

TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT



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POST TITLE:	International Consultant for developing training manual on integrity for public sector and educational sector
AGENCY/PROJECT NAME:	Strengthening anti-corruption, transparency and accountability for sustainable development in Timor-Leste
PERIOD OF ASSIGNMENT/SERVICES:	60 working days (7 January – 29 March 2019) with possibility of extension depends on availability of the fund
COUNTRY OF ASSIGNMENT:	Dili, Timor-Leste
STARTING DATE:	7 January 2019
LOCATION:	Dili, Timor-Leste
DUTY STATION:	Prevention Directorate Office, Anti-Corruption Commission Dili, Timor-Leste

1) BACKGROUND

The project aims to strengthen anti-corruption, integrity, transparency, and accountability at the national and municipal levels and raise awareness among citizens in Timor-Leste. First, the project focuses on finalizing the development of overarching policy guidelines on anti-corruption, accompanied with capacity development initiatives for civil servants of the national and municipal administrative offices. Second, soft mechanisms for enhancing public sector integrity will be developed and distributed to the public and private sector stakeholders. Third, greater civic engagement will be facilitated through increased access to information and youth training initiative. With this comprehensive and multi-stakeholder approach to address corruption, the project envisions, in the longer-term, robust, transparent, and accountable government institutions and empowered citizens who can hold them accountable. These goal and objective are in line with the Timor-Leste Strategic Development Plan (2011-2030) as well as the 'United Nations Development Assistance Framework (UNDAF) for the Democratic Republic of Timor-Leste 2015-2019: Supporting Equitable and Sustainable Development in a Rising Young Nation'. The Timor-Leste Strategic Development Plan for Public Sector Management and Good Governance emphasizes building trust in government through delivering quality public service and promoting civil service values. The Governance Sector plan of the UNDAF is centred on the institutional strengthening in the areas of justice, security, oversight mechanism, and decentralization.

2) OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

The International Consultant for developing training manual on integrity for public and educational sectors will work under the supervision of Director of Prevention at Anti-Corruption Commission Office and will focus the following areas:

- I. Technical and coordinative support for developing training manual on integrity for the public and educational sectors for the Prevention Directorate, Anti-Corruption Commission Timor-Leste.
- II. Capacity Building and Support of the Prevention Directorate staffs and other key managers in the area of prevention Anti-Corruption Commission Timor-Leste.

The overall objective of the assignment of the International Consultant is to supervise developing training manual on integrity for public and educational sectors as well as to provide coordinative support to enable the Prevention Directorate Anti-Corruption Commission Timor-Leste to deliver quality outputs, as describe in the PRODOC in the following areas of a culture of transparency and rejection to corruption embedded in state institutions and citizen trough capacity of oversight institutions increased to promote corruption prevention and public sector integrity.

The main responsibilities of the International Consultant are as follows:

1. Facilitates/form formal and non-formal mechanism for public discussion on training manual of integrity practice in public and educational sectors.
2. Supports Prevention Directorate Trough Unit of Promoting Value and Integrity to comprehend methods for developing manual or guideline for integrity in public and educational sectors.
3. Produces a high quality of training manual on integrity for public and educational sectors as required by Prevention Directorate, Anti-Corruption Commission Timor-Leste.
4. Provides capacity building and supports to the local technical specialist at Unit of Promoting Value and Integrity in writing manual or guideline for integrity.
5. Coordinate and prepare a pilot program for launching the training manual when the finalization of producing the training manual of integrity.
6. Prepare and deliver several meetings with all the stakeholders involved in the Anti-Corruption Consultative Council for the corruption prevention activities in Timor-Leste.
7. Develop and implement tools, templates and training materials in support of the training manual of integrity in public and educational sectors.
8. Assist in the preparation of the quarterly and annual monitoring reports.
9. Write newsletters for UNDP to update all the partners about the steps towards the implementation.

3) EXPECTED OUTPUTS AND DELIVERABLES

Because of personal achievement, the International Consultant should present the individual outputs or group result and be ready to organize team work and involve key local specialist staff in preparation process. The

expected outputs and deliverables of the International Consultant are linked to the project work plan of the Anti-Corruption Project as per defined in the project document (ProDoc):

I. Developing Training Manual of Integrity for Public and Educational Sectors:

Output 1. One progress report of the following products (31 of January 2019):

1. Development of a formal and non-formal consultation or discussion on training manual on integrity for public and educational sectors with Anti-Corruption Commission and its Stakeholders.
2. Development of the workplan, tools and methodologies for developing the training manual on integrity for public and educational sectors
3. Progress report on the capacity development support to the local specialist within the Prevention Directorate, Anti-Corruption Commission Timor-Leste
4. Progress report on technical assistance and coordination actions offered to the Prevention Directorate and/or Anti-Corruption Consultative Council.

Output 2. One progress report of the following products (28 of February 2019):

1. Development of the training manual of integrity for public and education sectors
2. Documentation of the results and outcomes as discussed during the formal and non-formal consultative meetings
3. Progress report on the technical assistance and coordination actions offered to the Prevention Directorate and/or Anti-Corruption Consultative Council.

Output 3. Final report of the following products (29 of March 2019):

1. Report on the Finalization and produced the training manual on integrity for public and educational sectors
2. Report on the methodologies and tools used for the design of the training manual on integrity for public and educational sectors.
3. Press releases, newsletter and/or articles on the training manual published in CAC website and/or anti-corruption links.

