

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Hiring Office:	UNFPA Turkey Country Office, Ankara
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 and displaced people inside Northern Syria within the framework of the Whole of Syria.</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, as of October 2020, UNFPA supports Women and Girls Safe Spaces, Youth Centers, Refugees with Disability Service Units, Refugee Women and Youth Support Centers, Mobile Service Units, Key Refugee Group Service Units, Men and Boys Service Units and Social Service Centers in 22 Provinces of Turkey. Interventions within the humanitarian programme include: capacity building of service providers, social workers, government officials, NGOs; service provision on sexual and reproductive health and psychosocial support; provision of primary health care and 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>Information and data management is a crucial aspect of the Humanitarian Programme delivery. Information and data management covers the assessment, design, implementation, monitoring and evaluation of data and statistical related activities. This includes assessment of the information landscape; definition of information and data needs; design of data and information activities, including data collection, analysis, storage and dissemination; implementation of data and information management activities; and monitoring and evaluation of data management activities. This is the data, information and analysis needed to deliver robust and comprehensive assessments and evaluations, and to support results-based planning, monitoring and reporting of the programmes implemented by UNFPA and its partners.</p> <p>To strengthen and support its information and data management system UNFPA will be hiring an individual consultant on Information Management.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Under the overall supervision of Humanitarian Programme Coordinator, the Information Management Consultant works in close collaboration with the ICT Associate, M&E Associate and Data Analysis & Reporting Assistant to support data and information management activities in Turkey.</p> <p>In line with ICT and other relevant rules, regulations and standards of UNFPA, the Consultant will be responsible for:</p> <ul style="list-style-type: none"> ● Contributing to the design of data strategies and systems as per the results frameworks of programmes/projects and with the aim of beneficiary and service tracking and reporting. ● Assisting the development of information management products such as indicators, templates, maps, dashboards, monitoring reports, project briefs, infographics, etc. as relevant.

	<ul style="list-style-type: none"> • Assisting the collection, storage, management, security and protection of data. • Assisting in implementation of data management activities (definition of needs, data collection, analysis, storage and dissemination). • Assisting in identifying, diagnosing and escalating for the resolution of technical user errors, bugs and queries related to UNFPA data collection applications. • Assisting consolidation of data systems, including the interoperability of operational data and systems. • Identifying barriers/bottlenecks on information collection, collation, analysis and sharing and developing appropriate supportive strategies. • Assisting development of reports on progress data to be analyzed by UNFPA and donors. Supporting assessments, situational and trend analysis and planning processes with analytical frameworks. • Ensuring consistency and accuracy of data and results for country analysis. • Assisting the coordination with partners on data and information management efforts. Joining the information management network as relevant. • Assisting in technical and training support to relevant staff, UNFPA's service providers. • Assisting monitoring activities by providing quality assurance to the monitoring methodologies, data collection and analyses. • Contributing to the documentation for capacity building and guidance of technical users and administrators. • Assisting in any other information management issue as requested by the UNFPA Humanitarian Team.
Duration and working schedule:	The expected duration of assignment will be for 6 months between 1st of December 2020 and 31 May 2021.
Place where services are to be delivered:	Ankara/Turkey.
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	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.
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The process will be monitored by the UNFPA Humanitarian Programme Coordinator. At the end of each completed month of service the consultant will provide a monthly activity report.
Supervisory arrangements:	The consultant will work under direct supervision of the UNFPA Humanitarian Programme Coordinator and with the technical guidance of ICT Associate.
Expected travel:	Individual Consultant (IC) is expected to travel to different cities in Turkey where UNFPA is implementing programme. The travel expenses of the consultant will be covered by the UNFPA in accordance with UNFPA Travel Policy.
Required expertise, qualifications and competencies, including language requirements:	<p>Minimum Qualifications and Experience:</p> <ul style="list-style-type: none"> • Bachelor's degree in Social Science, Statistics, Information Management, Economics, Data Science, Engineering, Demography, Computer Science or other related field with course work in data collection, processing, statistical analysis and reporting. • Minimum 2 years of relevant experience with data sharing, data management and data analysis including data governance, quality assurance and preservation, data interoperability, data science

	<p>methodologies, development of and revision of data standards, qualitative data analysis and quantitative data analysis.</p> <ul style="list-style-type: none"> ● Fluency in written and spoken Turkish and English ● Proven knowledge in REST API, Json and modern web development foundation blocks, HTML, CSS and in any object oriented languages ex Python, JavaScript. <p><u>Skills and Competencies:</u></p> <ul style="list-style-type: none"> ● Familiarity with data collection, cleaning and reporting / visualization systems such as Activity-Info, Zoho Creator (or similar Low Code platform), Power BI, etc. Experience in object oriented languages like Python, JavaScript is an asset. ● Familiarity with some of the following areas is an asset: DM-Data collection methodologies, DM-Data Management, DM-Database Design & Development, MS-Data Collection Analysis, DM-Metadata Creation & Management, MS-Statistics Analysis, DM-Open Source Software & Data, DM-Population census and econometrics, DM-Protection Data Management Systems, PR-Cluster Information Management Tools, Resources and Approaches, PG-Needs Assessment and Response Analysis. ● Technical knowledge of Reproductive Health/Family Planning or Gender Based Violence is an asset. ● Working experience with an international organization is an asset. <p><u>Core Competencies:</u></p> <ul style="list-style-type: none"> ● Values ● Achieving Results ● Being accountable ● Developing & Applying Professional Expertise ● Thinking Analytically & Strategically ● Working in Teams/Managing our-selves and relationships ● Communicating for Impact <p><u>Functional competencies:</u></p> <ul style="list-style-type: none"> ● Delivering result-based programs ● Managing data ● Managing documents, correspondence and reports ● Managing information and workflow ● Planning, organizing and multitasking
<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 Reyhanoğlu, Humanitarian Programme Coordinator</p> <p>Date: 09.11.2020</p>	