

## TERMS OF REFERENCE

### UNFPA Turkey Humanitarian Data Analysis and Reporting Assistant

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<b>Type of Contract</b>	<b>: Service Contract</b>
<b>Level</b>	<b>: SB2 (SC4)</b>
<b>Duty Station</b>	<b>: Ankara, Turkey</b>
<b>Duration</b>	<b>: Up to 31 May 2019, with possibility of extension</b>

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**Background:**

Since April 2011 over 3.5 million Syrians have entered Turkey to find safe haven. Access to sexual and reproductive health (SRH) and sexual and gender based violence (SGBV) services is limited due to poor reach and knowledge, cultural and language barriers and unavailability of certain standards and guidelines for services for refugees. 71 per cent of the refugees in Turkey are women, adolescents and children and are vulnerable to sexual violence, early and forced marriage, trafficking, high risk pregnancies, unsafe deliveries, abortions and sexually transmitted infections.

UNFPA responds to the crises via provision of reproductive health and family planning services and supplies, including maternal health and psychosocial support on gender based violence through women and girls safe spaces (WGSS) in collaboration with Ministry of Health to reduce the risks of maternal and infant mortality and morbidity, HIV infection, unwanted pregnancy, sexual violence and exploitation and other reproductive health-related conditions. In addition, UNFPA supports strengthening of prevention and protection services provided by Social Service Centers of Ministry of Family, Labor and Social Services. Furthermore, UNFPA operates key refugee service units to respond to the protection needs of most vulnerable groups.

To support data collection and analysis from above-mentioned service delivery points and assisting preparation of quality reports CO will be hiring a Data Analysis and Reporting Assistant.

**Major Activities/Expected Results:**

Under the direct supervision of the Humanitarian Programme Coordinator and in coordination with M&E Associate and IT Associate, the Humanitarian Data Analysis and Reporting Assistant will contribute to the regular monitoring, data collection, analysis and reporting under UNFPA's humanitarian programme and provides the following services focusing on achievement of the following tasks:

- Assists collecting, processing, reporting of the data from all service delivery units through on-line or manual data collection tools. The contractor is expected to assist regular data collection from all service delivery units, analyze them and report accordingly by maintaining full confidentiality in all aspects of assignment, maintenance of protocol procedures, information flow and follow up on deadlines and commitments made. Maintain database with raw data collected from service delivery units and clients in an electronic format.
- Assists data analysis (quantitative & qualitative), using appropriate statistical tools and statistical software when necessary (excel, SPSS, Activity-Info, Zoho, Power BI, etc.).
- Prepares information and/or briefs, infographics, summaries and background documentation required by the Representative and / or Humanitarian Programme Team for humanitarian missions and special meetings; and prepare power-point and other presentations, including computer generated visuals, such as graphs.
- Maintains an office filing system and assist in archiving and maintain up-to-date electronic data.
- Assists development of questionnaires, monitoring tools as necessary.
- Drafts regular monthly monitoring reports for SRH and SGBV indicators based on data collected from partners and according to activities conducted; drafts narrative and quantitative part of monthly situation reports, 3RP reports, donor reports and other regular reports using appropriate tools (Activity-Info, etc).

- Supports other monitoring activities (implementing partner reports, training reports, track of reproductive health kits, dignity kits, etc.)
- Participates in 3RP Information Management Working Group Meetings and communicates with other 3RP partners with regard to data analysis and reporting.
- Performs any other duties, as may be required by the Representative and/or Humanitarian Programme Coordinator.

#### **Work Relations:**

Internal contacts with UNFPA staff and visiting officials. Works closely with UNFPA's implementing partners. Collaborates with other UN agencies, particularly with UNHCR and WHO and relevant NGOs. Collaborates with UNFPA Amman Hub and rest of the Humanitarian Team.

#### **Minimum Qualifications and Experience:**

**Education** : Bachelor's degree in statistics, economics, social science or related field with course work in data collection, processing, statistical analysis and reporting.

**Experience** : 4 years of relevant experience in data analysis and reporting

**Language** : Fluency in written and spoken English and Turkish

**Computer Skills** : Microsoft Office, Windows-based applications, integrated web-based management systems, spreadsheets and databases, statistical software programs (such as SPSS, STATA, CPro, etc.)

**Nationality** : Turkish

#### **Skills and Competencies:**

- Academic and/or professional work experience on data analysis through the use of statistical software programs is an asset.
- Experience in using on-line data collection and reporting tools (such as Activity-Info, Zoho, etc) is an asset.
- Familiarity with UN procedures and working methods is an asset.
- Working experience with an international organization 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:**

- Delivering result-based programs
- Managing data
- Managing documents, correspondence and reports
- Managing information and work flow
- Planning, organizing and multitasking