**TERMS OF REFERENCE**

**Place: Ankara, Turkey**

**Position: Project Financial Assistant**

**Project: Project on the Promotion of Access to Justice by Refugees, Asylum-seekers and Temporary Protection Beneficiaries in Turkey**

**Duration: 10 months**

The applications should be e-mailed to [dalya.darendeli@barobirlik.org.tr](mailto:dalya.darendeli@barobirlik.org.tr) no later than **March 7, 2018.**

**Only the short-listed candidates will be contacted.**

1. **Background**

Currently, over 3.5 million Syrians under temporary protection and over 350.000 international protection applicants and statute holders from different countries live in Turkey. This large group, which is seeking international protection in Turkey with various legal statutes, may face different legal problems in daily life. These people can be a party to legal disputes from decisions such as refoulement, which can directly affect one’s right to life; to divorce, domestic violence and work-place accidents. It is important that these people, majority of whom are facing economic difficulties, are supported in access to justice.

*“Project on the Promotion of Access to Justice by Refugees, Asylum-seekers and Temporary Protection Beneficiaries in Turkey”* aims to ensure the access of international protection applicants, statute holders and persons under temporary protection, who are a party to a legal dispute, to qualified legal assistance.

Activities within the Project will be conducted under 3 components which have been summarized below.

Component I

Through an international symposium to be organized with the participation of all of the bar associations and which will be open to the participation of all the lawyers interested in the field; the current legal situation in our country will be analyzed, best practices from other countries will be examined and solutions to the current problems will be proposed. Efforts will be made to ensure the uniformity of implementation among bar associations especially in different practices such as legal aid applications’ admission procedures, evaluation of the criteria regarding the lawyers to be appointed.

Component II

The first step to cover the gaps in the system will be taken through the establishment of a model legal clinic in Şanlıurfa with the cooperation of the Union of Turkish Bar Associations, Şanlıurfa Bar Association and the UNHCR. The access of international protection applicants, statute holders and persons under temporary protection to correct and full legal assistance services to be carried out under professional ethical supervision will be ensured through the legal clinic to be established. Awareness raising activities, legal representation in cases which may contribute to the case law within the field, advocacy activities and vocational and trainee trainings may also be conducted through the clinic to be established.

At the end of this activity, it is aimed to increase the number of applications and the ratio of benefit from legal aid; and to ensure the access to a more qualified legal representation of the target group within Şanlıurfa province, and to solve the communication (interpretation) problems which form a significant problem in the functioning of the system.

Component III

The UNHCR and the UTBA have established a pool of interpreters centred in Ankara in order to support the communication among lawyers and clients during legal aid applications and the provision of legal aid services. The pilot implementation of the pool of interpreters has been conducted and very positive feedbacks were received from lawyers who have benefitted from this service. The capacity of the pool of interpreters will be enhanced with this project through increasing the number of interpreters. Thus, it will be possible to process more requests and to assist the pilot bar associations in determining the cases in which legal aid should be granted.

1. **Objective**

The objective of this position is to support the implementation of the project through pursuing the consistency of the activities to be conducted with the budget; in order to reach the project outcomes.

1. **Responsibilities of the Project Financial Assistant**

The project financial assistant will be responsible of the following duties:

* To collect, record and preserve information on the Project activities and to do reporting
* To prepare reports regarding the budget
* To ensure the consistency of the expenditures with the budget and the project implementation rules
* To prepare status and progress reports, to conduct routine communications
* To follow the implementation and performance of project outcomes through work plans, progress reports, budget, financial reports and expenditures
* To be in communication and cooperation with the UTBA and the UNHCR regarding the implementation of the project
* To carry out other tasks

**4. Duration**

The duration of this position is 10 months and it is foreseen to start in March 2018 and end in January 2019.

**5. Organizational Framework**

The physical working environment of the project financial assistant will be provided by the UTBA. The financial assistant will report to the UTBA, and work in close coordination and cooperation with other project staff and partners. The incumbent will sign an employment contract of definite duration with the UTBA, and will be employed within the International Relations and EU Centre.

**6. Required Qualifications**

* Undergraduate degree in related fields
* At least 2 years experience in related fields
* Computer skills
* Fluency in Turkish and English
* Experience in projects funded by the UN, donors and/or NGOs is an asset.
* Experience in financial reporting and/or expenditure monitoring systems is an asset.
* Experience with ORACLE, Peoplesoft based software (ATLAS) is an asset.

**Notes:**

* Internships are not considered work experience.
* Compulsory military service is not considered work experience.
* Experiences gained prior to undergraduate education are not considered work experience.

**7. Additional Documents Required**

* One-page letter of intent explaining the relevance to the position
* CV including related work experience and at least two references

**8. Evaluation**

The candidates meeting the minimum requirements within the terms of reference will be short-listed. The short-listed candidates will be called for an interview. The interviews will be conducted in English/Turkish.