

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Hiring Office:	UNFPA Turkey Country Office, Ankara
Purpose of consultancy:	<p>The UNFPA Development Programme consists of three outcomes: (1) Sexual and Reproductive Health, (2) Gender Equality and Women’s Empowerment, and (3) Population Dynamics. The Programme focuses on advocacy and policy dialogue in support of governmental efforts to reduce disparities in access to sexual and reproductive health and rights and gender equality, particularly for the most vulnerable in society. UNFPA partners with state and non-state actors, United Nations organizations, and donors. The Programme works within a transformative development agenda that is universal, inclusive, human rights-based, integrated, and anchored in the principles of equality. Programming strategies consist of advocacy, policy dialogue/advice, and generation of evidence for policy development. Under the Programme and its outcomes, two projects prevention of child, early and forced marriage (CEFM) have been implemented.</p> <p>The purpose of hiring a consultant is to strengthen and support the implementation of the designated two project on CEFM of the Development Programme in order to assist programmatic, logistical, administrative arrangements and aid in the organization of meetings, trainings, and other programme events. Additionally, the consultant will be responsible for supporting gender and RH related programme activities.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will be responsible for:</p> <ul style="list-style-type: none"> • Supporting timely and proper implementation of the designated two projects of the development programme; • Providing administrative and operational support services to the CEFM Projects’ activities/implementation. • Assisting preparation of technical and financial reporting process to the CEFM Project Manager. • Assisting in procurement and contracting processes • Raising requisitions in UNFPA ATLAS System; • Assisting in the organization of meetings, workshops, trainings and other program events; • Supporting logistics arrangements of programme staff; such as Travel Authorization, ticket & accommodation booking; • Following up correspondences, answering phone calls, taking notes; • Attending meetings (as requested) organized by the UN and partners and taking minutes; • Supporting translation (English-Turkish; Turkish-English) of relevant documents, as well as editing; • Performing any other tasks, as required.
Duration and working schedule:	<p>9 months between 1 April 2020 – 31 December 2020</p> <p>Daily office hours 9:00 to 17:30 with ½ hour lunch break from Monday to Friday. The consultant is eligible to take fixed (not floating) United Nations official holidays.</p>
Place where services are to be delivered:	Ankara, Turkey
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	The IC will provide monthly activity reports (electronic).

Monitoring and progress control, including reporting requirements, periodicity format and deadline:	<p>The process will be monitored by the UNFPA CEFM Project Manager in collaboration with UNFPA Gender Programme Analyst.</p> <p>The acceptance of services at the end of each completed month will be certified through a Certification of Payment to be counter signed by both parties (IC and UNFPA) and a monthly activity report to be submitted by the consultant including the details of completed tasks and progress.</p>
Supervisory arrangements:	The consultant will work under the direct supervision of CEFM Project Manager.
Expected travel:	Individual Consultant (IC) is expected to travel to 8 different cities in Turkey to assist/support trainings and capacity building activities according to CEFM Project. The travel expenses of the consultant will be covered by the UNFPA in accordance with UNFPA Travel Policy.
Required expertise, qualifications and competencies, including language requirements:	<p><u>Minimum Qualifications and Experience:</u></p> <ul style="list-style-type: none"> • Completion of secondary level education • 4 years of relevant experience in administrative work or programme support functions. • Fluency in written and spoken English and Turkish • Microsoft Office, Windows-based applications, integrated web-based management systems, spreadsheets and databases. <p><u>Skills and Competencies:</u></p> <ul style="list-style-type: none"> • Completion of university degree in social and administrative field is an asset. • Knowledge of gender or reproductive health is an asset. • Experience in organizing and coordinating conferences, workshops and collaborative programme events is an asset. • Familiarity with UN procedures and working methods is an asset. • Familiarity with ATLAS System, IBM Cognos, Data collection tools (such as KOBO, Activity Info) • Working experience with an international organization is an asset. <p><u>Core Competencies:</u></p> <ul style="list-style-type: none"> • Values • Achieving Results • Being Accountable • Developing & Applying Professional Expertise • Thinking Analytically & Strategically • Working in Teams/Managing our-selves and relationships • Communicating for Impact <p><u>Functional Competencies:</u></p> <ul style="list-style-type: none"> • Providing logistical support • Managing documents, correspondence and reports • Managing information and workflow • Planning, organizing and multitasking
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	Office space and IT equipment at the UNFPA Office in Ankara will be provided by UNFPA.
Other relevant information or special conditions, if any:	N/A
<p>Signature of Requesting Officer in Hiring Office: Emine Kuzuturk Savas, CEFM Project Manager</p> <p>Date: 04.03.2020</p>	

