

Latin America and Caribbean Region
Temporary Appointment
Terms of Reference [TOR]

Title	Procurement Services Specialist	Level	P3
Supervisor's title	Regional Supply & Logistics Manager	Supervisor's Level	P4
Contract duration	364 days	Expected start date	01.01.2027

Child Safeguarding
Is this project/assignment considered as " <u>Elevated Risk Role</u> " from a child safeguarding perspective?
☐ Yes ☒ No <i>If yes, check all that apply</i>
Direct Contact Role
☐ Yes ☒ No If yes, please indicate the number of hours/months of direct interpersonal contact with children, or work in their immediately physical proximity, with limited supervision by a more senior member of personnel:
Child Data Role
☐ Yes ☒ No If yes, please indicate the number of hours/months of manipulating or transmitting personal-identifiable information of children (name, national ID, location data, photos):
More information is available in the Child Safeguarding SharePoint and Child Safeguarding FAQs and Updates

Background
The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does, in programmes, advocacy and operations. UNICEF's equity strategy focuses on the most disadvantaged and excluded children and families and translates its commitment to children's rights into action. Job organizational context Procurement Services (PS) enables UNICEF to make its procurement capacity, global scale, market knowledge and technical expertise available to governments and other partners. In the Latin America and Caribbean region, the LACR Procurement Services Regional Strategy 2025-2029 positions PS as a strategic platform for improving access to quality-assured supplies, strengthening national supply chain systems, expanding fiscal space for children and supporting countries as they transition from donor financing toward sustainable domestic and International Financial Institution financing. The position is located in the LAC Regional Office and works in close coordination with UNICEF Country Offices, Supply Division, programme and partnership teams, governments, UN agencies, International Financial Institutions and other strategic partners. The position supports the implementation of the regional PS strategy and its integration with Supply Chain System Strengthening, localization, emergency preparedness and response, and regional oversight and technical support priorities.

For every child, a hero	
Purpose of the Job	
Under the supervision of the Regional Supply & Logistics Manager, the Procurement Services Specialist will lead the regional implementation, monitoring and operationalization of the LACR Procurement Services Regional Strategy 2025-2029. The incumbent will provide strategic and technical guidance to Country Offices and partners on Procurement Services, supply financing, domestic resource mobilization, International Financial Institution engagement and national supply chain strengthening, while promoting knowledge exchange, portfolio development and measurable results across the region.	
How can you make a difference?	
Key functions, accountabilities and related duties and tasks	
1. Lead implementation and results monitoring of the LACR Procurement Services Regional Strategy 2025-2029 • Coordinate implementation, monitoring and reporting of the regional PS strategy and its results framework. • Support Country Offices to integrate PS into Country Programme Documents, national supply chain strategies and Supply Chain System Strengthening roadmaps. • Develop country-specific engagement approaches, prioritizing opportunities with the greatest potential for sustainable programmatic and systems impact. • Monitor regional PS activity, market and financing trends, and progress against targets for portfolio growth, fiscal space, partnerships, financing and capacity development. 2. Expand strategic Procurement Services engagement with governments and partners • Provide technical advice and strategic guidance to Country Offices on PS opportunities, partnership modalities, operational requirements, risk assessment and mitigation. • Support Country Offices to engage ministries and other government counterparts on multi-year procurement planning for essential supplies and establishment of ready-to-use partnership frameworks. • Facilitate the development and implementation of PS projects and coordinate with Supply Division and relevant stakeholders to support timely delivery. • Promote portfolio expansion beyond traditional health commodities into UNICEF programme areas such as WASH, Child Protection, education, digital solutions and sustainable infrastructure. 3. Advance supply financing, fiscal space and innovative financing solutions • Advise Country Offices and partners on supply financing, domestic resource mobilization, budgeting and financing strategies for essential supplies. • Promote and operationalize appropriate financing solutions, including Vaccine Independence Initiative mechanisms, pre-financing, Child Nutrition Fund opportunities and emerging financing instruments. • Identify opportunities to generate and demonstrate fiscal space through value-for-money analysis, strategic sourcing, pooled procurement and transparent procurement solutions. • Support evidence generation and policy dialogue on reinvesting procurement efficiencies in programmes for children.	

4. Develop strategic engagement with International Financial Institutions

- Identify opportunities for UNICEF PS engagement in government-led projects financed by the World Bank, IDB, CAF, CDB, IsDB and other International Financial Institutions.
- Support Country Offices in positioning UNICEF as a trusted procurement and implementation partner for IFI-financed investments.
- Facilitate coordination among governments, IFIs, Country Offices, Supply Division and partnership teams to develop and implement viable opportunities.
- Promote UNICEF's value proposition in quality assurance, transparency, risk mitigation, market access and last-mile delivery.

