



TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Hiring Office:	UNFPA Türkiye Country Office, Ankara
Purpose of consultancy:	<p>UNFPA has been implementing its 7th Country Programme in Türkiye covering 2021- 2025. UNFPA Türkiye Country Office, for fifty years, has been working on sexual and reproductive health (SRH) and rights including promoting mother and child health, empowering young people fulfill their potential, promoting gender equality, combating against gender based violence (GBV) and enhancing collection, use, and dissemination of development data in collaboration with state institutions, non-governmental organizations, private sector and universities. Since 2011 UNFPA Türkiye Country Office has been also supporting the humanitarian response efforts of Türkiye on promoting SRH and mitigating the risks of GBV as well as response to GBV in Türkiye.</p> <p>Türkiye 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 Türkiye, some of the most vulnerable groups are still trying to cope with various protection risks including women and girls. UNFPA Türkiye Country Office has been promoting SRH through the implementation of the Minimum Initial Service Package (MISP) and gender-based violence (GBV) prevention and response programs in accordance with the IASC Guidelines for GBV Interventions in Humanitarian Settings, GBV Area of Responsibility while ensuring there is heightened capacity to prevent and respond to Sexual Exploitation and Abuse (SEA) by UNFPA and its implementing partners.</p> <p>In 2023, UNFPA operates 4 Women and Girls Safe Spaces (WGSS), 4 Youth Centers, 7 Key Refugee Groups (KRG), 2 Men and Boys Service Units, 2 Support Centers for Women and Youth, 2 Disability Service Units, and 1 Women’s Shelter for GBV Survivor Women in Türkiye in order to provide tailored services for the needs of vulnerable groups with its implementing partners including universities and non-governmental organizations. In addition, UNFPA is broadening its partnership with municipalities and local NGOs to be able to provide SRH services including family planning and GBV response services for women and girls.</p> <p>UNFPA Türkiye Office needs the services of an individual consultant to follow up, monitor and support humanitarian programme activities directly implemented by UNFPA or provided by the UNFPA implementing partners.</p>

<p>Scope of work:</p> <p><i>(Description of services, activities, or outputs)</i></p>	<p>The consultant will be responsible for:</p> <ul style="list-style-type: none"> ● Preparing inputs to planning, formulation and implementation of overall humanitarian and implementing partners' work plans, ● Creating projects, processes budget/work plan revisions and Funding Authorization and Certificate of Expenditure (eFACE) reviews for the humanitarian programme on a monthly, quarterly and yearly basis depending on the IP's reporting modality, ● Following up and supporting programme implementation, procurement need and human resources at directly implemented UNFPA centers, ● Supporting coordination activities with stakeholders and implementing partner at the central level as needed; ● Initiating and following up official correspondences with partners, ● Drafting meeting minutes and correspondence, preparing information and/or briefs, summaries and background documentation for humanitarian missions and meetings, ● Coordinating and information sharing for supervision and self-care sessions, capacity building trainings for the service providers in UNFPA supported centers ● Providing input for the organization of face-to-face meetings/trainings ● Preparing powerpoint and other presentations, including computer generated visuals such as graphs. ● Preparing translations and providing ad hoc interpretation support as necessary ● Supporting monitoring of Implementing Partner activities, ● Monitoring the budgets to ensure they are in accordance with budgets agreed with donors on a regular basis ● Monitoring over-expenditure of budgets and follow up with the related Programme Manager/Budget Owner; ● Monitoring proper follow up of advances to implementing partners, review their financial reports together with programme managers on a monthly, quarterly and annual basis; ● Monitoring the financial status and under supervision of program manager implement control mechanisms for management/development projects; ● Providing financial donor reporting support by providing timely information and taking necessary actions ● Following up financial implementation of donor funded projects and requesting payments based on an agreed payment schedule. ● Following up with the Operations team on unposted vouchers, including vouchers with budget check errors, match exceptions and unapproved vouchers regularly. ● Preparing supporting documents for HACT/assurance plan. ● Supporting 3RP planning, follow-up and reporting in 3 sectors namely; Protection, Health and Basic Needs. ● Providing inputs to quarterly 3RP and FRIT financial reports. ● Participating in and supporting inter-agency working groups
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Duration and working schedule:	<p>The expected duration of assignment will be for 6 months between 1 February 2023 - 31 July 2023, with a possibility of extension.</p> <p>Daily working hours 9:00 to 17:30 with 1/2 hour lunch break from Monday to Friday. The consultant is eligible to take fixed (not floating) United Nations official holidays.</p>
Place where services are to be delivered:	Ankara, Türkiye
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 at the end of each completed month will be certified through a Certification of Payment to be countersigned by both parties (IC and UNFPA) and a monthly activity report to be submitted by the consultant including the details of completed tasks and progress.
Supervisory arrangements:	Under the overall supervision of the Humanitarian Programme Specialist, works directly with the Humanitarian Programme Managers and closely with the rest of the UNFPA/Humanitarian Team.
Expected travel:	<p>In the scope of this consultancy and depending on the needs of the programme, the Consultant is expected to travel to two different provinces in Türkiye to conduct monitoring activities of the Humanitarian Programme.</p> <p>The travel expenses of the consultant will be covered by the UNFPA in accordance with UNFPA Travel Policy.</p>
Required expertise, qualifications and competencies, including language requirements:	<p><u>Minimum Qualifications and Experience:</u></p> <ul style="list-style-type: none"> ● Bachelor’s Degree in social sciences, business or public administration, economics, political sciences or other related field ● 6 years of relevant experience in administrative work or programme support ● Fluency in written and spoken Turkish and English ● Proficiency in current office software applications and web based management Systems <p><u>Skills and Competencies:</u></p> <ul style="list-style-type: none"> ● Experience in budget monitoring such as processing budget revisions and preparing financial reports is an asset. ● Technical knowledge on protection, gender and/or reproductive health is an asset. ● Knowledge of Atlas/PeopleSoft or other ERP application is an asset. ● Working experience with implementing partners and NGOs is an asset. ● Working experience with an international organization is an asset. ● Familiarity with UN procedures and working methods is an asset. <p><u>Core Competencies:</u></p> <ul style="list-style-type: none"> ● Values ● Being Accountable ● Achieving Results ● Developing & Applying Professional Expertise ● Thinking Analytically & Strategically ● Working in Teams/Managing our-selves and relationships

	<ul style="list-style-type: none"> • Communicating for Impact <p>Functional competencies:</p> <ul style="list-style-type: none"> • Delivering results based programmes • Providing conceptual innovation to support programme effectiveness • Managing data, documents, correspondence and reports • Managing information and workflow
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>Office space at the UNFPA Office in Ankara and a computer will be provided by UNFPA.</p>
<p>Other relevant information or special conditions, if any:</p>	<p>N/A</p>
<p>Signature of Requesting Officer in Hiring Office: Selen Örs Reyhanioglu, Humanitarian Programme Specialist</p> <p>Date: 03 January 2023</p>	