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TERMS OF REFERENCE

Supply Chain Data Analyst Consultant

CONTRACT MODALITY	Individual Consultancy
DUTY STATION	Copenhagen, Denmark (remote)
DURATION OF CONTRACT	12 months

Purpose of Assignment

Purpose of Activity/Assignment (Consultants may be engaged only when the assignment is of a temporary nature; based on payment for services or work with defined deliverables and outputs that are specific and measurable, to be performed and completed within a specified period of time. Consultants must not be engaged to perform staff functions or other functions that are not based on defined deliverables or outputs):

In recent years, UNICEF has been the leading UN agency in procurement and delivery of supplies, much of them related to enabling comprehensive primary healthcare for children and their communities. UNICEF operates a global supply chain from demand forecasting to the last-mile delivery, including in conflict and disaster zones. In 2020, UNICEF's Supply Division started a digital supply chain initiative with goals to streamline information processing, create an adaptable organization, and use predictive modelling for decision-making. Strong progress has been made over these years but we are faced with challenges with end-to-end visibility, including low data quality and slow adoption of digital tools by staff. Addressing these issues is crucial for providing reliable Supply Intelligence and digital empowerment of staff, as well as enabling the publication of key aspects of our information for the benefit of local and global partners.

The purpose of the consultancy is to strengthen the end-to-end supply chain visibility at the Nigeria Country Office (NCO) through enhanced data analysis, dashboard development, and reporting. The consultancy will leverage UNICEF's existing corporate resources related to supply chain data and will benefit from the knowledge and expertise of those managing these digital resources, as well as Power BI tools to develop and maintain reliable supply chain monitoring and visibility solutions that support evidence-based decision-making, performance monitoring, communication, and demonstration of results.

The NCO manages a large and complex supply chain operation supporting multiple programme areas, including Health, Nutrition, WASH, Education, Child Protection, Social Policy, and Emergency Response. These activities generate significant operational data across multiple systems and tools, including all UNICEF corporate platforms and digital data sources, NCO records and programme-specific trackers. While large segments of the UNICEF supply chain are standardized and digitalized, other data is often fragmented across different sources, limiting end-to-end visibility and making it challenging to obtain a consolidated view across procurement status, delivery timelines, inventories, invoice processing, supplier performance, and key indicators.

To address these challenges, the consultancy will strengthen the office's supply chain capacity in data analysis, reporting, and visualization by leveraging existing corporate data sources and dashboards while developing country-specific dashboards, data models, and reporting tools. The work will include establishing and maintaining data models within the corporate Data Warehouse, ensuring reliable data feeds, organizing supply chain intelligence within existing monitoring tools, and further developing Power BI dashboards to improve visibility and identify operational bottlenecks.

The assignment will also support the digital empowerment and training of staff in the effective use of supply chain

monitoring and analytical tools, helping ensure sustainable use of the developed solutions.

The supervision of this consultancy will be shared between the Supply Chain Specialist at the Monitoring, Strategic Data Center, UNICEF Supply Division (MSDC), and the Procurement Services Manager, UNICEF Nigeria Country Office (NCO). Deliverables will be reviewed by the former and formally approved by the latter.

Scope of Work

Support the optimization of UNICEF's Supply Data Warehouse Reporting Tools
The consultant will serve as a bridge between the NCO and relevant teams in Supply Division to map and design the Country Office's supply data requirements and support enhancements to supply-related tools and dashboards using the corporate Supply Data Warehouse data.
The consultant will actively participate in the Supply Data Warehouse core project group to collect, design, improve, test, and validate supply data and business logic, ensuring that the required business logic is incorporated into the Data Warehouse and that supply data points are structured and ready for dashboard consumption.

Support decision making and communication
The consultant will support the conceptualization, development, analysis, and implementation of business process improvements and solutions aimed at strengthening supply chain monitoring and reporting for the NCO. This will involve close coordination with colleagues in the MSDC, and in the NCO Operations, and Programme Sections to understand business needs and identify appropriate solutions. Visualization solutions will primarily be developed using Microsoft Power BI, drawing on the existing data warehouse and other relevant data sources. Regular communication and coordination with the teams will be required, with activities carried out in line with the team's guidance. The consultant will also support the maintenance and enhancement of existing Power BI dashboards developed for the NCO, based on evolving business needs.

Reliable supply data quality
As reflected in UNICEF's Supply Data Quality workstream, it is essential to ensure that supply data is accurate, reliable, and up to date. The consultant will support this by educating staff and actively monitoring NCO related supply dashboards, identifying data quality issues, taking preventive and corrective actions, and coordinating with relevant UNICEF Supply Division stakeholders when required.

Generate supply relevant business intelligence
The consultant will be responsible for analyzing specific supply-related requests from the NCO. This will include identifying the most appropriate approach and methodology in collaboration with MSDC and NCO colleagues; collecting relevant information from sources such as corporate systems, existing dashboards, and external sources; organizing and analyzing the data; and presenting insights in the most suitable format and platform.

The requests are expected to be cross-cutting, covering various supply commodities and services, and will be addressed with guidance from the NCO. As multiple requests may be handled in parallel, the consultant will also maintain an implementation and analysis plan and regularly review progress with the supervisors.

