



TERMS OF REFERENCE

UNFPA Turkey Data Analysis & Reporting Associate

Type of Contract	: Service Contract
Level	: SB3/SC6
Duty Station	: Ankara, Turkey
Duration	: Up to 31 December 2022, with possibility of extension

Background:

Since 2011 UNFPA Turkey has been actively involved in the humanitarian response 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 and host communities 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, in 2022, UNFPA supports Women and Girls Safe Spaces, Youth Centers, Refugees with Disability Service Units, Refugee Women and Youth Support Centers, COVID-19 Mobile Service Units, Key Refugee Group Service Units, Men and Boys Service Units and a Women's Shelter in Turkey. Interventions include: capacity building of service providers, government officials, NGOs; service provision on sexual and reproductive health, psychosocial support, protection services, empowerment activities and outreach work. In addition, design and dissemination of critical IEC material to refugees; and provision of humanitarian supplies including dignity kits and medical equipment to support the provision of quality reproductive health.

To strengthen data collection and analysis from all service delivery points, and overall monitoring and reporting of the programme, UNFPA will be hiring a Data Analysis & Reporting Associate.

Major Activities/Expected Results:

Under the direct supervision of Monitoring and Evaluation Specialist, the Data Analyst & Reporting Associate will contribute to data and information management activities in Turkey, in line with UNFPA data management policies, regulations and standard, and donor reporting requirements and provides the following services focusing on achievement of the following tasks:

- Contributes to the design and revision of data strategies and systems as per the results frameworks of programmes/projects and with the aim of beneficiary and service tracking and reporting.
- Contributes to monitoring activities by providing quality assurance to the monitoring methodologies, data collection and analyses.
- Maintains an office filing system, assisting in archiving, and maintaining up-to-date electronic data.



- Prepares regular monthly monitoring reports for SRH and SGBV indicators; Syria Regional Situation report; 3RP; project results framework monitoring reports and other regular reports requested by donors and national stakeholders such as the Ministry of Health.
- Prepares regular quarterly/annual monitoring reports on UNFPA SIS indicators, other UNFPA humanitarian frameworks (i.e. Humanitarian Mastersheet), and UNSDCF results framework.
- Enters monthly data into Activity-Info for monthly monitoring on 3RP.
- Contributes to other monitoring activities (Implementing Partner reports, training reports, track of reproductive health kits, etc.).
- Conducts data analysis on specific indicators (quantitative & qualitative) using appropriate tools and statistical software when necessary (excel, SPSS, Activity-Info, Zoho, Power BI, etc.).
- Contributes to development of other information management products, like data collection templates, maps, dashboards, project briefs, infographics, survey reports, and other monitoring reports etc. as relevant.
- Provides training support to relevant staff, UNFPA's service providers on reported indicators.
- Coordinates with partners on data and information management efforts. Joining the information management network.
- Contributes to any other information management issue as requested by the UNFPA programme team.

Work Relations:

Under the overall guidance of the Assistant Representative and direct supervision of Monitoring and Evaluation Specialist, the Data Analyst and Reporting Associate works in close collaboration with the Information Management Associate, ICT Associate and the rest of the programme team to support data and information management activities in Turkey. Liaise with UNFPA's implementing partners and UNFPA Syria Regional Response Hub on data collection and reporting issues.

Minimum Qualifications and Experience:

- Education** : Bachelor's degree in Statistics, Information Management, Data Science, Social Science or other related field with course work in statistical analysis and reporting
- Experience** : 6 years of relevant experience with data sharing, and data analysis and reporting including data governance, quality assurance and preservation, qualitative data analysis and quantitative data analysis
- Language** : Fluency in written and spoken English and Turkish
- Computer Skills:** Proven knowledge in data collection, cleaning and reporting / visualization systems such as Power BI, Activity-Info, GitLab, etc. and Microsoft Office Programs
- Nationality** : Turkish

Skills and Competencies:

- Familiarity with some of the following areas is an asset: DM-Data collection methodologies, DM-Data Management, MS-Data Collection Analysis, MS-Statistics Analysis, DM-Population census and econometrics, PR-Cluster Information Management Tools, Resources and Approaches, PG-Needs Assessment and Response Analysis is an asset.



- Technical knowledge of Reproductive Health/Family Planning or Gender Based Violence is an asset.
- Working experience with an international organization and familiarity with UN procedures and working methods is an asset.
- Experience in using on-line data collection and reporting tools (such as Activity-Info, Zoho, etc) 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:

- Delivering result-based programs
- Managing data
- Managing documents, correspondence and reports
- Managing information and workflow
- Planning, organizing and multitasking