UNITED NATIONS CHILDREN'S FUND
Terms of Reference

I. Post Information

Job Title: Monitoring Specialist Supervisor Title/ Level: Planning Manager, MSDCP4 Supervisor's Post Number: 102955 Organizational Unit: MSDC, Demand Planning and Forecasting Unit Post Location: Copenhagen-Denmark	Job Level: P3 Job Profile No.: 124204 CCOG Code: Functional Code: Job Classification Level: P3

II. Strategic office context and purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. 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. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Strategic office context and purpose of the job :

Under the supervision of the Planning Manger, in MSDC, this position is responsible for:

(1) Develop and disseminate relevant global guidance materials, including those in the immunization and nutrition forecasting and supply planning toolbox, and relevant guidance for pharmaceutical forecasting and supply planning, to support country strengthening of forecasting and supply planning.
(2) Work with countries to improve immunization, nutrition and pharmaceutical forecasting and supply planning through process strengthening, introduction of relevant electronic solutions that can support these processes, and capacity building of UNICEF country colleagues, partners and government staff.
(3) Represent UNICEF as the forecasting and supply planning strengthening focal point in relevant forums, specifically related to immunization, nutrition and pharmaceutical supply chain strengthening.

III. Key functions, accountabilities and related duties/tasks:

Summary of key functions/accountabilities:

1. Manage the development and refinement of the Immunization and Nutrition Forecasting and Supply Planning Toolbox to ensure content is relevant and useful for the intended users in countries. This work is done in collaboration with relevant technical partners, including WHO, Gavi and other partners, as applicable.
2. Facilitate the operationalization of the Immunization and Nutrition Forecasting and Supply Planning Toolbox through the development of relevant implementation materials such as guides and training materials, and appropriate dissemination methods such as webinars, conference presentations and forum posts, to support use of the published toolbox to strengthen forecasting and supply planning in interested countries.
3. Develop and disseminate relevant global guidance materials to support countries in strengthening pharmaceutical forecasting and supply planning, in collaboration with relevant technical partners.
4. Coordinate partners to ensure alignment and common objectives in country support related to immunization, nutrition and pharmaceutical forecasting and supply planning, prevent duplication of country-level work, and assure broad reach in terms of country targets.
5. Facilitate training efforts and country visits to Supply Division related to forecasting and supply planning country strengthening for immunization, nutrition and pharmaceuticals by preparing training materials and presentations, and delivering them as relevant. Also support the development of communication materials with technical and advocacy focus for the guidance, tools and IT solutions supported by MSDC.
6. Oversee relevant IT projects that support countries in generating data for forecasting and supply planning across immunization, nutrition and pharmaceuticals through activities such as development of implementation and training materials and approaches, management of and engagement with relevant stakeholders, and work with IT colleagues and other technical partners, as relevant, on platform enhancements and provision of user support and platform maintenance. IT project stakeholders vary but can include UNICEF and WHO regional, HQ and country colleagues, and other technical partners.
7. Support other relevant initiatives related to forecasting and supply planning capacity strengthening in UNICEF and countries, including across immunization, nutrition and pharmaceuticals.
8. Perform any other duties as requested by the supervisor.

IV. Impact of Results

The quality of the forecast and supply plans have great impact on the accuracy of the volume communicated towards suppliers and therefore is an essential requirement to ensure availability of affordable supplies.

V. Competencies and level of proficiency required

Core Values	**Core competencies**
• Care • Respect • Integrity • Trust • Accountability • Sustainability	1. Builds and maintains partnerships 2. Demonstrates self-awareness and ethical awareness 3. Drive to achieve results for impact 4. Innovates and embraces change 5. Thinks and acts strategically 6. Manages ambiguity and complexity 7. Works collaboratively with others

VI. Recruitment Qualifications

Education: .	• Advanced university degree in public health, pharmacy, social sciences, supply chain or another relevant field.
Experience:	• Minimum 5 years progressively responsible work experience in strengthening health supply chains, preferable for immunization, nutrition and pharmaceautical products and on forecast and supply planning • Minimum 3 years of experience in direct and relevant support and collaboration with country governments in low- and middle-income countries • First-hand experience in project management of global and cross-country projects with multiple stakeholders. Experience with IT project and projects in UNICEF or other UN agencies is an advantage. • Demonstrable experience with development of communication and training materials, as well as training and meeting facilitation of relevant audience • Demonstrable experience in conceptualizing, planning and executing projects as well as transfer of knowledge and skills • Knowledge of global health forecasting, quantification, and supply planning processes, including familiarity with forecasting and planning tools such as the Quantification Analytics Tool (QAT), and other relevant

	platforms used to support immunization and health commodity forecasting, supply planning, and decision-making would be a strong asset.
Language Requirements:	Fluency in English is required and proficiency in French is desirable.