

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Hiring Office:	<b>UNFPA Turkey Country Office</b>
Purpose of consultancy:	<p>UNFPA Turkey is actively involved in the humanitarian refugee response to the Syrian crises, supporting provision of women and girls health services, including reproductive health and psychosocial support within the framework of the UN Regional Refugee and Resilience Plan (3RP) to refugees in Turkey and displaced people inside Syria within the framework of the Whole of Syria. To support cross border program into Syria from Turkey, UNFPA has established a humanitarian operation project office in Gaziantep and to strengthen the logistics capacity of the growing humanitarian programme, UNFPA Turkey is planning to hire one consultant (at logistics clerk level) in Gaziantep to support Turkey &amp; Cross Border programme activities.</p> <p>Under the overall guidance of the Humanitarian Programme Coordinator and the Humanitarian Programme Assistant (Ankara) and direct supervision of the Humanitarian Logistics Assistant (Gaziantep), the Logistics Clerk provides logistics, administrative, and secretarial support, maintaining full confidentiality in all aspects of assignment; maintenance of protocol procedures, information flow and follow up on deadlines and commitments made.</p> <p>The Logistics Clerk performs logistics, administrative and secretarial support for the humanitarian situation in Turkey from the Gaziantep Office in order to support with goods and services the well-functioning of the humanitarian response in particular the Women and Girls Safe Spaces. The Logistics Clerk also provides organizational functions of the office in terms of providing effective communications support between Ankara, centers and Gaziantep and management and logistical support for the Turkey program. With the support of the Humanitarian Logistics Assistant, the Logistics Clerk provides the necessary information to Ankara and the field in order to follow-up and forecast procurement and transport.</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"> <li>• Supporting optimal communication flows between the office of the Humanitarian Team in Ankara, Gaziantep and the field, on humanitarian logistics, procurement, vendor profiles, market research of goods and services, including reproductive health, dignity and hygiene kits. Communicating with external counterparts at the direction of the Humanitarian Logistics Assistant, through effective use of written, verbal and electronic communication;</li> <li>• Collecting quotation for goods and services, supporting the evaluation of bids and submitting them for review and selection by the authorized official or committee, as per UNFPA procurement procedures.</li> <li>• Raising Requisitions in UNFPA ATLAS System and other applicable ATLAS work.</li> <li>• Assisting in the distribution plan of emergency services and goods in cooperation with the Humanitarian Logistics Assistant and the Humanitarian Programme Assistant.</li> <li>• Supporting arrangement of the storage of humanitarian goods as necessary, following-up and reporting on inventory management and distribution, in cooperation with the Humanitarian Logistics Assistant;</li> <li>• Logging and routing incoming and outgoing documents to the office staff for action; reviewing and ensuring conformity to the Fund's guidelines and procedures of all outgoing correspondence submitted to Humanitarian</li> </ul>

	<p>Programme Coordinator;</p> <ul style="list-style-type: none"> <li>• Drafting logistics related correspondence, documents and reports ensuring that spelling, punctuation and format are correct; drafts and finalizing responses to routine matters; (in English or Turkish as relevant)</li> <li>• Maintaining an office filing system and assisting in archiving, and maintaining up-to-date electronic mailing lists;</li> <li>• Backing-up and is backed-up by Humanitarian Logistics Assistant, ensuring continuous communication, both concerning the Turkey and the Cross-Border operation;</li> <li>• Attending logistics related meetings in Gaziantep as relevant.</li> <li>• Taking minutes and/or notes, as required; preparing informal translations and may acting as interpreter, as required; and answering and screening calls with tact and discretion;</li> <li>• Performing any other duties, as may be required.</li> </ul>
Duration and working schedule:	The expected duration of assignment will be for <b>6 months between 1 July 2018 – 31 December 2018</b>
Place where services are to be delivered:	Gaziantep, 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 Humanitarian Logistics Assistant in collaboration with Humanitarian Programme Coordinator and Humanitarian Programme Assistant.</p> <p>The acceptance of services will be certified through a Certification of Payment to be counter signed by both parties (IC and UNFPA) at the end of each completed month of service.</p>
Supervisory arrangements:	The consultant will report to the Humanitarian Logistics Assistant.
Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p><b><u>Minimum Qualifications and Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Completion of secondary level education.</li> <li>• 4 years of relevant experience in logistics and/or administrative functions</li> <li>• Fluency in written and spoken English and Turkish</li> <li>• Proficiency in current office software applications and web based management Systems</li> </ul> <p><b><u>Skills and Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• University degree preferable.</li> <li>• Knowledge of custom protocol is an asset.</li> <li>• Experience in stock management is an asset.</li> <li>• Experience in procurement is an asset.</li> <li>• Familiarity with UN procedures and working methods is an asset.</li> <li>• Knowledge of Atlas/PeopleSoft or other ERP application is an asset.</li> <li>• Working experience with an international organization is an asset.</li> </ul> <p><b><u>Core Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Values</li> <li>• Achieving Results</li> <li>• Being Accountable</li> <li>• Developing &amp; Applying Professional Expertise</li> </ul>

	<ul style="list-style-type: none"> <li>• Thinking Analytically &amp; Strategically</li> <li>• Working in Teams/Managing our-selves and relationships</li> <li>• Communicating for Impact</li> </ul> <b>Functional Competencies:</b> <ul style="list-style-type: none"> <li>• Provide logistical support</li> <li>• Managing data, documents, correspondence and reports</li> <li>• Managing information and workflows</li> <li>• Planning, organizing and multi-tasking</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	<ul style="list-style-type: none"> <li>• Office space at the UNFPA Office in Gaziantep will be provided by UNFPA.</li> <li>• Logistical support to organizing Warehouse tasks.</li> </ul>
Other relevant information or special conditions, if any:	N/A
<b>Signature of Requesting Officer in Hiring Office:</b> Selen Ors Reyhanioglu, Humanitarian Programme Coordinator  Date: 08.06.2018	