Deliverables/ Outputs	Estimated duration to complete	Target Due dates	Breakdown of the Payment	Review and Approvals Required
Output 1. One progress report of the following products (31 of January 2019): <ol style="list-style-type: none"> 1. Development of a formal and non-formal consultation or discussion on training manual on integrity for public and educational sectors with Anti-Corruption Commission and its Stakeholders. 2. Development of the workplan, tools and methodologies for developing the training manual on integrity for public 	19 Days	7 January 2019 – 31 January 2019	25%	Anti-Corruption Project Manager and Director of Prevention Anti-Corruption

and educations sectors. 3. Progress report on technical assistance and coordination actions offered to the Prevention Directorate and/or Anti-Corruption Consultative Council.				Commission Timor-Leste
Output 2. One progress report of the following products (28 of February 2019): 1. Development of the training manual on integrity for public and education sectors 2. Progress report on the capacity development support to the local specialist within the Prevention Directorate, Anti-Corruption Commission Timor-Leste 3. Documentation of the results and outcomes as discussed during the formal and non-formal consultative meetings 4. Progress report on the technical assistance and coordination actions offered to the Prevention Directorate and/or Anti-Corruption Consultative Council.	20 Days	1 February 2019 – 28 February 2019	25%	Anti-Corruption Project Manager and Director of Prevention Anti-Corruption Commission Timor-Leste
Output 3. Final report of the following products (29 of March 2019): 1. Report on the Finalization and produced the training manual on integrity for public and educational sectors 2. Report on the methodologies and tools used for the design of the training manual of integrity for public and educational sectors. 3. Press releases, newsletter and/or articles on the training manual published in CAC website and/or anti-corruption links. Support the launching of training manual in coordination with Prevention Directorate team, Anti-Corruption Commission	21 Days	1 March 2019 – 29 March 2019	50%	Anti-Corruption Project Manager and Director of Prevention Anti-Corruption Commission Timor-Leste

TOTAL	60 working days	07 of January 2019 – 29 March 2019	100%	
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4) INSTITUTIONAL ARRANGEMENTS

The International Consultant will be based at the Prevention Directorate Office, Anti-Corruption Commission Dili, Timor-Leste

The Consultant will report directly to the Project Manager of the Anti-Corruption Project.

The Consultant will submit a progress report as per defined in this ToR. The progress report should include achieved results by the end of each month up to the end of the Contract. Two weeks before the end of the Contract the Consultant will present a final report with main results during the assignment.

5) DURATION OF ASSIGNMENT, DUTY STATION AND EXPECTED PLACES OF TRAVEL

The successful individual consultant is expected to perform the above-mentioned outputs/key deliverables within **3 months (60 working days) from 7 January 2019 – 29 March 2019.**

6) Duty Station: The main duty station will be in Dili, Timor-Leste.

7) QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

Essential:

The candidate should match the following criteria:

- Masters' Degree in Public Policy, Social Science or related areas (compulsory);
- Education and/or complementary trainings in corruption prevention, International Cooperation, or related areas;
- A minimum of 5 years of working experience in anti-corruption sector particularly in prevention area or other related areas;
- At least 2 year of working experiences in development of manual for anti-corruption sectors.
- At least one previous experience in coordination and capacity development;
- At least one previous experience in building and strengthening partnerships with key stakeholders in anti-corruption sectors;
- Substantive working experience in developing countries;
- Strong interpersonal, oral and written communication skills in English

Desirable:

- Ability to work effectively with MS Office and internet
- Previous working experience in any UN agencies is an advantage;
- One previous working experience in Timor-Leste is an advantage;

- Training in Capacity Development is an advantage;
- Working knowledge of Portuguese or Bahasa Indonesia or Tetum is an advantage.

8) SCOPE OF PRICE PROPOSAL AND SCHEDULE OF PAYMENTS

Lump Sum Contract

The Financial Proposal must be expressed in the form of an all-inclusive¹ Lump Sum Amount, linked to the Expected Outputs and Deliverables, supported by a breakdown of costs as per the template provided by UNDP. Under the lump sum approach, the contract price is fixed, regardless of changes in the cost components or duration of the assignment.

Travel:

All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.

9) RECOMMENDED PRESENTATION OF OFFER

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

- Dully accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (to be downloaded from the procurement notice link);
- Personal CV or P11**, indicating all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references;
- A brief **methodology and step by step timeline** on how he/she will approach and complete the assignment, and
- Financial Proposal** in the template provided by UNDP (to be downloaded from the procurement notice link).

10) CRITERIA FOR SELECTION OF THE BEST OFFER

Cumulative analysis OR combined scoring method

The applications will be evaluated using weighted scoring method, where the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.

* Technical Criteria weight; 70%

* Financial Criteria weight; 30%

¹ The term "All inclusive" implies that all costs (professional fees, travel costs, living allowances, communications, consumables, etc.) that could possibly be incurred by the Contractor are already factored into the final amounts submitted in the proposal

Only candidates obtaining a minimum of 49 points of the technical criteria will be considered for the Financial Evaluation

DETAIL CRITERIA

Criteria	Weight	Max. Point
<u>Professional:</u>	70%	70
Master's Degree in Public Policy, Social Science or related areas (compulsory);	10%	10
Education and/or complementary trainings in corruption prevention, International Cooperation, or related areas;	10%	10
A minimum of 5 years of working experience in anti-corruption sector particularly in prevention area or other related areas;	20%	20
At least 2 year of working experiences in development of manual for anti-corruption sectors.	10%	10
At least one previous experience in coordination and capacity development;	5%	5
At least one previous experience in building and strengthening partnerships with key stakeholders in anti-corruption sectors;	5%	5
Substantive working experience in developing countries;	5%	5
Strong interpersonal, oral and written communication skills in English	5%	5
<u>Financial:</u>	30%	30
TOTAL	100%	100

11) APPROVAL

This TOR is approved by:

Signature

Name and Designation

Date of Signing



Bernardino da C. Pereira (National program manager)

27-NOV-2018