

SOCIAL ENTREPRENEURSHIP, EMPOWERMENT AND COHESION IN REFUGEE AND HOST COMMUNITIES IN TURKEY PROJECT

Terms of Reference PROJECT ASSISTANT

Scope and Objective

In the scope of the Social Entrepreneurship, Empowerment, and Cohesion in Refugee and Host Communities in Turkey Project (SEECO) Project, a Project Assistant will be assigned to support implementation of activities of the project, carry out tasks in support of project development and implementation and provide administrative support to project management processes.

The Project Assistant works under the supervision of the Project Manager ensuring a smooth and timely delivery of project activities under the Project's work plan and collaboratively with all members of Project Implementation Unit (PIU) established at the Ministry of Industry and Technology (MoIT).

The Project Assistant will work **full-time** for the Project and will be located in **Ankara**. However, since the implementation area of the Project covers 11 provinces, the job requires some travel throughout these provinces in Turkey.

Background

The SEECO Project is a project implemented by Ministry of Industry and Technology (MoIT) administered by the World Bank and financed by a grant in the amount of EUR 39.5 million provided by the European Union.

The project aims to support women and youth within refugee and host communities' transition into sustainable economic opportunities and increased social cohesion through the micro-grant support provided by the selected 5 Development Agencies (DAs) covering 11 provinces (Adana, Mersin, Gaziantep, Adıyaman, Kilis, Mardin, Hatay, Osmaniye, Kahramanmaraş, Diyarbakır, and Şanlıurfa), where vulnerable refugee reside the most. The project (i) expands economic opportunities for mostly women refugee and host communities through support for social enterprises and vital livelihoods facilities; (ii) improve social cohesion among refugees and host communities through enterprise development and participatory engagement in livelihoods facilities.

The project will be implemented through three components, namely as (i) Social Entrepreneurship for Women and Youth in Refugee and Host Communities, (ii) Community Livelihoods-related Facilities in Refugee and Host Communities and (iii) Institutional Capacity Strengthening and Project Management.

Component 1 will finance activities to support social entrepreneurship in refugee and host communities in the target provinces. The project defines a social enterprise to include profit-making businesses that prioritize social or environmental impact while reinvesting profit primarily in their mission and/or benefitting target social groups through employment or other activities that may increase their income. For the purposes of the project, this includes, inter alia, businesses that are established with the mission of employing, or self-employing, refugees and other vulnerable members of the community (e.g. disabled, at-risk youth, etc.).

This component will directly benefit those receiving startup support services, subgrants, and employment in social enterprises; indirect beneficiaries are the buyers of goods and users of services provided by the social enterprises. Subcomponent 1A will finance support services for social entrepreneurs and Subcomponent 1B will fund subgrants for the incubation or acceleration of social enterprises. The elements of this approach aim to maximize the potential for success of the project-supported social enterprises and enables the participation of less-privileged women and youth in social entrepreneurship.

In order to develop sustainable microenterprises, women (and other vulnerable) social entrepreneurs supported under Component 1 will need to access a range of supporting facilities. The development and survival of the business is not only a function of business and technical skills; women face a number of other constraints to their successful engagement in livelihood opportunities. While some of these are addressed in Component 1 through support services (training, mentoring, and coaching), others require local community-level, small-scale investments, without which social enterprises will flounder and/or be unsustainable, and social cohesion outcomes will not be achieved.

While the neighbourhoods in the local authorities covered by the project are generally provided with basic services and infrastructure (such as roads, water, sewerage, and solid waste management), other services that would support women's participation in social enterprises are either unavailable or only partially available in most of the project locations. Such services include childcare facilities or kindergartens, access to community-based workshop facilities or maker-spaces, and access to local marketplaces.

To address these gaps in facilities, support the efforts of refugee and host community women to earn income, and promote dialogue and engagement of refugees, host communities, and municipal authorities around social enterprises, component 2 will finance: (i) the capacity building and facilitation activities for refugees and host communities to engage in participatory decision-making processes over local needs and priorities for livelihoods-related facilities under Subcomponent 2A; and (ii) the cost of establishing/renovating selected livelihoods-related facilities under Subcomponent 2B.

The implementation of the project will follow the World Bank Policies and EU Requirements. Component 3 will finance project management, monitoring & evaluation, and communications (and visibility) as well as the targeted capacity building of national (MoIT, DAs) and local actors (local authorities, NGOs, other stakeholders) to strengthen their capabilities to support women's livelihoods development in this project and in the future.

Duties and Job Responsibilities

Project Assistant will be responsible for but not limited to the following duties and responsibilities:

- Conduct Project's activities on a day-to-day basis, with the prime responsibility of ensuring that the project produces the results specified in the project documents, including the durational, budgeting and control of the commitments,
- Formulate project strategies and support the project action plan & activities to be carried on within the time-line,
- Support management of the SEECO, administrative and official services; managerial & professional staff by using secretarial/administrative skills to assist in the execution of project development and implementation of work as a member of the PIU and facilitate team communication,

- Screen incoming daily routine e-mails and draft reply for PIU; provide relevant background/project information whenever necessary to PIU partners; keeps track of pending matters, follow up with other offices on deadlines,
- Screen phone calls and visitors, respond to moderately complex information requests and inquiries as necessary, as well as to refer queries to appropriate personnel for handling,
- Draft routine written & oral correspondence (covering administrative matters) with the given authorization; put them into adequate style, language and format; proofread documents and edit texts for accuracy, grammar, punctuation and style in accordance with standard practices,
- Perform general administrative tasks like arrangements for meetings and other events, welcoming guests, reservations, budget follow-up, research for information and reference material,
- Prepare requests/documents, e.g. requisitions, travel requests/authorizations, check-ins, expenditure authorizations, visa applications, etc.,
- Assist in the preparation of papers and presentations by extracting/summarizing statistics and other related information; compile and organize information and reference materials from various sources for reports, meetings, etc.,
- Maintain files (both paper and electronic) and databases related to work,
- Perform other duties as required.

Experience and qualifications requirements

- University degree in a relevant field, preferably in the fields of economics or management
- Minimum 2 years of professional experience as a project assistant either in the government agencies or in the private sector,
- Experience in project management, logistical and financial operations,
- Experience in reporting activities in similar projects, with strong preference for projects dealing with social development and entrepreneurship will be a strong asset,
- Experience in coordination and communications with public agencies, national and local institutions, civil society organizations, and international institutions is an asset,
- Fluency in oral and written Turkish and English, Arabic is an asset,
- Excellent computer literacy (MS Office; Windows XP, Internet) and other Professional software,
- Have no restriction for travel,
- Completed or postponed military service for male candidates (for Turkish citizens).

Key skills

- Highly organised in both time and in resources,
- Can multitask, work well under pressure, and work efficiently to meet strict deadlines
- Excellent communications and teamwork skills,
- Have a thorough understanding of project objectives and goals,
- Have an analytical and critical mindset for making the best decisions for the project, report writing and problem-solving skills,
- Adaptable to flexible working hours.

Duration of the services

The project has a 4-year duration. The planned duration of service of the Project Assistant is foreseen to start in January of 2022 until the project's extended closing date which is last quarter of 2024. Due to the phasing of the financing, a contract will be signed with the preferred candidate in two stages (December 2021 to December 30, 2022, and then after the extension of the Grant Agreement from January 1 2023 to October 2024). Two-month probation period will be applied by renewable 1-year contracts and additional input days will be requested from time to time till the end of the implementation, if performance is satisfactory.