

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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 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.</p> <p>In 2021, UNFPA will start supporting a temporary shelter for GBV survivor refugee women in Istanbul.</p> <p>The purpose of this consultancy is to support UNFPA Turkey in developing standard operating procedures (SoP) for the temporary shelter and training of the shelter staff inline with the SoP.</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"> ● Desk review of international standards for management and service provision as well as good practices in temporary shelters for refugee women and girls in Humanitarian Settings and minimum standards of shelters in line with the national law and legislations. ● Developing an SoP in Turkish: to develop service delivery guidelines for and management of temporary shelters for refugee women in accordance with national laws, regulations, and policies/procedures on women’s shelters and with international standards including IASC GBV Guidelines on shelter management. ● Ensuring that the developed SoP elaborates the terms of references of the service providers, service provision flows (on sexual and reproductive health, GBV response, empowerment, social cohesion and related to children accompanying residents of the shelter), referral mechanisms (both internal and external), quality assurance criteria, working principles including humanitarian and ethical principles, how to manage, monitor and supervise the shelters including the safety and security of survivors, defining survivor eligibility and separation criteria, monitoring of post-shelter period, accountability of affected populations framework and monitoring of services provided. ● Conducting interviews with the UNFPA, partner organization and relevant public institutions during the drafting process.

	<ul style="list-style-type: none"> ● Reviewing the existing documents and forms used by the partner organization and providing recommendations and/or developing new ones (such as admission form, social assessment form, informed consent forms, ground rules for residents, etc) to be annexed to the SoP. ● Integrating the feedback from UNFPA and the partner organization and review/edit/redact and finalize the SoP and the required materials. ● Assisting UNFPA in developing the monitoring tools for service provision, to be included in the SoP. ● Facilitating a workshop on the draft SoP to receive feedback from UNFPA, partner organization, service providers of the temporary shelter and relevant experts. ● Considering COVID-19 measures as an integral part of service provision and reflecting properly in the SoP. ● Developing content for training based on SoP and facilitating the training for the service providers with relevant UNFPA Humanitarian Experts. ● Performing any other duties, as may be requested by the team.
Duration and working schedule:	28 working days between 1 December 2021 and 28 February 2022
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.):	<p>Deliverable 1: 15 December 2021, 5 working days</p> <ul style="list-style-type: none"> ● Submission of the desk review report and draft outline of the SoP <p>Deliverable 2: 20 January 2022, 15 working days</p> <ul style="list-style-type: none"> ● Conducting meetings with UNFPA and relevant stakeholders and a workshop with shelter service providers to provide input in the SoP ● Submission of final draft of the SoP <p>Deliverable 3: 28 February 2022, 8 working days</p> <ul style="list-style-type: none"> ● Revising SoP based on the comments from UNFPA and service providers ● Preparing SoP Training agenda for the service providers at the shelter ● Conducting the training and submitting the final SoP
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	The consultant will submit a daily log including the details of working days and tasks along with the deliverables. The acceptance of services at the end of each completed deliverable will be certified through a Certification of Payment to be counter signed by both parties (IC and UNFPA).
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 and Women’s Empowerment Experts.
Expected travel:	Individual Consultant (IC) is expected to travel to 2 different cities in Turkey in order to support development of SoP. 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"> ● Master’s degree in gender and development, women’s studies and human rights, social science, public health or a combination of university degrees in related areas. ● Minimum of 2 years’ experience in research or project/programme implementation including undertaking gender and GBV guidelines or protocols. ● 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"> ● Proven knowledge of humanitarian programmes in Turkey, gender-based violence, protection or health sectors is an asset. ● Experience in developing and facilitating training and capacity-building activities is an asset. ● Experience in developing guidelines, procedures within the context of service provision in the area of sexual and reproductive health or GBV is an asset. ● Experience working with NGOs, especially working under humanitarian response, on organizational capacity building (developing policy documents, trainings etc) is an asset. ● Experience working in the UN system 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
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 Hacioglu Saridag, Programme Manager</p> <p>Date: 11 October 2021</p>	