5. Strengthen national supply chains, markets and resilience

- Leverage PS as an entry point for sustainable national supply chain strengthening and improved access to affordable, quality-assured supplies.
- Link PS opportunities to Supply Chain Maturity Model findings and national improvement roadmaps, including strategic bundling of commodities with technical assistance where appropriate.
- Identify opportunities related to localization, regional manufacturing, demand aggregation, cold chain modernization, digital transformation and supply chain data visibility.
- Guide Country Offices on operational complexities, including in-country logistics, import requirements, regulatory compliance, fragile contexts and emergency preparedness.

6. Build regional capacity, knowledge and partnerships

- Establish and coordinate PS UNITE as a regional Community of Practice for technical exchange, peer support and dissemination of good practices.
- Design and deliver training, workshops and tailored technical assistance to strengthen PS and supply financing capacity in Country Offices and among partners.
- Document and disseminate lessons learned, case studies, market intelligence and innovative approaches.
- Represent UNICEF in regional forums, conferences and technical networks related to Procurement Services, public procurement, financing and supply chain strengthening, and foster complementarity with PAHO, UN agencies and other regional partners.

To qualify as an advocate for every child you will have (Minimum requirements)

Education:	An advanced university degree in supply chain management, procurement, business administration, public administration, economics, finance, international development or another relevant technical field. A first university degree combined with additional qualifying professional experience may be accepted in lieu of an advanced university degree. <i>Would you like to apply the flexibility clause of the policy for degree/work experience? Yes</i> Attached the flexibility clause approved by the Regional Director
Work Experience:	A minimum of five years of progressively responsible professional experience in procurement services, public procurement, supply chain management, supply financing, partnership development, programme management or a

	related field, including relevant experience in international development. Experience supporting governments, developing strategic partnerships, working with financing institutions, or strengthening national supply chains is an asset.
Skills: (Technical and non-technical) Minimum 2 - Maximum 6	1. Procurement Services and Public Procurement Expertise (Technical) - Knowledge of procurement services, public procurement frameworks, contracting modalities, market analysis and strategic sourcing. 2. Supply Chain Systems Strengthening and Supply Financing (Technical) - Ability to support governments and partners in supply chain strengthening, supply financing, domestic resource mobilization, and innovative financing mechanisms. 3. Strategic Partnership Development and Stakeholder Engagement (Non-Technical) - Ability to build and manage productive relationships with governments, ministries, International Financial Institutions, UN agencies and development partners. 4. Strategic Analysis and Business Development (Technical) - Ability to identify opportunities, analyze markets and financing trends, develop engagement strategies, and expand Procurement Services portfolios. 5. Communication, Influencing and Advocacy (Non-Technical) - Strong capacity to communicate complex concepts, influence decision-makers, facilitate policy dialogue and promote UNICEF's value proposition. 6. Capacity Building and Knowledge Management (Non-Technical) - Ability to design and deliver training, facilitate communities of practice, disseminate lessons learned and strengthen institutional capacity across Country Offices and partners.
Desirables: Minimum 2 - Maximum 6	1. Experience working with governments on public procurement, supply chain strengthening, or health, education and social sector programmes. 2. Experience engaging with International Financial Institutions (e.g., World Bank, IDB, CAF) or development financing mechanisms. 3. Knowledge of innovative financing mechanisms, including pre-financing, domestic resource mobilization, pooled procurement or fiscal space initiatives.

	4. Experience supporting supply chain assessments, system strengthening initiatives, or national supply chain reform programmes. 5. Experience designing and delivering capacity-building, training and knowledge-sharing initiatives for diverse stakeholders.
Languages: (Please indicate level: Basic, Intermediate or Fluid/Proficient)	Fluency in Spanish and English is required. Working knowledge of French is desirable.
Weightage Section: Assign a % to each category, ensuring that the total adds up to 100%.	
Education: 10% Experience: 40% Skills: 40% Desirables: 10%	
For every Child, you demonstrate ...	
<u>Core Values:</u> Care, Respect, Integrity, Trust, Accountability and Sustainability (CRITAS) <u>Competencies:</u> 1. Demonstrates Self Awareness and Ethical Awareness 2. Works Collaboratively with others 3. Builds and Maintains Partnerships 4. Innovates and Embraces Change 5. Thinks and Acts Strategically 6. Drives to achieve impactful results 7. Manages ambiguity and complexity	
Included in Annual/ Rolling Workplan	
☒ Yes ☐ No If it is included, please write Outcome/Output/Activity. If not, please explain.	
This position supports the implementation of the LACR Procurement Services Regional Strategy 2025-2029. The position contributes to regional priorities related to Procurement Services portfolio development, supply financing, domestic resource mobilization, engagement with governments and International Financial Institutions, integration of Procurement Services into national supply chain strengthening initiatives, and regional capacity development. The incumbent will support Country Offices in operationalizing Procurement Services as a strategic tool to improve access to quality-assured supplies, strengthen national systems, expand fiscal space for children, promote innovative financing solutions, and enhance knowledge sharing through the PS UNITE Community of Practice. The position is a key enabler for achieving the strategy's targets related to Procurement Services growth, strategic partnerships, financing solutions, supply chain strengthening, and institutional capacity across the Latin America and Caribbean region.	

