

## TERMS OF REFERENCE FOR INDIVIDUAL CONTRACT



<b>POST TITLE:</b>	International Consultant for the development of the anti-corruption manuals
<b>AGENCY/PROJECT NAME:</b>	Strengthening anti-corruption, transparency and accountability for sustainable development in Timor-Leste
<b>PERIOD OF ASSIGNMENT/SERVICES:</b>	60 working days (9 September 2019 – 3 December 2019)
<b>COUNTRY OF ASSIGNMENT:</b>	Dili, Timor-Leste
<b>STARTING DATE:</b>	9 September 2019
<b>LOCATION:</b>	Dili, Timor-Leste
<b>DUTY STATION:</b>	Prevention Directorate Office, Commission of Anti-Corruption, 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.

### 2) OBJECTIVES OF THE ASSIGNMENT AND SCOPE OF WORK

The Consultant for the development of the anti-corruption manuals on the financial management of public infrastructure projects and training modules for public servants, teachers and students on values and integrity ('the Consultant') will work under the supervision of the Deputy Commissioner of Prevention, in coordination with Deputy Commissioner of Support Services and Cooperation, of the Commission of Anti-Corruption Timor-Leste (CAC), and will focus on the following areas:

- I. Development of one anti-corruption monitoring manual on public infrastructure projects and four anti-corruption manuals of awareness-raising campaigns on value and integrity

for public servants and community leaders, pre-secondary school students, secondary school students, and university students and youth.

- II. Capacity Development of the CAC Prevention Directorate staffs and other key managers in the development of the anti-corruption manuals.

### 3) EXPECTED OUTPUTS AND DELIVERABLES

The Consultant shall take full responsibility for accomplishing the following deliverables of high quality. S/he is also expected to actively engage in any opportunities to involve the CAC staffs in the process and develop the relevant capacity in the CAC. Detailed responsibilities and expected deliverables/outputs of the Consultant are as below:

Detailed responsibilities of the Consultant include:

1. Establishing and facilitating the formal and/or informal discussion/communication mechanism for the development of the manuals;
2. Developing the following anti-corruption manuals of quality:
  - i. One (1) anti-corruption monitoring manual on public infrastructure projects, covering the entire processes/procedures from the project initiation, to implementation, to closing;
  - ii. One (1) anti-corruption manual of awareness-raising campaigns on values and integrity for public servants and community leaders;
  - iii. One (1) anti-corruption manual of awareness-raising campaigns on values and integrity for pre-secondary school students;
  - iv. One (1) anti-corruption manual of awareness-raising campaigns on values and integrity for secondary school students; and
  - v. One (1) anti-corruption manual of awareness-raising campaigns on values and integrity for university students and youth.
3. Developing training materials, tools, and templates in support of the above manuals;
4. Building capacity of the CAC technical staffs in developing manuals/guidelines/training modules and their implementation;
5. Providing an action plan of a pilot program, which will launch and implement the above manuals and monitor the results; and
6. Presenting the developed knowledge products to the CAC and relevant stakeholders in Timor-Leste.

