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TERMS OF REFERENCE FOR TEMPORARY APPOINTMENT

Post Title	:	Supply Officer (Supply Chain Strengthening)
Contract type	:	Temporary Appointment (TA)
Proposed level	:	P2
Duration	:	364 days
Duty Station	:	Abuja (Nigeria)
Supervisor	:	Chief, Supply and Logistics

BACKGROUND

Nigeria has the second highest number of malnourished children in the world and the highest in Africa. Malnutrition, in all its forms, is a violation of children's right to adequate nutrition. To change the narrative, UNICEF, in partnership with the government, donors, and other stakeholders, aims to deliver high-quality prevention and treatment services at scale to build resilience and protect the most vulnerable, particularly during the First 1000 Days of Life. The focus, in keeping with UNICEF Nigeria's Country Programme Strategy (2023-2027), is to (i) strengthen the enabling environment, including data, to inform policy and programming; (ii) strengthen systems, especially the health, food and social protection system to deliver high-quality services; and (iii) address social and behavioural practices that influence diets and practices.

UNICEF, as the provider of last resort, has worked with partners over the years to provide lifesaving nutrition services to children with severe acute malnutrition. This includes distributing large quantities of nutrition supplies such as Ready-to-Use Therapeutic Foods (RUTF), F-75, F100, ReSoMal, Small Quantity Lipid Nutrient Supplements (SQ-LNS), Multiple Micronutrient Supplements (MMS), and Vitamin A Supplements. These are mostly distributed through the health system by health workers and partners delivering humanitarian services.

Over the years, the Child Nutrition and Development programme has grown in scope and depth. This has resulted in the distribution of large consignments of nutrition supplies for programme implementation. Recently, incidents of aid diversion involving nutrition supplies have increased. This has significant implications for programme implementation and UNICEF's reputation as a trusted partner for humanitarian response.

Since 2024, UNICEF has supported the Government of Nigeria, as part of systems strengthening, to improve the Nigeria Health Logistics Management System (NHLMIS) and related systems for managing nutrition supplies. All essential nutrition commodities have been onboarded, health workers (especially data officers) have been trained across 20 states, and reporting through this system has been underway since January 2026.

Nigeria Country Office has been identified as a pilot country and qualifies for $3-4 million budget support to roll out the Last Mile Supplies Monitoring tool.

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PURPOSE OF JOB

UNICEF conducted two independent nutrition supply chain assessments in 2024 and 2025. Recent assessments have identified:

- Fragmented data ecosystems with limited interoperability between existing systems
- Visibility gaps from UNICEF warehouse handover through distribution chains to point-of-use (health facilities, community health workers, beneficiaries)
- Weak accountability mechanisms and limited capacity of government and implementing partners to track and monitor supply utilization
- Insufficient last-mile monitoring, making it difficult to detect diversion, misuse, stockouts, or under-utilization at the point of delivery

The Supply Officer will provide technical support to the country office on two interconnected strategic pillars:

- Pillar 1: Implementation of a Digital Solution for Supply Visibility & Accountability
  Design and implement an integrated digital solution that extends UNICEF visibility from warehouse handover through government and implementing partner distribution chains to health facilities and beneficiary level, with real-time accountability mechanisms to detect supply diversion, misuse, or underutilization using the Last Mile Supply Monitoring (LMSM) tool.

- Pillar 2: Government System Strengthening for Logistics Information Management
  Strengthen government and implementing partner capacity in supply chain data management, transparency, and decision-making by establishing sustainable digital systems that integrate existing data ecosystems and support coherent logistics information management.

MAIN DUTIES AND RESPONSIBILITIES

1. Digital Solution Design, System Analysis and Implementation of Last Mile Supply Monitoring

- Provide technical leadership for full-scale deployment of Last Mile Supply Monitoring (LMSM) across state, local government areas and health facilities in targeted locations
- Develop a phased implementation roadmap with clear milestones, resource requirements, success metrics, and a government-led sustainability plan
- Lead the design of an end-to-end digital supply chain visibility solution focused on last-mile monitoring to beneficiary level, incorporating interoperability principles and harmonized data standards
- Develop comprehensive system specifications, data models, data dictionaries, user requirements, interoperability protocols, and reporting dashboards in close consultation with government, logistics, supply, and programme stakeholders
- Monitor system performance, data quality, and usage patterns; identify and address bottlenecks and contextual barriers in real-time in coordination with vendors, system administrators, and government partners

2. **Strengthen capacity and multi-Stakeholder Coordination for the rollout of the logistics management information system**

- Ensure effective engagement with government (NPHCDA, Ministry of Health) and implementing partners to align on digital solutions, data standards, interoperability protocols, and accountability mechanisms for the logistics management information system
- Facilitate systems integration and interoperability across supply chain ecosystems and facilitate stakeholder alignment on common data standards and system architecture\
- Design and deliver training curricula for government, implementing partners, and facility-level staff on system use, data entry standards, data quality assurance, and interoperability concepts
- Provide technical support through on-site coaching and mentorship to users at all levels (warehouse managers, data entry staff, health facility supervisors, community workers)
- Provide technical advice on supply chain management system strengthening, digital literacy, and governance to government and implementing partners

3. **Programme management, monitoring and delivery of results**

- Establish monitoring dashboards, performance analytics, and regular reporting on key supply chain metrics (delivery timelines, data quality, system adoption, supply utilization, interoperability performance) for management and donor audiences
- Analyze last-mile monitoring data to identify supply diversion, misuse, stockouts, or underutilization; escalate findings for corrective action and accountability
- Prepare regular progress reports, technical assessments, and donor-focused documentation on implementation progress, results, and challenges for UNICEF leadership, government partners, and donors
- Contribute to programme-level monitoring on supply-side constraints and their impact on coverage and effectiveness

4. **Technical and operational support to programme implementation**

- Provide support for bi-annual nutrition supply inventory in the HAC states and quarterly reconciliation of data (supply and programme)
- Oversight in conducting End User Monitoring of nutrition commodities using the Access and Coverage Evaluation (ACE) tool to guide improvements in supply chain management, mitigating aid diversion and programmatic interventions
- Monitor the supply chain workstreams (ongoing procurements, release orders and inventory data) through regular monitoring of the LMSM Dashboards and sharing analysis reports with the logistics and programme team.
- Undertake field visits to provide support to field offices and partners on last-mile supply monitoring and related activities.

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MINIMUM QUALIFICATIONS

Education:

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

Experience:

- Minimum of two (2) years of relevant professional experience, at the national and international levels, in supply, logistics, procurement, contracting, administration and/or other directly-related technical fields is required
- Proven experience in humanitarian logistics and supply chain management
- Experience in software and digital solutions for supply chain management
- Proven experience in leading multi-stakeholder engagement with the Government and partners
- Experience in private sector humanitarian programming is an advantage.
- Experience in health/nutrition programme/ project development and management in a UN system agency or organization is an asset.

UNICEF values and competency Required (based on the updated Framework)
Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability
- Sustainability

Core Competencies

- 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)

Language

- Fluency in English is required. Knowledge of another official UN language or a local language is an asset.