

TERMS OF REFERENCE

UNFPA Turkey Field Associate

Type of Contract	: Service Contract
Level	: SB3 (SC6)
Duration	: 1 year initially up to end of 2018, with possibility of extension

Background:

Since 2011 UNFPA Turkey has been actively involved in the humanitarian response to the Syrian crisis within the framework of the government endorsed UN Regional Refugee and Resilience Plan (3RP) to refugees in Turkey and displaced people inside Northern Syria within the framework of the Whole of Syria.

Implementing its mandate, UNFPA works in close collaboration with line ministries and their provincial directorates to support national systems to provide quality services (health and protection) with a wider coverage. UNFPA runs its programme to ensure that sexual and reproductive health rights of refugees are met; the risks of maternal and infant mortality and morbidity, HIV infection, unwanted pregnancy, sexual violence and exploitation and other reproductive health-related conditions are addressed and protection services are provided without barriers such as language. For this purpose, UNFPA supports Migrant Health Centers and Social Service Centers in 20 provinces. Interventions within the programme include: capacity building of service providers, social workers, government officials, NGOs; service provision on sexual and reproductive health and psychosocial support; provision of protection services, outreach work, design and dissemination of critical IEC material to refugees; and provision of humanitarian materials including hygiene kits and medical equipment to support the provision of quality reproductive health.

To strengthen and support its field operations UNFPA will be hiring Field Associates to be deployed to the provinces where programme is implemented.

Major Activities/Expected Results:

Under the overall management of the Humanitarian Programme Coordinator and direct supervision of the relevant Regional Programme Manager, the Field Associate will contribute to the implementation of UNFPA programmes in the assigned provinces according to the approved workplans and UNFPA programme procedures. The Field Associate will also assist in the creation of substantive knowledge by compiling, synthesizing and analyzing information relevant to population and development, reproductive health and gender issues.

Expected Results/Description of Responsibilities:

- **Mapping** of local services for refugees provided by government and national/international NGOs.
- **Visiting UNFPA supported service delivery units** in the provinces s/he is responsible for regularly (at least twice a month). **Monitoring units** via use of standardized tools and checklist. **Identifying issues** regarding location, physical conditions, staffing, service provision etc.

- Meeting with beneficiaries for **service verification/satisfaction**, identification of needs, as agreed with the Regional Programme Manager.
- **Coordinating** with implementing partners and local partners (Provincial Health Directorates, Provincial Directorates of Family and Social Policies, etc.) to facilitate implementation of programme activities and to **organize** joint activities including awareness raising - empowerment activities targeting beneficiaries of UNFPA service units.
- **Monitoring of health / service mediator mechanism**, identifying bottlenecks and deviation from standards.
- **Monitoring referral system** of UNFPA supported service units, identifying bottlenecks, producing and implementing solutions together with the UNFPA partner, as approved by the Regional Programme Manager.
- **Supporting partners in data collection** and operationalization of online platform.
- Attending **local inter-agency meetings (including health, protection, basic needs and others)** and local coordination meetings as UNFPA humanitarian Ankara team backup, reporting on developments to Ankara, delivering presentations on UNFPA humanitarian programme as requested.
- **Networking with NGOs** in the field. **Liaising with local authorities** as approved with the Regional Programme Manager.
- Facilitating referrals and collaboration between health and protection actors at the provincial level.
- Supporting logistics of the humanitarian team visits to the covered province(s)
- Making **travel** arrangements for humanitarian missions
- **Organizing local project events** (meetings, workshops, events, seminars, training) in the covered province(s), as requested by the Regional Managers. Conducting trainings if requested by team.
- **Weekly reporting** on activities including visits to local authorities, service units and partners.
- Performing any other duties, as may be required by UNFPA.

Work Relations:

Under the supervision of the Regional Programme Manager, works closely and amicably with UNFPA local partners. Networks with other NGOs in the province. Liaises with local authorities including branches of Ministry of Health, Ministry of Family and Social Policies, AFAD and DGMM, Governorates and municipalities. Collaborates with other UN agencies, particularly UNHCR, IOM, WHO and UNICEF. Works closely with the rest of the UNFPA/Humanitarian Team.

Minimum Qualifications and Experience:

- Education** : Bachelor's degree in social sciences, medical sciences, political sciences, economics and administrative sciences or related field.
- Experience** : 6 years of progressively responsible programme/project experience at national or international level, out of which at least 1 year in the field of health, gender, protection or humanitarian.
- Language** : Fluency in written and spoken English and Turkish
- Computer Skills** : Microsoft Office, Windows-based applications, integrated web-based management systems, spreadsheets and databases
- Nationality** : Turkish

Skills and Competencies:

- Experience in monitoring service provision and reporting is an asset.
- Additional working experience in the field of health, gender, production and/or humanitarian programmes is an asset.
- Working experience with an international organization is an asset.
- Experience in coordinating project related meeting/workshop/event is an asset.
- Working experience with local NGOs/authorities and/or public institutions is an asset.
- Knowledge of spoken Arabic is an asset.

Core Competencies:

- Values
- Achieving Results
- Being Accountable
- Developing & Applying Professional Expertise
- Thinking Analytically & Strategically
- Working in Teams/Managing our-selves and relationships
- Communicating for Impact

Functional competencies:

- Leveraging the resources of national governments and partners/building strategic alliances and partnerships
- Delivering results-based programmes
- Providing conceptual innovation to enhance/strengthen programme effectiveness
- Managing data, documents, correspondence and reports
- Managing information and workflow
- Providing logistical support