **Technical and operational support to programme implementation**
* Work closely with the Ministry of Health and Sanitation (MoHS), other ministries and partners at national and district levels towards improving health, nutrition, and HIV supply chain performance. Provide capacity building support and technical assistance in strengthening overall supply chain strategy and planning, forecasting and supply planning, inventory management, warehousing and distribution, implementation of logistics management information system and data analysis and utilization, including operationalisation of the health supply chain performance monitoring framework.
* Provide technical and operational support for forecasting, quantification, procurement, distribution and monitoring of emergency medical supplies and equipment in response to COVID-19 pandemic, Ebola Virus Disease (EVD) preparedness, and any other emergencies. This includes, amongst others:
1. Coordination and management of the project to establish / operationalize oxygen plants in the selected government hospitals, in close collaboration with MoHS stakeholders, UNICEF health specialist and biomedical engineer consultant.
2. Technical assistance to the MoHS in the planning and preparedness of other medical equipment acquisition and installation, in close collaboration with MoHS stakeholders, UNICEF health specialist and biomedical engineer consultant.
3. Technical assistance to the Medical Logistics Pillar in forecasting, quantification, and monitoring of emergency supply needs.
* Provide technical and operational support for supply chain component of Free Health Care Initiative (FHCI), including longer-term strategy development.
* Provide technical guidance and operational support to the government counterparts, NGO partners, UN system partners and other country office partners/donors on the interpretation, application and understanding of UNICEF policies, strategies, processes, and best practices and approaches to strengthen health and nutrition supply chain system.
* Participate in discussions with national partners, clients, and stakeholders to promote health and development issues, especially in the areas of health and nutrition supply chain.
1. **Networking and partnership building**
* Build and sustain effective close working partnerships with health and nutrition supply chain actors, including government counterparts, national stakeholders, as well as other UN agencies, global partners, allies, donors, and academia.
* Prepare communication and information materials for country office programme advocacy to promote awareness, establish partnerships/alliances, and support fund raising for health and nutrition supply chain related programmes/projects.
* Participate and/or represent UNICEF in appropriate inter-agency (UNCT) discussions and planning on health supply chain related issues to collaborate with intern-agency partners/colleagues on UNSDCF planning and preparation of health and nutrition supply chain projects/programmes, ensuring organisational position, interests and priorities are fully considered and integrated in the UNSDCF process in development planning and agenda setting.
1. **Innovation, knowledge management and capacity building**
* Apply and introduce innovative approaches and good practices to build the capacity of partners and stakeholders, and to support the monitoring and evaluation of concrete and sustainable programme results.
* Keep abreast and conduct research to provide evidence for implementation of best and cutting-edge practices in strengthening of health supply chain system.
* Organize and implement capacity building initiatives to enhance the competencies of stakeholders to promote sustainable results on health system strengthening, with a view to enhancing the in-country capacity for health, nutrition and HIV procurement and supply chain management.
1. **QUALIFICATIONS OF SUCCESSFUL CANDIDATE**

**Education**

An advanced university degree in public health/nutrition, pharmacy, paediatric health, family health, supply chain and logistics, health research, global/international health, health policy and/or management, epidemiology, or any other relevant technical field.

**Experience**

* A minimum of eight years of professional experience in health supply chain management, public health/nutrition planning and management with supply component, or maternal and neonatal health care with supply chain management.
* Additional professional certification (CSCP, CSCM, CPSM, SCMP, etc.) from an accredited supply management institution in conjunction is an asset.
* Experience working in a developing country is required.
* Relevant experience in a UN system agency or organization is considered as an asset.
* Experience in emergency preparedness and response is considered as an asset.

**Language requirements**

Fluency in English is required. Knowledge of another official UN language is considered as an asset.

**Technical Knowledge**

* Professional technical knowledge/ expertise in supply chain system, including forecasting and supply planning, procurement, inventory management, warehousing and distribution, logistics management information system
* Knowledge of theories and practices in health system strengthening
* Expert knowledge of the technical areas of UNICEF health and nutrition programmes
* Computer software application, including word processing, spreadsheet, and corporate software packages
* General knowledge of methodology of programme/project management, programmatic goals, visions, positions, policies and strategies in Health and Nutrition, knowledge of global health and nutrition issues, specifically relating to children and women, and the current trends, methods, and approaches.
* Emergency programme policies, goals, strategies, and approaches.
1. **COMPETENCIES OF SUCCESSFUL CANDIDATE**

**Core Values**

* Care
* Respect
* Integrity
* Trust
* Accountability

**Core Competencies**

* Nurtures, Leads and Manages People (2)
* Demonstrates Self Awareness and Ethical Awareness (3)
* Works Collaboratively with others (3)
* Builds and Maintains Partnerships (3)
* Innovates and Embraces Change (3)
* Thinks and Acts Strategically (3)
* Drives to achieve impactful results (3)
* Manages ambiguity and complexity (3)

**Functional Competencies**

* Analysing (3)
* Deciding and Initiating Action (2)
* Applying Technical Expertise (3)

Prepared by:

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Representative Date