Annex 1
TERMS OF REFERENCE (TOR)
INDIVIDUAL CONTRACT – NATIONAL CONSULTANT

Empowered lives.
Resilient nations.

A. POST DETAILS

Post Title	:	**National Inclusion Consultant**
Agency/ Project Name	:	UNDP LEARN Project
Country of Assignment	:	Dilli, Timor-Leste
Starting Date	:	15 April 2019
Period of assignment/services:	:	6 Months (15 April 2019 to 30 Sep 2019)

B. PROJECT DESCRIPTION

United Nations Development Programme (UNDP) is implementing an Electoral Project-Leveraging Electoral Assistance Regionalized Nation-Building (LEARN) to provide tailored technical assistance to Election Management Bodies (EMBs)- Technical Secretariat for Electoral Administration STAE) and National Commission for Elections (CNE) to strengthen their capacities through electoral cycle approach, contributing to the process of creating and sustaining an environment for inclusive and responsive electoral and political processes.

Since the successful conduct of national elections in 2017 and 2018, the project is undergoing activities that would pertain to the post-election scenario in relation to building the capacity of EMBs and civil societies of Timor-Leste. The project is addressing the larger context of the socio-political dynamics especially focusing on the issues of women, youth and people with disabilities of Timor-Leste. As the country is in the process of decentralization, conduct of election is imminent to the context. The project is gearing towards the preparation for elections through conducting several activities like voter education, voter registration and others. Assistance to the EMBs will be required to embed address the issue of inclusion in the electoral processes through specific areas like organizing the elections, legal assistance, delivering training sessions, dedicated TV programmes for voter education and communication materials.

C. OBJECTIVE OF THE ASSIGNMENT/SCOPE OF SERVICE

Under the supervision of the National Project Manager, the consultant is expected facilitate the organization and execution of social inclusion activities as specified in the Programme Document and Programme Implementation Plans working closely with Electoral Management Bodies and provide technical guidance and resources. The consultant will be performing the following responsibilities:

Ensure effective dissemination of and access to information on social inclusion activities and results among the key programme stakeholders;

Provide input to narrative reports highlighting the process, major outcomes and lessons learned from the interventions undertaken within the reporting period;
Prepare promotion mateirlas to increase visibility of the Programme achievements and UNDP contribution in promoting social inclusion;
Interact with the government counterparts in the framework of this programme, particularly with representatives of STAE and CNE;
Coordinate, attend and monitor Programme activities;
Work on the effective implementation of gender equality, human rights and social inclusion- a common framework for action by the UN system;
Regular reports basd on monitoring and review of regular sources of information and data such as information from central government, district ifficilas, national and local NGOs, news clippings;
Conduct surveys, field monitoring and government publications for assigned areas;
Overview of the Programme and its various components for dissemination to external audience;
Assist in the preparation, writing and editing of all other reports required by the LEARN project;

Deliverables:

1. Inception report summarizing the objectives, scope and outputs of the assignment, work plan, organization and methodology.
2. Progress report on social inclusion of electoral processes
3. Monthly updates report on Situational analysis
4. Reports for stakeholder trainings and workshops leading up to and after local government elections
5. A final report and recommendations.

The timeline for delivering the above outputs will be discussed and documented in contractual documents.

Intellectual Property
All information pertaining to this project as well as outputs produced under this contract shall remain the property of the UNDP who shall have exclusive rights over their use. Except for purposes of this assignment, the products shall not be disclosed to the public nor used in whatever format without written permission of UNDP in line with the national and International Copyright Laws applicable.

D. EXPECTED OUTPUTS AND DELIVERABLES

The successful consultant is expected to deliver the following deliverables:

	Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required	Payment %
1	Inception report summarizing the objectives, scope and outputs of the	1 month	15 April 2019	NPM	20%

	assignment, work plan, organization and methodology.				
2	Progress report on social inclusion of electoral processes	1 month	15 May 2019	NPM	20%
3	- Monthly updates report on Situational analysis	1 month	15 June 2019	NPM	10%
4	- Reports for stakeholder trainings and workshops leading up to and after local government elections	1 month	15 July 2019	NPM	20%
5	- A final report and recommendations.	2 months	15 Septembe r 2019	NPM	30%

E. INSTITUTIONAL ARRANGEMENT

The consultant will work under the overall supervision of the National Project Manager within the structure of the *LEARN* project. The logistics will be organized by UNDP.

