

TERMS OF REFERENCE

Place: Ankara, Turkey

Position: Project Assistant

Duration: 01.03.2023 – 30.11.2023

Reference Number: Ankara2023-ILAP-1

Project: Support to the Improvement of Legal Aid Practices for Access to Justice for ALL in Turkey Phase II

The applications should be submitted to utba@barobirlik.org.tr no later than **February 20th, 2023 by indicating reference number.**

Only the short-listed candidates will be contacted.

1. Background

The UNDP, the UTBA and Ministry of Justice have established a cooperation since 2015 to improve the legal aid system in Türkiye for better access to justice for all, especially for vulnerable groups. Through the strong ownership of the partners as well as contributions and commitments of all other valuable stakeholders including the Bar Associations and NGOs, the ILAP project, Phase II has already taken its place among other global blue-prints with the model it suggests in the field of combating violence against women and girls through effective legal aid and access to justice services. The building blocks of the Centre Model, namely the specialization in legal aid services, propose advanced standards for professional conduct and the institutional capacities for an assignment system, case management, learning and professional development for legal aid practitioners, and multi-sectorial cooperation and coordination, together form an quintessential legal aid system which is expected to be smoothly functioning and cater to the needs of women and other violence survivors in the best way possible.

Activities within the Project will be conducted under 4 results:

Result I: (Coordination) Enhanced Coordination Between Women NGO's, Civil Society Organizations, Lawyers and Bar Associations to Improve the Legal Aid System in Türkiye

Result II: (System Development) Development of a systematic and structured approach for legal aid services via implementing and further improving best practices in pilot Bar Associations

Result III: (Capacity Development) Enhanced Capacities of Lawyers Practicing Legal Aid Through a Tailor-made Training Programme

Result IV: (Awareness Raising) Awareness raising among bar associations in Türkiye on the performance criteria and evaluation mechanism for legal aid services and automation system for appointment of Code of Criminal Procedures (CCP) lawyers

“Support to the Improvement of Legal Aid Practices for Access to Justice for ALL in Turkey Phase

II" aims to enhance the effectiveness and efficiency of the legal aid system in Türkiye. The Project will have a chance to introduce the concept of the 'trauma-informed interview room' for the first time in Türkiye and will enhance its leading role in this area by setting a unique and needs-based example for future projects as well.

2. Objective

The objective of this position is to support the implementation of the project and to contribute to the communication and cooperation among partners; in order to reach the project outcomes.

3. Responsibilities of the Project Assistant

The Project assistant will be responsible of the following duties:

- To collect, record and preserve information on the Project activities and to do reporting
- To prepare status and progress reports, to conduct routine communications
- To assist the preparation of required material to be used in discussions and meetings
- To monitor the main standards and indicators related to the measurement and evaluation of the project performance
- 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 UNDP regarding the implementation of the project
- To do the reporting regarding the functioning of the clinic
- To keep the archives of the clinic and to share the related documents with the UTBA
- To follow the required organizational arrangements
- To follow up procurement processes
- To carry out other tasks

4. Organizational Framework

The physical working environment of the project assistant will be the UTBA within the scope of the project. The incumbent will sign an employment contract of definite duration with the UTBA, and will be employed within the International Relations and EU Centre.

5. Required Qualifications

- Undergraduate degree in related fields such as Faculty of Economics and Administrative Sciences
- At least 2 year 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 with ORACLE, PeopleSoft based software (ATLAS) is an asset.
- To have completed military service for male candidates.

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.

6. Additional Documents Required

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

7. 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.

8. Salary Information

The monthly gross wage of the worker is 28,300,00 TL.