Documentation and Training
The consultant shall provide all needed documentation related to reports/dashboards and design development as needed such as: data model diagrams, main query logic, etc. The consultant is expected to provide colleagues with initial training and documentation on the maintenance of the BI analytics dashboard, including data sources and data models if requested.

Work Assignments Overview	Deliverables/Outputs	Delivery deadline to complete the deliverable
Support the optimization of UNICEF's Data Warehouse Reporting Tools	The consultant will actively engage with both the Data Warehouse core project group and NCO to design the Country Office's supply data requirements and support enhancements to supply-related tools and dashboards using Data Warehouse data. This will include providing insights, recommendations, and technical expertise to improve the design, functionality, and analytical capabilities of the dashboards.	Feb 2027 30% May 2027 30% July 2027 40% 95 days
Support decision making, communication and Generate supply relevant business intelligence	The consultant will act as a liaison between MSDC, the NCO, and any relevant stakeholders, supporting the collection, validation, and testing of supply data for NCO dashboards. This will include working closely with the Country Office to ensure that business requirements and logic are accurately reflected in the dashboards and that supply data is effectively prepared for reporting and analysis. The consultant will also support the development of Supply Chain Monitoring Dashboards based on the Supply Data for Country office.	Jan 2027 20% Apr 2027 30% Aug 2027 20% Oct 2027 20% Nov 2027 10% 85 days
Documentation and Training	Provide comprehensive documentation for report/dashboard design, including data model diagrams and query logic. Additionally, offer training to colleagues on maintaining BI dashboards, covering data sources and models upon request. Additionally, the consultant is expected to provide training to UNICEF colleagues on best practices in supply monitoring. 2 trips to Nigeria, 7 days each	Mar 2027 40% Jul 2027 40% Oct 2027 20% 40 days
Reliable supply master data quality / Generate supply relevant business intelligence	A minimum of 15 analysis pieces are based on specific supply related requests connected to Supply Monitoring tools and Supply Chain Data issues, and as per plans agreed to with the team.	Jan 2027 20% Mar 2027 30% Jun 2027 20% Aug 2027 20% Nov 2027 10% 30 days

Payment Schedule:

Payment will be made on submission and acceptance of deliverables. UNICEF reserves the right to withhold payment in case the deliverables submitted are not up to the required standard or in case of delays in submitting the deliverables on the part of the consultant.

Important Notes

- Individuals engaged under a consultancy or individual contract will not be considered "staff members" under the Staff Regulations and Rules of the United Nations and UNICEF's policies and procedures and will not be entitled to benefits provided therein (such as leave entitlements and medical insurance coverage). Their conditions of service will be governed by their contract and the General Conditions of Contracts for the Services of Consultants and Individual Contractors. Consultants and individual contractors are responsible for determining their tax liabilities

and for the payment of any taxes and/or duties, in accordance with local or other applicable laws.

- Contracts are conditional upon the selected candidate's willingness to comply with any current or future vaccination requirements that may be established by UNICEF, where applicable. Failure to comply with applicable vaccination requirements, where required and without an approved medical exemption by UNICEF, may result in the withdrawal of the consultancy offer or termination of the contract in accordance with the General Terms and Conditions of Contract.

- UNICEF offers reasonable accommodation for consultants with disabilities. This may include, for example, accessible software, travel assistance for missions or personal attendants. We encourage you to disclose your disability during your application in case you need reasonable accommodation during the selection process and afterwards in your assignment.

QUALIFICATIONS / SPECIALIZED KNOWLEDGE / EXPERIENCE/ COMPETENCIES (CORE/TECHNICAL/FUNCTIONAL) / LANGUAGE SKILLS REQUIRED FOR THE ASSIGNMENT

Minimum requirements:

- Education:
    - A completed Advanced University degree (master's degree) in supply chain, economics, business administration, development studies, information systems management, social sciences, statistics, engineering, or relevant field is required.
    - A relevant first-level university degree in the above areas combined with 5 years of relevant qualifying experience may be accepted instead of the advanced university degree.
- Work Experience:
    - Minimum 5 years' work experience in public and/or private sector with proficiency in use of data processing/Data Warehouse, business data analysis and intelligence, systems, and process analysis, and/or performance monitoring is required, preferably in areas related to the supply chain.
- Language requirement:
    - Fluency in English is required;
    - Knowledge of another official UN language (French, Spanish, Russian, Chinese) is an asset
- Skills:
    - Demonstrated knowledge and experience in supply chain data analysis
    - Good presentation skills and experience with communicating visually and in writing analysis results
    - Proven ability to work independently in a multicultural setting and readiness to challenge your colleagues in the interests of achieving high-quality results
    - Good knowledge of planning and / or project management principles and practices
    - Systems competent, preferable with knowledge of SAP, Data warehousing, DataBricks, SQL and able to use the MS standard computer software
    - Strong skillset in MS Power BI and knowledge of DAX.
    - Ability to develop and maintain an effective network of working relationships

Desirables:

- Prior knowledge and working experience with SAP and strong skillset of MS Power Bi/SQL are considered a strong asset.
- Knowledge of Python is an advantage.

Note to Candidates:

- Shortlisted candidates will complete a technical assessment focusing on Power BI skills and related technical competencies.
- Candidates who successfully meet the required standard will be invited to participate in an interview.