Deliverables/Outputs	Estimated duration to complete	Target Due dates	Breakdown of the Payment	Review and Approvals Required by
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<b>Deliverable 1: Submission of an Inception Report</b> , which include the following: <ol style="list-style-type: none"> <li>1. The strategy, methodology, workplan with the timeline, and expected outcomes for the development of the manuals and capacity building of the relevant CAC staff; and</li> <li>2. The plan of the formal and/or informal coordination/consultation mechanism with the CAC staff and stakeholders.</li> </ol>	5 Days	13 September 2019	15%	UDNP Anti-Corruption Project Manager and the Deputy Commissioners of CAC
<b>Deliverable 2: Submission of a Progress Report</b> , which include the following: <ol style="list-style-type: none"> <li>1. One anti-corruption monitoring manual of quality on public infrastructure projects</li> <li>2. Four anti-corruption manuals of awareness-raising campaigns on values and integrity of quality</li> <li>3. Training materials, tools, and templates in support of the above manuals</li> <li>4. Progress and results of the capacity development support to the CAC technical staffs in developing manuals/guidelines/training modules and their implementation</li> <li>5. Documentation of the results and outcomes as discussed during the formal and informal consultative meetings</li> <li>6. An action plan of a pilot program, which will launch and implement the manuals and monitor the results; and</li> <li>7. Presentation of the developed knowledge products to the CAC and stakeholders</li> </ol>	45 Days	18 November 2019 (UN holiday on 1 November)	35%	UDNP Anti-Corruption Project Manager and the Deputy Commissioners of CAC
<b>Deliverable 3: Submission of a Final Report</b> , which include the following: <ol style="list-style-type: none"> <li>1. The Finalized manuals and associated tools, which incorporate the feedback and comments received in the presentation (7 of Deliverable 2)</li> <li>2. Provision of technical assistance to the launch of the manuals in coordination</li> </ol>	10 Days	3 December 2019 (UN holiday on 28 November)	50%	UDNP Anti-Corruption Project Manager and the Deputy Commissioners of CAC

with the CAC Prevention Directorate team, if required.				
<b>Total</b>	<b>60 working days</b>	<b>9 Septem ber 2019 – 3 Decemb er 2019</b>	<b>100%</b>	

#### **4) INSTITUTIONAL ARRANGEMENTS**

The Consultant will be based at the Prevention Directorate Office, Anti-Corruption Commission Dili, Timor-Leste. The Consultant will report directly to the CAC Deputy Commissioners of Prevention and of Support Services and Cooperation as well as the UNDP Anti-Corruption Project Manager. Upon the approval of the CAC Commissioners and UNDP Project Manager, the CAC and UNDP will provide such assistance required by the Consultant to undertake the tasks (i.e., translator, arrangement of consultation meetings, or accompaniment of the CAC/UNDP national staff).

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

The successful individual consultant is expected to perform the above-mentioned outputs/deliverables within 60 working days from 9 September 2019 – 3 December 2019.

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

#### **7) QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR**

##### **Essential:**

The candidate should match the following criteria:

- Master's degree in public policy, social science, 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 years of working experiences in the development of manuals/handbooks/guidelines and outreach campaign modules to prevent corruption in the public sectors, including infrastructure project management, procurement, and education sector.
- At least one previous experience in strengthening coordination, partnership, and capacity development of the government institutions;
- Strong interpersonal, oral and written communication skills in English; and
- Ability to work independently as well as a team.

##### **Desirable:**

- Complementary trainings in anti-corruption or related areas is an advantage;



- Substantive working experience in developing countries is an advantage;
- Previous working experience in any UN agencies is an advantage;
- Previous working experience in Timor-Leste is an advantage;
- Extensive training experience in the capacity development is an advantage; and
- 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-inclusive<sup>1</sup> 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:

- a) Dully accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (to be downloaded from the procurement notice link);
- 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;
- c) A **workplan including methodology and step by step timeline** on how he/she will approach and complete the assignment and a **sample of a manual** developed by the applicant, and
- d) **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:

- 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.

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<sup>1</sup> 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

\* Technical Criteria weight; 70%

\* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 points of the technical criteria will be considered for the Financial Evaluation<sup>6</sup>

#### DETAIL CRITERIA

A. Technical Criteria	Weight	Max. Point
<b><u>Professional:</u></b>	70%	70
Master's degree in public policy, social science, 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	15%	15
At least 2 years of working experiences in the development of manuals/handbooks/guidelines and outreach campaign modules to prevent corruption in the public sectors, including infrastructure project management, procurement, and education sectors	30%	30
At least one previous experience in strengthening coordination, partnership, and capacity development of the government institutions	5%	5
Strong interpersonal, oral and written communication skills in English	5%	5
Ability to work independently as well as a team	5%	5
<b><u>Financial:</u></b>	30%	30
<b>TOTAL</b>	100%	100

#### 11) APPROVAL

This TOR is approved by:

Signature

Name and Designation

Date of Signing

