

TERMS OF REFERENCE

UNFPA Turkey Regional Programme Manager

Type of Contract	: Service Contract
Level	: SB4/SC9
Duty Station	: Ankara, Turkey
Duration	: One year, with possibility of extension

Background:

Since 2011 UNFPA Turkey has been actively involved in the humanitarian response to the Syrian crisis within the framework of the government endorsed UN Regional Refugee and Resilience Plan (3RP) to refugees in Turkey and displaced people inside Northern Syria within the framework of the Whole of Syria.

Implementing its mandate, UNFPA works in close collaboration with line ministries and their provincial directorates to support national systems to provide quality services (health and protection) with a wider coverage. UNFPA runs its programme to ensure that sexual and reproductive health rights of refugees are met; the risks of maternal and infant mortality and morbidity, HIV infection, unwanted pregnancy, sexual violence and exploitation and other reproductive health-related conditions are addressed and protection services are provided without barriers such as language. For this purpose, UNFPA supports Women and Girls Safe Spaces, Social Service Centers, key refugee services units, mobile services in 22 provinces. Interventions within the programme include: capacity building of service providers, social workers, government officials, NGOs; service provision on sexual and reproductive health and psychosocial support; provision of protection services, outreach work, design and dissemination of critical IEC material to refugees; and provision of humanitarian materials including hygiene kits and medical equipment to support the provision of quality reproductive health.

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

Major Activities/Expected Results:

Under the overall supervision of the UNFPA Humanitarian Programme Coordinator and in close collaboration with the other Regional Programme Managers, the Regional Programme Manager will be responsible for the management of the designated component of the humanitarian programme via supporting timely and high quality delivery of outputs according to the Work Plans and UNFPAs programme procedures. The Regional Programme 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 component of the humanitarian programme;
- **Supervises Field Associates** in his / her responsibility area; **reviews local reports and provides guidance** to solve bottlenecks in service points (e.g. physical conditions, staffing, service provision quality, referral system, cooperation with local authorities, data collection) in consultation with the Humanitarian Programme Coordinator;
- **Monitors expenditure of funds** received for the programme; maintains the budget, does revisions as necessary;
- Monitors and manages **Implementing partner (IP) activities** including IP applications, agreements, work plans and assurance activities. Reviews financial and programmatic progress reports. Organizes IP trainings;
- Drafts and prepares **situation/progress papers/reports** highlighting relevant operational factors affecting the humanitarian situation in programme cities and response efforts as required for internal and external use, conducts regular field visits;
- Maintains contacts with main stakeholders including Ministry of Family, Labor and Social Services (MoFLSS), Ministry of Health, NGOs, IPs, UN agencies with the aim of facilitating coordination experience sharing and consensus building;
- Maintains contacts with the donors, contributes to development of concept notes, prepares donor reports (financial and narrative), prepare donor monitoring visits;
- Supports **advocacy and visibility strategy** of the programme 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 Humanitarian Programme Coordinator 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 programme, and drafting relevant materials for dissemination;
- Works closely with the Field Associates and other programme staff in identifying regional and local humanitarian **procurement needs of services and goods**; Prepares Request for Quotation documents for procurement, transportation and delivery of humanitarian goods;
- Attends **inter-agency meetings** as requested;
- Any other programme related matter, as requested by the supervisor.

Work Relations:

Under the supervision of the Humanitarian Programme Coordinator, works in close collaboration with other Regional Programme Managers and works closely with the technical team and Field Associates. In coordination with the Humanitarian Programme Coordinator liaises with central and local authorities including Ministry of Health, Ministry of Family, Labor and Social Policies, AFAD and DGMM, governorates, provincial directorates and municipalities. Collaborates with other UN agencies. Works closely with the rest of the UNFPA/Humanitarian Team.

Minimum Qualifications and Experience:

- Education** : Advanced university degree in social sciences, business or public administration, economics, political Sciences, health 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:

- Working experience in humanitarian programmes is an asset
- Knowledge of reproductive health and/or gender and/or protection is an asset
- Experience in programme advocacy/communication is an asset
- Experience in management of an EU-funded action 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