

TERMS OF REFERENCE

UNFPA Turkey Humanitarian Protection Associate

Type of Contract	: Service Contract
Level	: SB3 (SC7)
Duty Station	: Ankara, Turkey
Duration	: Up to 30 September 2020, with possibility of extension

Background:

Turkey hosts about 4 million refugees of which 3.6 million are Syrian and 0.4 million are international protection applicants/under international protection. Although significant progress has been made to ensure the protection of refugees in Turkey, some of the most vulnerable groups are still trying to cope with various protection risks. In line with its mandate, UNFPA works on protection needs of under risk/underserved refugees enabling them to meet their vital protection needs and contribute to strengthening protection service mechanisms.

In order to improve underserved refugee group's access to better protection services UNFPA will continue service provision to key refugee groups in Turkey to reduce barriers in accessing protection services through established seven service units. Additionally UNFPA will start service provision to refugee men and boys who are survivors of and/or at risk of GBV in Turkey to reduce barriers in accessing specialized GBV prevention and response services including clinical management of rape through strengthening capacity of an NGO in two provinces in Turkey.

To strengthen and support its field operations UNFPA will be hiring a Humanitarian Protection Associate to support programme implementation and monitoring in target provinces.

Major Activities/Expected Results:

Under the overall coordination of the Humanitarian Programme Coordinator, with technical guidance of SRH Programme Analyst and under direct supervision of the Humanitarian Programme Manager, the Humanitarian Protection Associate will contribute to the implementation of UNFPA programme in the assigned provinces according to the approved work plans and UNFPA programme procedures. Humanitarian Protection 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 with regards to key groups. The Humanitarian Protection Associate is responsible for:

- **Mapping** of local services for key refugee groups, refugee men and boys who are survivors of and/or at risk of GBV provided by government and national/international NGOs.
- **Visiting UNFPA supported service units** in the provinces regularly (at least once a month). **Monitoring units** via use of standardized tools and checklist.
- **Identifying issues** regarding location, physical conditions, staffing, service provision etc. and troubleshooting when necessary with regards to service units.
- Meeting with beneficiaries for **service verification/satisfaction**, identification of needs.
- **Supporting implementing partners in data collection** and operationalization of online platform.

- **Coordinating** with implementing partners and local partners to facilitate implementation of programme activities and to **organize** joint activities including awareness raising - empowerment activities targeting beneficiaries of UNFPA service units.
- **Monitoring referral system** of UNFPA supported service units, identifying bottlenecks, producing and implementing solutions together with the UNFPA partner.
- Supporting the resilience/development related programme activities targeting key groups, as approved by the Humanitarian Programme Coordinator and SRH Programme Coordinator.
- **Monitoring of outreach workers** (including those who were already trained by UNFPA before), identifying bottlenecks and deviation from standards.
- Attending **programme related meetings at local level**, reporting on developments to Ankara, delivering presentations on UNFPA Country Programme as requested.
- **Networking with NGOs** in the field. **Liaising with local authorities.**
- Participating in coordination activities with stakeholders at the field level as needed.
- **Participating in the inter-agency meetings relevant to UNFPA mandate areas and facilitates co-chairing of particular working groups** through providing technical expertise, guidance, and technical support.
- Providing substantial input and when relevant leads the development a multi-sectoral and inter-agency prevention and response strategies and facilitates the development of Standard Operating Procedures and related policies and practices.
- Supporting **advocacy** work and **capacity development** of service providers on key groups.
- Developing **technical documents, training materials, tools** to be used within the Programme.
- **Facilitating referrals** and **collaboration** between health and protection actors at the provincial level.
- **Organizing local project events** (meetings, workshops, events, seminars, training) in the covered province(s). Conducting trainings if requested by team.
- Assisting in writing **proposals and engaging in other fundraising efforts** to support joint programming.
- **Drafting reports/notes** about programme achievements and lessons learnt based on programme activities.
- 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, Labor and Social Services, AFAD, DGMM, governorates and municipalities (as agreed with UNFPA). Collaborates with other UN agencies, particularly UNHCR, IOM, WFP and UNICEF. Works closely with the rest of the UNFPA/Humanitarian Team.

Minimum Qualifications and Experience:

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| Education | : Bachelor's degree in social sciences, political sciences, economics and administrative sciences or related field. |
| Experience | : 7 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, protection and/or humanitarian programmes specifically targeting key refugee groups is an asset.
- Working experience with an international organization is an asset.
- Working experience with local NGOs/authorities 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
- Facilitating programmatic quality results