

TERMS OF REFERENCE

UNFPA Turkey Field Associate

Type of Contract	: Service Contract
Level	: SB3/SC6
Duration	: Up to 31 December 2021, with possibility of extension

Background:

In the context of the 7th Country Programme (2021-2025) of UNFPA Turkey, it is aimed to strengthen the capacities of vulnerable groups and institutions to increase access to high quality, inclusive and rights-based reproductive health and protection services including in humanitarian settings. Turkey is currently hosting 4 million refugees. Due to the COVID-19 outbreak, the health and protection needs of the most vulnerable groups have been even more prominent.

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 and rights are met; and protection services are provided without barriers such as language. For this purpose, UNFPA operates Women and Girls Safe Spaces, Youth Centers, Refugees with Disability Service Units, Key Refugee Group Service Units, Men and Boys Service Units, Women and Youth Empowerment Center and mobile health units in Turkey. Interventions include: capacity building of service providers, government officials, NGOs; service provision on sexual and reproductive health; provision of protection services including prevention and response to GBV, outreach activities, awareness raising and empowerment of the most vulnerable groups, dissemination of IEC materials; and provision of essential reproductive health supplies and dignity kits.

To strengthen and support its field operations UNFPA will be hiring Field Associates to be deployed to the provinces where the programme is implemented.

Major Activities/Expected Results:

Under the overall guidance of the Humanitarian Programme Coordinator and RH Programme Coordinator and direct supervision of the relevant Regional Programme Managers, the Field Associate will contribute to the implementation of UNFPA programmes in the assigned provinces according to the approved workplans and UNFPA programme procedures. The Field 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.

Expected Results/Description of Responsibilities:

- **Mapping** of local services for refugees provided by government and national/international NGOs.
- **Visiting UNFPA supported service delivery units** including mobile units and meeting with the service providers in the provinces s/he is responsible for regularly (at least twice a month). **Monitoring units** via use of standardized tools and checklists. **Identifying issues** regarding location, physical conditions, staffing, service provision etc.

- Meeting with beneficiaries for **service verification/satisfaction**, identification of needs, as agreed with the Programme Manager.
- **Coordinating** with implementing partners and local partners (Provincial Health Directorates, Provincial Directorates of Family, Labor and Social Services, municipalities etc.) to facilitate implementation of programme activities and to **organize** joint activities including awareness raising - empowerment activities targeting beneficiaries of UNFPA service units.
- **Monitoring of the service providers** in the relevant UNFPA service units to ensure that the services are provided as per the procedures and reporting/data collection is done in a timely and accurate manner
- **Monitoring of health / service mediator mechanism**, identifying bottlenecks and deviation from standards.
- **Monitoring referral system** of UNFPA supported service units, identifying bottlenecks, producing and implementing solutions together with the UNFPA partner, as approved by the Regional Programme Manager.
- **Supporting partners in data collection** and operationalization of online platform.
- Attending **local inter-agency meetings (including health, protection, basic needs and others)** and local coordination meetings, reporting on developments to the Ankara Office, delivering documents, presentations on UNFPA programmes as requested.
- **Networking with NGOs** in the field. **Liaising with local authorities** as approved with the Programme Manager.
- Facilitating referrals and collaboration between health and protection actors at the provincial level.
- Supporting logistics of the programme team visits to the covered province(s)
- Making **travel and meeting** arrangements for field missions
- **Organizing local project events** (meetings, workshops, events, seminars, training) in the covered province(s), as requested by the Regional Managers. Conducting trainings if requested by the team.
- **Weekly reporting** on activities including visits to local authorities, service units and partners.
- 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 partners at the provincial level. Networks with other relevant NGOs in the province. Liaises with local authorities including branches of the Ministry of Health, Ministry of Family, Labor and Social Services, DGMM, Governorates and municipalities. Collaborates with other UN agencies, particularly UNHCR, IOM, WHO and UNICEF. Works closely with the rest of the UNFPA/Humanitarian Team.

Minimum Qualifications and Experience:

Education	: Bachelor's degree in social sciences, medical sciences, political sciences, economics and administrative sciences or related field.
Experience	: 6 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, production and/or humanitarian programmes is an asset.
- Working experience with an international organization is an asset.
- Experience in coordinating project related meeting/workshop/event is an asset.
- Working experience with local NGOs/authorities and/or public institutions 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
- Providing logistical support