

Terms of Reference

Title & Level	Health Specialist (Health System Strengthening); P4 TA
Location	Freetown
Duration	364 days
Reporting to	Chief Health and Nutrition

I. PURPOSE OF THE TEMPORARY APPOINTMENT (TA)

UNICEF Sierra Leone's Health and Nutrition portfolio covers a range of technical interventions for reducing maternal, newborn and child morbidity, mortality, and malnutrition. Health Supply Management (quality of supplies and maintenance) is one of the key pillars of system strengthening for ensuring best value for money and uninterrupted availability of life saving medicines, functional equipment, responsive infrastructure and trained human resources to manage them.

Ongoing work related to health supply strengthening is multifaceted with some key activities in oxygen system strengthening, solarization of facilities, construction of cold chain facilities, establishment of biomedical engineering systems, construction of O2 plants and cold chain facilities and end user monitoring and innovations using digital solutions such as rapid-Pro for real-time stock management of essential commodities. In addition, the incumbent will collaborate with other sections in the Country Office, Regional Office, and UNICEF Supply Division to create synergy on supply-related issues.

Job Organizational Context:

To reduce the unacceptably high levels of maternal and child morbidity, mortality and malnutrition in an equitable manner, UNICEF Sierra Leone's Health and Nutrition programmes places emphasis on a health system strengthening approach working closely with Government counterparts and departments responsible for respective programme supply chain management, which ensures sustainability of the gains made and builds systems resilience and capacity to respond to future shocks and crises.

II. SUMMARY OF KEY FUNCTIONS/ACCOUNTABILITIES

1. Support Forecasting and Planning including Direct Procurement Support to partners.
2. Programme Management, Monitoring and Delivery of Results with quality.
3. Technical and Operational Support to Programme Implementation in an equitable manner.
4. Networking and Partnership Building for best value for money
5. Innovation, Knowledge Management and Capacity Building.
6. Support to Supply Chain Management.

1. Support Forecasting and Planning including Direct Procurement Support to partners.

- Support and contribute to the preparation of annual supply plan (and midyear revisions) in collaboration with section colleagues, establish a strategic plan for forecasting and procurement (including direct procurement support) and management of health, HIV, and nutrition related programmes.
- Keep abreast of changes in procurement policies and trends in global tendering to enhance programme management, efficiency, and delivery.
- Supporting the implementation of the Quantification Analysis tool (QAT) for supply planning of nutrition, MCHN, HIV and EPI commodities
- Establish specific programme goals, objectives, strategies, and implementation plans based on results-based planning terminology and methodology (RBM). Prepare required documentations for commodity status review and approval.
- 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.

- Provide technical and operational support throughout all stages of programming processes for health and nutrition supply chain management to ensure integration, coherence, and harmonization of programmes/projects with other UNICEF sectors and achievement of results as planned and allocated.
- 2. Programme Management, Monitoring and Delivery of Results with quality**
- Plan and/or collaborate with internal and external partners such as DFN (Director Food and Nutrition), DPS (Directorate of Pharmaceutical Supplies, & NMSA (National Medical Supplies Agency) for planning, monitoring/tracking of supply related documents and execution of quarterly distribution of nutrition supplies and any ad-hoc request to monitor stocks status (at all levels) in collaboration with supply logistic section.
 - Establish performance monitoring benchmarks for stock status and quality standards in line with UNICEF/UN system to strengthen performance accountability, coherence, and delivery of concrete and sustainable results for the health system strengthening component of health, HIV and nutrition programmes.
 - Implement end-user monitoring including nutrition, EPI and health commodities and set a mechanism to follow up on implementation of recommendations with DHMT (district Health Management Team) and NMSA;
 - Implementation of RapidPro in selected districts (spread across each region) to inform resupply decisions and avoid stock out status of life saving commodities
 - Identify and adjust supply plan as per the progress and emerging programme needs and challenges in the context of the Country Programme context.
 - Ensure that HSS supply specific challenges and priorities are well reflected in Programme Strategic Note and annual work plans of the health, HIV, and nutrition programme.
 - Contributes to building specific model processes for forecasting, procurement, SO monitoring and tracking, distribution. and end user monitoring in a way to get best value for money for zero stockouts and minimize wastage at all levels.
 - Assists in quality assurance and finalization of study, evaluation, research reports, incorporating inputs/feedback from relevant stakeholders on supply related areas/challenges to meet quality standards as outlined in UNICEF Programme Policies and Procedures and related guidelines.
 - Participate in programme reviews and annual sectoral reviews with the government and other counterparts to assess progress and to determine required action/interventions to achieve results.
- 3. Technical and Operational Support to Programme Implementation in an equitable manner**
- Work closely with the Ministry of Health, other ministries, and partners at national and district levels towards improving systems for quality delivery of health, HIV, and nutrition programs with a focus on strengthening health system monitoring systems
 - Actively monitor programmes/projects through field visits and 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.
 - Ensures availability of a user-friendly central database or dashboard to be updated monthly and that key annual programme supply specific indicators for health, HIV and nutrition programme are tracked and analysed to guide programme and management decisions for equitable health and nutrition service delivery.
 - Provide technical guidance and operational support to government counterparts, NGO partners, UN system partners and other country office partners/donors on the interpretation, application and understanding of UNICEF policies, strategies, processes, quality assurance standards and best practices and approaches to strengthen health system,
 - Contribute to emergency preparedness and response of UNICEF health, HIV, and nutrition programmes with particular focus on supply prepositioning, monitoring, and reporting.

