

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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| Hiring Office: | UNFPA Turkey Country Office, Ankara |
| 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 sexual and reproductive health (SRH), empowering young people fulfil their potential, promoting gender equality, combating gender based violence (GBV) and enhancing collection, use and dissemination of population 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 through promoting SRH 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 SRH through the implementation of the Minimum Initial Service Package (MISP) and GBV prevention and response programs in accordance with the IASC Guidelines for GBV Interventions in Humanitarian Settings.</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, 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>The main purpose of consultancy is to support UNFPA Turkey in improving mechanisms and frameworks for accountability to affected populations (AAP) and protection from sexual exploitation and abuse (PSEA).</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"> ● Adaptation of AAP policy to UNFPA Turkey Country Office in accordance with humanitarian response in Turkey aligned with the guidance of UNFPA Global. ● Supporting implementing partners in order to be compliant with all minimum standards including AAP. ● Developing a capacity strengthening implementation plan outlining appropriate risk mitigation, capacity building and monitoring activities in terms of AAP and identifying the steps the implementing partner/s need to take to ensure a proper community feedback mechanism in accordance with the implementation model of each center. ● Contributes to the accountability framework, reports, work plan, document and guidance notes to be developed for the humanitarian program. ● Contributes to the design of new accountability tools as required by implementing partner/s including sharing new ideas on innovative community feedback channels/technologies and tools to better ensure accountability to all beneficiaries. ● Providing external support, as needed, to the implementing partners, including through training, technical advice, or increased coordination with inter-agency activities. |

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| | <ul style="list-style-type: none"> ● Developing content for training and facilitating trainings on AAP and PSEA when relevant. ● 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. ● Monitoring implementing partners once the PSEA assessment process is finalized. ● Supporting implementing partners during implementation of capacity building plan; outlining appropriate risk mitigation, monitoring activities and assisting development of PSEA policy documents and identifying the steps the implementing partner/s need to take in order to meet the “full capacity level” on PSEA. ● Support documenting the decisions of the assessment results in the PSEA Assessment and Monitoring Tool. ● Reporting of the outcomes of the training, technical advice and/or coordination and identifying ways-forward. ● Monitoring the implementing partner, ensuring compliance with SEA prevention and response requirements and AAP Minimum Standards. ● Participates in the PSEA Network meetings and provides support for taking meeting minutes. ● Contributes to the reports, work plan, documents, guidance notes to be developed as part of the PSEA Network Action Plan. ● Represents UNFPA in Accountability Task Force meetings and provides technical inputs to the Accountability Task Force. ● Supporting the organization of webinars and workshops on PSEA and AAP. ● Developing audio visual products including IEC materials on PSEA and AAP. ● Performing any other tasks, as required. |
| Duration and working schedule: | <p>11 months between 1 December 2021 - 31 October 2022</p> <p>Daily working 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> |
| Place where services are to be delivered: | The consultancy will be home-based. |
| 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 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. |
| Supervisory arrangements: | The consultant will work under the direct supervision of the UNFPA Regional Programme Manager and under the technical guidance of the UNFPA GBV & PSEA Expert. |
| Expected travel: | Individual Consultant (IC) is expected to travel to 8 different cities in Turkey in order to provide monitoring and capacity building activities. The travel expenses of the consultant will be covered by the UNFPA in accordance with UNFPA Travel Policy. |

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| <p>Required expertise, qualifications and competencies, including language requirements:</p> | <p><u>Minimum Qualifications and Experience:</u></p> <ul style="list-style-type: none"> ● Master’s degree in Law, Human Rights, International Relations, Political or Social Science or a related field from an accredited academic institution. ● Experience in developing and facilitating training and capacity-building activities. ● Fluency in written and spoken Turkish and English. ● Microsoft Office, Windows-based applications, integrated web-based management systems, spreadsheets and databases. <p><u>Skills and Competencies</u></p> <ul style="list-style-type: none"> ● Working experience from a humanitarian setting in the field of sexual exploitation and abuse, accountability for affected populations, protection, gender-based violence is an asset. ● Experience working with NGOs, especially working under humanitarian response, on organizational capacity building (developing policy documents, trainings etc) is an asset. ● Proven knowledge of the subject area and experience working on AAP and/or PSEA in operational settings is an asset. ● Experience working in multi-sector, inter-agency processes 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 ● Providing conceptual innovation to enhance/strengthen programme effectiveness ● Generating, managing and promoting the use of knowledge and information |
| <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: Fatma Hacıoglu Sarıdag, Programme Manager</p> | |
| <p>Date: 1 October 2021</p> | |