

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

Hiring Office:	UNFPA Turkey Country Office, Ankara
Purpose of consultancy:	<p>UNFPA Development Programme consists of three outcomes: (1) Sexual and Reproductive Health, (2) Gender Equality and Women's Empowerment and (3) Population Dynamics. The Programme focuses on advocacy and policy dialogue in support of government efforts to reduce disparities in the access to sexual and reproductive health and rights and gender equality, particularly for most vulnerable. UNFPA partners with state and non-state actors, United Nations organizations and donors. The programme works within a transformative development agenda that is universal, inclusive, human rights-based, integrated and anchored in the principles of equality. Programming strategies are advocacy, policy dialogue/advice, capacity building, awareness raising and generating evidence for policy development. Within this context, UNFPA Turkey has been actively involved in the prevention of child, early and forced marriages (CEFM) in Turkey within the framework of 6th Country Programme. Two projects on prevention of child, early and forced marriage (CEFM) have been implemented under Development Programme in that regard.</p> <p>Implementing its mandate, two CEFM oriented projects under UNFPA Turkey Development Programme have been implemented and these projects aim at institutional and organizational capacity building, advocacy and policy development on CEFM, community engagement and empowerment, generating data and evidence in this field through field researches and developing inter-sectoral cooperation among relevant actors and works in close collaboration with line ministries and their provincial directorates, non-governmental organizations and universities.</p> <p>The Prevention of Child Marriages: Nevsehir Model project was implemented within this framework to support organizational capacity-building in central Nevsehir to prevent child marriages through a holistic approach and improving cooperation and coordination among the stakeholders while raising awareness across the society - through health mediators- about the health risks and consequences of child marriages. The project continues with its second phase in Nevsehir Central District, Nevsehir-Acigol District and in Van aiming at the interventions of raising awareness on the health risks and consequences of child marriages, contributing to the establishment of a more effective intervention mechanism through capacity building for health mediators, healthcare service providers and other service providers, building partnership among service providers, public administrators, opinion leaders and NGOs, promoting all efforts and activities complement the existing action plans, raising awareness across the society through community-based efforts involving health mediators.</p> <p>To strengthen and support the field operations of the project, UNFPA will be hiring a consultant to be deployed to Nevsehir which is one of the project provinces.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The consultant will be responsible for:</p> <ul style="list-style-type: none"> • Mapping of local services, reporting mechanisms and referral mechanisms for prevention of child, early and forced marriage provided by government and national/international NGOs. • Communication with NGOs and local partners (Nevşehir Province Governorate, Provincial Health Directorates, Provincial Directorates of Family and Social Policies, Nevşehir and Acigol Municipalities etc.) for better coordination to facilitate implementation of project activities and to organize need assessment meeting(s) to clarify the neighbourhoods where the fieldwork will be conducted.

	<ul style="list-style-type: none"> Monitoring of health mediators mechanism, supervising household visits and neighbourhood activities conducted by health mediators, identifying bottlenecks and deviation from standards. Supporting health mediators in data collection and in filling up household visit forms. Attending local coordination meetings as UNFPA, Prevention of CEFM Ankara Team backup, reporting on developments to Ankara office. Attending capacity building training towards governmental and non-governmental organizations and towards health mediators, refresher and reinforcement training towards former health mediators. Giving support to facilitate focus group meetings with, religious officials, school counsellors, mukhtars, healthcare professionals (particularly midwives) in Nevsehir Acigol District. Giving support to dissemination of project promotion materials among NGOs, local partners, municipalities, governorates etc. Facilitating referrals and collaboration between relevant institutions and key actors at the provincial level. Supporting logistics of the Prevention of CEFM Team visits to the covered district(s). Making travel arrangements related to Prevention of Child Marriages – 2 project and other UNFPA programme activities. Organizing local project events (meetings, workshops, events, seminars, training) in Nevsehir (Central District and Acigol District) as requested by the CEFM Project Manager. Conducting trainings if requested by team. Weekly reporting on activities including visits to local authorities, and partners. Performing any other duties, as may be required by UNFPA.
Duration and working schedule:	<p>The expected duration of assignment will be for 10 months between 1 November 2020 - 31 August 2021.</p> <p>Total working hours are defined as 8 hours with additional 1 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:	Nevsehir, 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:	<p>The process will be monitored by the CEFM Project Manager in collaboration with RH Programme Analyst and Gender Programme Analyst.</p> <p>The acceptance of services at the end of each completed month will be certified through a Certification of Payment to be counter signed 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.</p>
Supervisory arrangements:	The consultant will work under the direct supervision of CEFM Project Manager.
Expected travel:	Individual Consultant (IC) is expected to travel to 3 different cities in Turkey to assist/support trainings and capacity building activities according to CEFM Project. 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>	<p>Minimum Qualifications and Experience:</p> <ul style="list-style-type: none"> • Bachelor's degree in social sciences, medical sciences, political sciences, economics and administrative sciences or related field. • 5 years of progressively responsible programme/project experience at national level, out of which at least 1 year in the field of health, gender, protection or humanitarian. • Fluency in written and spoken English and Turkish • Microsoft Office, Windows-based applications, integrated web-based management systems, spreadsheets and databases <p>Skills and Competencies:</p> <ul style="list-style-type: none"> • 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. • Knowledge of spoken Arabic is an asset. <p>Core competencies:</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>Functional Competencies:</p> <ul style="list-style-type: none"> • 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
<p>Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>N/A</p>
<p>Other relevant information or special conditions, if any:</p>	<p>N/A</p>
<p>Signature of Requesting Officer in Hiring Office: Emine Kuzuturk Savas, CEFM Project Manager</p> <p>Date: 24/09/2020</p>	