

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Hiring Office:	UNFPA Turkey Country Office, Ankara
Purpose of consultancy:	<p>UNFPA responds to the crises via a coordinated Whole of Syria humanitarian program including operations inside Syria and across the border from Jordan, Turkey, Jordan, Iraq, and Lebanon. The cross-border program from Turkey includes provision of reproductive health and family planning services and supplies, including maternal health to reduce the risks of maternal and infant mortality and morbidity, HIV infection, unwanted pregnancy, sexual violence and exploitation and other reproductive health-related conditions.</p> <p>In addition, gender based violence response and prevention services are provided through both women and girls safe spaces as well as within health facilities.</p> <p>The purpose of the consultancy is to strengthen data collection and analysis from service delivery points, overall monitoring and evaluation of the program and improve reporting.</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"> • Monitoring & evaluating activities of the Humanitarian Programme by collecting, cleaning, processing, reporting of the data from implementing partners (IPs). • Collecting data from all IPs and Third Party Monitors (TPM), analysing and reporting accordingly while maintaining full confidentiality in all aspects of assignment, maintenance of protocol and procedures, information flow and follow up on deadlines and commitments made. • Maintaining database with raw data collected from IPs and TPM in an electronic format (SPSS, etc.) • Analysing data collected (quantitative & qualitative), using appropriate statistical tools and statistical software when necessary. • Preparing information and/or briefs, summaries and background documentation required by the direct supervisor for humanitarian missions and special meetings; and preparing Power-point and other presentations, including computer generated visuals, such as graphs. • Maintaining an office filing system and assist in archiving, and maintain up-to-date electronic data (google drive) and mailing lists.
Duration and working schedule:	<p>11 months from 15 January 2019 to 15 December 2019</p> <p>Daily office hours 9:00 to 17:30 with ½ hour lunch break from Monday to Friday except during UN official holidays observed in Turkey.</p>
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:	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.
Supervisory arrangements:	Under the overall supervision of UNFPA Representative, the Consultant reports to UNFPA GBV Programme Specialist and works in close coordination with the Information Management Officer.

Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p><u>Minimum Qualification and experience:</u></p> <ul style="list-style-type: none"> • Bachelor’s degree in business administration, management, accounting, social science or related field with course work in data collection, processing, statistical analysis and reporting. • Minimum 2 years of relevant experience in data analysis. • Fluency in written and spoken English. • Microsoft Office, Windows-based applications, integrated web based management systems, spreadsheets and databases, statistical software programs (such as SPSS, STATA, CSPRO, etc.) <p><u>Skills and Competencies:</u></p> <ul style="list-style-type: none"> • Knowledge of Arabic is an asset. • Academic and/or professional work experience on data analysis through the use of statistical software programs is an asset. • Experience in drafting progress reports is an asset. • Experience in monitoring is an asset. • Technical knowledge of Reproductive Health/Family Planning or Gender Based Violence is an asset. • 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"> • Delivering result-based programs • Managing data • Managing documents, correspondence and reports • Managing information and work flow • Planning, organizing and multitasking
Inputs / services to be provided by UNFPA or implementing partner	Office space at the UNFPA Office in Gaziantep and computer will be provided by UNFPA.
Other relevant information or special conditions, if any:	N/A
<p>Signature of Requesting Officer in Hiring Office: Reem Khamis, UNFPA GBV Programme Specialist</p> <p>Date: 17 December 2018</p>	