

TERMS OF REFERENCE

UNFPA Turkey Programme Manager

Type of Contract	: Service Contract
Level	: SB4/SC9
Duty Station	: Ankara, Turkey
Duration	: One year initially, with possibility of extension

Background:

Since the beginning of 2020, the Covid-19 pandemic crisis has stretched even the strongest health systems around the world. Turkey has confirmed cases of COVID-19 within its borders therefore the impact of the COVID-19 pandemic on communities was inevitably open to question in terms of needed services, access to information and coping mechanisms. The difficulties have been met more by vulnerable groups, such as elderly, people with comorbidities, and refugees and migrants. In providing a response to COVID 19, Turkey has been facing difficulties in providing essential health services due to the prioritization of mitigation/distancing measures for Covid-19 cases in health facilities; and on the other hand, fear of infection and a reluctance to visit health facilities. The general lack of physical access to health services and regular and updated information on service delivery during Covid-19 releases multiple problems that have negatively impacted the demand and utilization of essential services.

Implementing its mandate, UNFPA works in close collaboration with line ministries and other UN agencies and their provincial directorates to support national systems to promote efficient and effective service provision models to build resilience and uninterrupted access to the health system for the most vulnerable groups. Under the leadership of UNFPA, the intervention will be implemented jointly by UNFPA, UNHCR and WHO in collaboration with the MoH as an approach to health system strengthening at the same time meeting urgent health care needs for the most vulnerable groups under the principle of 'leaving no one behind'. Moreover, the intervention will provide an enabling environment for longer-term sustainability of intervention results with the support of joint collaboration of the three UN agencies.

To strengthen and support its operations, UNFPA will be recruiting a Programme Manager.

Major Activities/Expected Results:

Under the direct supervision of the SRH Programme Coordinator and technical guidance of the Humanitarian Coordinator the Programme Manager will contribute to the overall implementation of joint project **“Promoting innovative service provision models to support the Covid-19 health system response”** and support the UNFPA Country Programme via ensuring timely and high quality delivery of outputs according to the work plans and UNFPA’s programme procedures. The Programme Manager will be responsible for programme implementation by using and developing appropriate mechanisms and systems and ensuring compliance with established procedures, as well as by monitoring results achieved during implementation.

Expected Results/Description of Responsibilities:

- Provides overall coordination of programme activities in collaboration with WHO and UNHCR;
- Develops training materials, delivers and supervises the training in the field in partnership with partners to make sure that the programme is on track and implemented in line with the updated COVID-19 guidance of the MoH;
- Maintains contacts with main stakeholders including Ministry of Health, NGOs, WHO, UNHCR and other UN agencies with the aim of facilitating coordination experience sharing and consensus building;
- Monitors the work plan and financial management of the project, does revisions as necessary;
- Prepares narrative and financial reports to donors;
- Provides the coordination of the activities with stakeholders at the central and local level as needed;
- Identifies procurement needs of services and goods;
- Supervises field associates in selected provinces, provides the coordination for field associates and other programme staff in identifying regional and local needs;
- Monitors the services provided by mobile health services using check lists and other tools in collaboration with field associates;
- Conducts regular weekly planning and feedback meetings with field associates;
- Supports development of technical documents, assessment reports, materials to be prepared under the project;
- Supports advocacy and visibility activities of the project in collaboration with the Communication Expert by compiling and synthesizing relevant provincial background material for use in discussions and public events; establishes and maintains network of public information contacts;
- Contributes to creation and sharing of knowledge by synthesizing and documenting findings and lessons learned, success stories and best practices, strategies;
- Attends inter-agency meetings as requested;
- Performs any other duties, as may be required by UNFPA.

Work Relations:

Under the supervision of the SRH Programme Coordinator and overall guidance of Humanitarian Programme Coordinator, works in close collaboration with all UNFPA technical staff and works closely with the Field Associates. In coordination with the SRH Programme Coordinator liaises with central and local authorities including Ministry of Health, governorates, provincial directorates and other national stakeholders. Collaborates with UNHCR, WHO and other UN agencies. Works closely with the rest of the UNFPA Country Office Team.

Minimum Qualifications and Experience:

- Education** : Master's Degree in Social Sciences, Health Sciences or other related field.
- Experience** : Nine years of progressively responsible programme management or coordination experience at the national or international level on health issues.
- Language** : Fluency in written and spoken English and Turkish
- Computer Skills** : Proficiency in current office software applications and web based management systems
- Nationality** : Turkish

Skills and Competencies:

- Working experience in humanitarian/emergency programmes or response actions is an asset.
- Knowledge of reproductive health and/or gender and/or protection is an asset.
- Experience in programme advocacy/communication is an asset
- Working experience with implementing partners and NGOs is an asset.
- Working experience with the UN or an international organization is an asset.
- Familiarity with UN procedures and working methods is an asset
- Working experience with line ministries and governmental organizations such as MoFLSS and MoH 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