

**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**

Hiring Office:	<b>UNFPA Turkey Country Office, Ankara</b>
Purpose of consultancy:	<p>UNFPA has been implementing its 7th Country Programme in Turkey covering 2021-2025. UNFPA Turkey Country Office, for fifty years, has been working on promoting mother and child health, improving reproductive health and rights, empowering young people fulfil 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 Turkey Country Office has been also supporting the humanitarian response efforts of Turkey on promoting reproductive health and mitigating the risks of GBV as well as response to GBV in Turkey.</p> <p>Turkey 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 Turkey, some of the most vulnerable groups are still trying to cope with various protection risks including women and girls. UNFPA Turkey Country Office has been promoting sexual and reproductive health (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 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 2021, UNFPA operates 4 Women and Girls Safe Spaces (WGSS), 4 Youth Centers, 7 Key Refugee Groups (KRG), 2 Men and Boys Service Units, 12 Rural Mobil Service Units, 1 Support Center for Women and Youth and 2 Disability Service Units in Turkey in order to provide tailored services for the needs of vulnerable groups with its implementing partners including universities and non-governmental organizations.</p> <p>Strengthening protection from sexual exploitation and abuse (PSEA) while providing services to those in need is a shared responsibility of the humanitarian and development community as a whole, including both the United Nations and its implementing partners. The United Nations Protocol on Allegations of Sexual Exploitation and Abuse Involving Implementing Partners outlines requirements for the United Nations when working with its implementing partners to ensure adequate safeguards and appropriate action related to sexual exploitation and abuse. Due to the importance placed on PSEA, United Nations entities take a harmonized approach on implementing the United Nations IP protocol through a common assessment.</p> <p>Accordingly, UNFPA assessed and scored its partners' capacity based on a set of eight core standards on PSEA organizational policies and procedures to prevent and respond to SEA. The results of these assessments have determined the monitoring and support activities to be provided by UNFPA to the implementing partners for the next 6 months and they will continue to serve as a baseline for tracking progress in line with the standards of the United Nations IP Protocol.</p> <p>In December 2020, UNFPA completed the PSEA assessment for its 9 partners and a capacity building plan was developed for each partner.</p> <p>The main purpose of consultancy is to support UNFPA in implementing the PSEA Policy.</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"> <li>● Supporting the existing 9 implementing partners during implementation of capacity building plan; assisting development of relevant policy documents and identifying the steps the implementing partner/s need to take in order to meet the “full capacity level”.</li> <li>● Providing external support, as needed, to the implementing partner, including through training, technical advice, or increased coordination with inter-agency activities.</li> <li>● Developing content for training and facilitating trainings.</li> <li>● Determining the final capacity of the 9 implementing partners after the initial 6-months period.</li> <li>● Engaging further with the implementing partner/s with increased monitoring or other risk mitigation measures should any of the implementing partners receive a low or medium capacity SEA risk rating for a maximum of 3 months.</li> <li>● In case of new possible implementing partners identified; support assessing and scoring the partner’s capacity based on a set of eight core standards and using this assessment to determine the capacity of the implementing partner and as a basis for developing a plan to strengthen the PSEA capacity of the implementing partners.</li> <li>● Support documenting the decisions of the assessment results in the PSEA Assessment and Monitoring Tool.</li> <li>● Developing a capacity strengthening implementation plan outlining appropriate risk mitigation, capacity building and monitoring activities and identifying the steps the implementing partner/s need to take in order to meet the “full capacity level”.</li> <li>● Reporting of the outcomes of the training, technical advice and/or coordination and identifying ways-forward.</li> <li>● Monitoring the implementing partner, particularly those involved in higher risk programme activities, to ensure compliance with SEA prevention and response requirements.</li> <li>● Provides technical inputs to the Inter-Agency PSEA Task Force, acts as a back-up for UNFPA PSEA Focal Point.</li> <li>● Contributes to the reports, work plan, documents, guidance notes to be developed as part of the Inter-Agency PSEA Task Force Work Plan.</li> </ul>
<p>Duration and working schedule:</p>	<p><b>6 months between 1 April 2021 – 30 September 2021</b></p> <p>Daily office hours 9:00 to 17:30 with ½ hour lunch break from Monday to Friday. The consultant is eligible to take fixed (not floating) United Nations official holidays.</p>
<p>Place where services are to be delivered:</p>	<p>The consultancy will be home-based.</p>
<p>Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):</p>	<p>The IC will provide monthly activity reports (electronic).</p>
<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</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>
<p>Supervisory arrangements:</p>	<p>The consultant will work under the direct supervision of the UNFPA Regional Programme Manager and under the technical guidance of the UNFPA PSEA Country Focal Point.</p>

Expected travel:	N/A
Required expertise, qualifications and competencies, including language requirements:	<p><b><u>Minimum Qualifications and Experience:</u></b></p> <ul style="list-style-type: none"> <li>• Master’s degree in Law, Human Rights, International Relations, Political or Social Science or a related field from an accredited academic institution.</li> <li>• At least 2 years relevant professional experience from a humanitarian setting in the field of sexual exploitation and abuse, protection, gender-based violence, staff misconduct and discipline, and/or protection/gender mainstreaming.</li> <li>• Experience in developing and facilitating training and capacity-building activities.</li> <li>• Fluency in written and spoken Turkish and English.</li> <li>• Microsoft Office, Windows-based applications, integrated web-based management systems, spreadsheets and databases.</li> </ul> <p><b><u>Skills and Competencies</u></b></p> <ul style="list-style-type: none"> <li>• Knowledge on rights-based approaches and gender equality is an asset.</li> <li>• Experience working with NGOs, especially working under humanitarian response, on organizational capacity building (developing policy documents, trainings etc) is an asset.</li> <li>• Experience working in multi-sector, inter-agency processes is an asset.</li> <li>• Experience working in the UN system is an asset.</li> </ul> <p><b><u>Core Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Values</li> <li>• Achieving Results</li> <li>• Being Accountable</li> <li>• Developing &amp; Applying Professional Expertise</li> <li>• Thinking Analytically &amp; Strategically</li> <li>• Working in Teams/Managing our-selves and relationships</li> <li>• Communicating for Impact</li> </ul> <p><b><u>Functional Competencies:</u></b></p> <ul style="list-style-type: none"> <li>• Delivering result-based programs</li> <li>• Providing conceptual innovation to enhance/strengthen programme effectiveness</li> <li>• Generating, managing and promoting the use of knowledge and information</li> </ul>
Inputs/services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	N/A
Other relevant information or special conditions, if any:	N/A
<p>Signature of Requesting Officer in Hiring Office: Fatma Hacıoglu Sarıdag, Programme Manager</p> <p>Date: 25 February 2021</p>	