

TERMS OF REFERENCE

UNFPA Turkey Project Manager

Type of Contract	: Service Contract
Level	: SB4/SC9
Duty Station	: Ankara, Turkey
Duration	: Up to end of 2018, with possibility of extension

Background:

UNFPA Development Programme that consists of three outcomes (1) Sexual and Reproductive Health, (2) Gender Equality and women's Empowerment and (3) Population Dynamics focuses on advocacy and policy dialogue in support of government efforts to reduce disparities in the access to sexual and reproductive health and rights and gender equality, particularly for most vulnerable. UNFPA partners with state and non-state actors, United Nations organizations and donors. The programme works on a transformative development agenda that is universal, inclusive, human rights-based, integrated and anchored in the principles of equality. Programming strategies are advocacy, policy dialogue/advice, generating evidence for policy development. Under the programme and the outcomes two projects regarding combating child, early and forced marriage (CEFM) will be implemented.

Child, early and forced marriage (CEFM) is a violation of child rights and women's rights, a form of gender-based violence (GBV) and an obstacle to achieve the Sustainable Development Goals (SDGs), including achievement of gender equality and empowering all women and girls.

Two projects will be managed under this post, one of which will be a joint project funded by SIDA that was developed under the Gender and Women's Empowerment Results Group of UN Development Cooperation Strategy (UNDCS) for Turkey covering 2016-2020. UN agencies that developed this project (UNICEF, UNHCR, UNFPA, UN Women and IOM) have extensive experience in prevention, protection, awareness raising and advocacy, covering various issues closely related with CEFM, including violence against women and children, child protection and education systems, sexual and reproductive health, human trafficking, and protection in humanitarian crises.

UNFPA is one of the implementing agencies of the programme and have activities under two outcomes:

1. An enabling environment to end child marriage by strengthening child protection mechanism is in place.
2. Favourable social norms and attitudes towards ending CEFM are increased at national and community levels.

The second project is also on the same issue and will be funded by Sabancı Foundation.

To strengthen and support its operations, UNFPA will be recruiting a Project Manager.

Major Activities/Expected Results:

Under the overall guidance of the UNFPA Assistant Representative and direct supervision of UNFPA Gender Programme Coordinator, the Project Manager will be responsible for the management of the designated two projects on CEFM of the Development Programme via supporting timely and high quality delivery of outputs according to the Work Plans and UNFPA's programme procedures. The Project Manager is responsible for programme implementation by using and developing appropriate mechanisms and systems and ensuring compliance with established procedures, as well as by monitoring results achieved during implementation.

Expected Results/Description of Responsibilities:

- Ensures timely and proper implementation of the designated two projects of the development programme;
- Drafts and prepares **situation/progress papers/reports** to UNFPA and Managing Agency (UNICEF) highlighting relevant operational factors affecting the projects' cities and response efforts as required for internal and external use, conducts field visits;
- **Monitors expenditure of funds** received for the projects; maintains the budget, does revisions as necessary;
- Monitors and manages **Implementing partner (IP) and Grantee activities** including IP / Grantee applications, agreements, work plans and assurance activities. Reviews FACE forms and progress reports.
- Maintains contacts with NGOs, IPs, UN agencies with the aim of facilitating coordination experience sharing and consensus building;
- Supports **advocacy and visibility strategy** of the projects by compiling and synthesizing relevant regional background material for use in discussions and public events; establishes and maintains network of donor and public information contacts and provides assistance to Gender and SRH Programme Coordinators in organizing and conducting advocacy meetings and public information events related to the region;
- Contributes to creation and sharing of knowledge by synthesizing **and documenting findings and lessons learned, success stories and best practices**, strategies and approaches of the projects, and drafting relevant materials for dissemination;
- Establish and maintain good working relationships between all parties and works closely with the other UN partners of the projects
- Oversee work of project staff
- Inform both Gender Programme Coordinator and SRH Programme Coordinator about progress in programme implementation via written reports
- Any other project / programme related matter, as requested by the supervisor.

Work Relations:

Under the supervision of the Gender Programme Coordinator, works in close collaboration with SRH Programme coordinator and the Programme Associates. In coordination with the Gender Programme Coordinator and SRH Programme Coordinator liaises with central and local authorities including Ministry of Health, Ministry of Family and Social Policies, Governorates and municipalities. Collaborates with other UN agencies. Works closely with the rest of the UNFPA programme and operational teams.

Minimum Qualifications and Experience:

- Education** : Master's Degree in Social Sciences, Business or Public Administration, Economics, Political Sciences or other related field.
- Experience** : Nine years of progressively responsible programme management or coordination experience at the national or international level
- 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:

- Knowledge of reproductive health and/or gender is an asset
- Working experience in the area of gender is an asset
- Experience in programme advocacy/communication is an asset
- Working experience with implementing partners and NGOs is an asset
- Knowledge of Atlas/PeopleSoft or other ERP application is an asset
- Working experience with an international organization is an asset
- Familiarity with UN procedures and working methods 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
- Generating, managing and promoting the use of knowledge and information
- Facilitating quality programmatic results