4. **Networking and Partnership Building for best value for money**

- Build and sustain effective close working partnerships with health, HIV and nutrition sector government counterparts, national stakeholders, as well as other UN agencies, global partners, allies, donors, and academia, through active networking, advocacy, and effective communication.
- Reporting to donors/Global Funds; HAC (Humanitarian Action for Children)/ SFF (Supplies Financing Facility) reports, proposal writing for funding.
- Management and monitoring of specific donor grants for procurement of program supplies procured through UNICEF e.g., FHCI, IsDB, USAID, Government of Japan and other prospective donors.

5. **Innovation, Knowledge Management and Capacity Building**

- Build capacity and exchange knowledge and expertise to facilitate the achievement of programme goals on child rights, social justice, and equity.
- Apply and introduce innovative approaches and good practices to build the capacity of partners and stakeholders, and to support the health and nutrition supply 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 system specific to supply related interventions to ensure evidence-based planning, budgeting, and monitoring.
- Organize and implement capacity building initiatives to enhance the competencies of stakeholders to promote sustainable results on health system strengthening specific to supply.
- Enhancing the in-country capacity for evidence-based planning, budgeting, and monitoring for equitable maternal, neonatal, child, and adolescent health and nutrition services.

6. **Support to Supply Chain Management**

- Oversee Health and Nutrition supply chain system strengthening initiatives across all programme areas for health (MNCH, Nutrition, EPI, Child Health, Malaria, HIV).
- Coordinate needs determination, forecasting and quantification of supplies for nutrition, MNCH, HIV, EMTCT, Community health, SCBU medicines, equipment, and accessories.
- Forecasting and procurement of vaccines and dry supplies and procurement of Cold Chain equipment, installation, and maintenance.
- Manage health and nutrition supply annual planning, monitoring and mid-year revisions.
- Monitoring shipments and deliveries in collaboration with Supply and Logistics section.
- Monitor pipeline and stock out and deliver on monthly reporting and distribution.
- Track and manage end-user monitoring of key health and nutrition supplies.
- Oversee oxygen systems strengthening.
- Supervise maintenance of equipment through supervision of Biomedical Engineer & Cold Chain Monitoring Consultants.

III. **QUALIFICATIONS OF SUCCESSFUL CANDIDATE**

Education

An advanced university degree in any of the following fields is required: Public Health/Nutrition, Paediatric Health, Health Policy and/or Management, Health System Strengthening, Environmental Health Sciences, Health Education, or relevant technical field.

**A first University Degree in a relevant field combined with 2 additional years of professional experience may be accepted in lieu of an Advanced University Degree.*

Required Experience

- A minimum of 8 years of progressively responsible professional experience in Public Health/Nutrition and HIV Sector Planning, Health Systems Strengthening, or Health Emergency/Humanitarian Preparedness is required.
- Experience in Health and Nutrition Supply Chain Management will be given appropriate consideration.

- Ability to build cross-sectional or cross-organizational partnerships.
- Experience working in a developing country is considered as an asset.
- Relevant experience in a UN system agency or organization is considered as an asset.

Language requirements

Fluency in English is required. Knowledge of another official UN language or local language of the duty station is considered as an asset.

Technical Knowledge

- Extensive knowledge of HSS and supply related theories and principles.
- Computer literacy and the ability to effectively use standard office software tools as well as good knowledge and skill in using logistic management system tools.
- Professional technical knowledge/ expertise in Activity Monitoring & Evaluation, Evaluation Design, Data Analysis, and Reporting.
- Gender equality and diversity awareness.

IV. COMPETENCIES OF SUCCESSFUL CANDIDATE

<u>Core Values</u>	<u>Core Competencies</u>
<ul style="list-style-type: none"> • Care • Respect • Integrity • Trust • Accountability • Sustainability 	<ul style="list-style-type: none"> • Demonstrates Self Awareness and Ethical Awareness (1) • Works Collaboratively with others (1) • Builds and Maintains Partnerships (1) • Innovates and Embraces Change (1) • Thinks and Acts Strategically (1) • Drive to achieve impactful results (1) • Manages ambiguity and complexity (1) • Nurturing, Leads and Manages People (1)