

## TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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| Hiring Office:   | <b>UNFPA Turkey Country Office, Ankara</b>  |
| Purpose of consultancy:  | <p>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.</p> <p>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 and mobile clinics 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.</p> <p>In this context, UNFPA will be organizing capacity building trainings for WGSS, SSC and mobile clinic service providers and MoH and MoFLSS personnel. Particularly, during the hand over process of WGSS to MoH, an increased number of trainings, events, workshops will be conducted. Therefore, a consultant is needed to provide travel and event management support under the Humanitarian Programme to give support to organising the above mentioned events; assist UNFPA staff travel and distribution of IEC materials.</p> |
| Scope of work:<br><br><i>(Description of services, activities, or outputs)</i> | <p>The consultant will be responsible for:</p> <ul style="list-style-type: none"> <li>• Providing logistical, administrative and secretarial support for arrangements of events, meetings and workshops under Humanitarian Programme in collaboration with Humanitarian Programme Assistants;</li> <li>• Assisting humanitarian procurement services; including collecting offers, maintaining procurement and distribution records and coordination of supplies with suppliers and implementing partners;</li> <li>• Supporting travel arrangements of the Humanitarian Programme Team in collaboration with Humanitarian Programme Assistants when necessary;</li> <li>• Supporting Humanitarian Team in distribution of IEC materials, commodities, reproductive health and hygiene kits;</li> <li>• Supporting review of event budgets and supporting documents for accuracy and consistency;</li> <li>• Supporting Humanitarian Team and logistics focal point in distribution of IEC materials, commodities, reproductive health and hygiene kits.</li> <li>• Raising requisitions in UNFPA ATLAS System.</li> <li>• Assisting pre-payment review and compilation of PO and non-PO documents of human resources, travel and other procurement. Prepares requests and supporting documents for payments.</li> <li>• Assisting preparation of information and/or briefs, summaries and background documentation required by humanitarian missions and special meetings;</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>• Taking minutes as required; prepares reports and informal translations and may act as interpreter, as required;</li> <li>• Performing any other duties, as may be required by the team.</li> </ul>  |
| Duration and working schedule:  | The duration of assignment will be for <b>3 months</b> .   |
| 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: | 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.   |
| Supervisory arrangements:   | Under the overall guidance of Humanitarian Programme Coordinator, the consultant will report to the Humanitarian Operations Associate and work in close coordination with the Humanitarian Team.   |
| 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>• 5 years of relevant experience in administrative work or programme support 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>• Experience in travel and event management is an asset</li> <li>• Familiarity with UN procedures and working methods 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> <li>• Working in Teams/Managing our-selves and relationships</li> <li>• Communicating for Impact</li> </ul> <p><b><u>Functional Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Provide logistical support</li> <li>• Managing documents, correspondence and reports</li> <li>• Managing information and workflow</li> <li>• Planning, organizing and multi-tasking</li> </ul> |

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| 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  |
| <b>Signature of Requesting Officer in Hiring Office:</b> Selen Ors Reyhanioglu, Humanitarian Programme Coordinator<br>Date: 17/05/2019 |  |