F. DURATION OF THE WORK

The expected duration of the work is for 6 Months (15 April October 2018 to 15 September 2019)

G. DUTY STATION

Dili, Timor-Leste.

H. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

I. Academic Qualifications:

A Master's degree in international law, political science, international development, public administration or any other relevant field.

II. Years of experience:

- Minimum two years of working experience in increasingly responsible positions including in area of democratic governance, specially in electoral assistance or 4 years of experience if with bachelor's degree
- Experience in the field of training, voter or civic education and governance will be an asset
- In depth knowledge of the institutional arrangements, key stakeholders in the area of election in Timor-Leste is an advantage

III. Language requirements

- Fluency in Tetun and English (both oral and written)

IV. Competencies:

- Exceptional interpersonal and communication skills with an ability to motivate people.
- Ability to work and communicate in a team environment with good problem-solving and organizational skills
- Capacity to deal with different cultural backgrounds and overcome language barriers.
- Capacity to state ideas in more than one way, demonstrating creativity and flexibility.
- Good writing and analytical skills and demonstrated ability to present complex information in a concise and attractive manner are critical.

I. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

Lump sum
The financial proposal must be expressed in the form of an all-inclusive[1] Lump Sum Amount, following the scheduled payment percentage described on the Expected Outputs and Deliverables section, supported by a breakdown of costs as per the template provided by UNDP.

Schedule of payment:
Payment will be made in one installment contingent upon delivery and approval of deliverables stated under Section E of the TOR. An IC Time Sheet must also be submitted by the successful contractor, duly approved by the Individual Contractor's supervisor, as proof of the number of days worked which shall also serve as the basis for the payment of fees.

A. Scope of Price Proposal and Schedule of Payments

Lump sum
The financial proposal must be expressed in the form of an all-inclusive[2] Lump Sum Amount, following the scheduled payment percentage described on the Expected Outputs and Deliverables section, supported by a breakdown of costs as per the template provided by UNDP.

Schedule of payment:
Payment will be made in one installment contingent upon delivery and approval of deliverables stated under Section E of the TOR. An IC Time Sheet must also be submitted by the successful

[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*

[2] *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*

contractor, duly approved by the Individual Contractor's supervisor, as proof of the number of days worked which shall also serve as the basis for the payment of fees.

J. RECOMMENDED PRESENTATION OF OFFER

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

a) Duly accomplished **Letter of Confirmation of Interest and Availability and Submission of Financial Proposal** using the template provided by UNDP;
b) **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;

K. CRITERIA FOR SELECTION OF THE BEST OFFER

Cumulative analysis

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

a) responsive/compliant/acceptable, and

b) 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%*

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

DETAIL EVALUATION CRITERIA

A. Technical Criteria	***Weight 70%***	***Max. Point 70***
EDUCATION: A Master's degree in international law, political science, international development, public administration or any other relevant field.	10	10
Minimum two years of working experience in increasingly responsible positions including in area of democratic	15	15

governance, especially in electoral assistance or 4 years of experience if with bachelor's degree		
Experience in the field of training, voter or civic education and governance will be an asset	15	15
In depth knowledge of the institutional arrangements, key stakeholders in the area of election in Timor-Leste is an advantage	15	15
Experience in the field of training, voter or civic education and governance will be an asset	5	5
Language requirements: • Fluency in Portuguese (both oral and written)	10	10
Total Technical Score	***70%***	***70***
B. Financial Proposal	***30%***	***30***

Annexes to the TOR

L. APPROVAL

This TOR is approved by: [*indicate name of Approving Manager*]

Signature

Name and Designation Tito De Jesus Filipe Da Costa, Project Manager, Learn Project

Date of Signing 13 - March - 2019