

Terms of Reference for Policy Specialist and Coordinator

Project Title	: Integrated National Financing Framework (INFF)
Type of appointment	: Individual Contract
Contract Duration	: Up to 90 days in 6 months (September 2020 – February 2021)
Expected starting date	: 01 September 2020
Expected end date	: 28 February 2021

A. Background and Context

Timor-Leste currently does not have a holistic, national, integrated financing framework to ensure sustainable investments in the SDGs. With the technical support made available through this Joint SDG Fund, three UN agencies (UNDP, WHO and IOM) under the coordination of the UN Resident Coordinator's Office (RCO), will assist the government of Timor-Leste to develop and establish a holistic and Integrated National Financing Framework (INFF). The INFF will help to improve the governance and coordination, articulate a financing strategy and strengthen the monitoring and oversight framework. Development financing is currently heavily reliant on financing from Timor-Leste's petroleum fund. To reduce the reliance on petroleum funding, the Joint SDG Fund will help diversify financing sources and grow the fiscal space. Three financing areas have been identified for catalyzing strategic investments in People, Prosperity and Planet that emphasize financing - health, diaspora and climate financing, respectively. A strong INFF that mobilizes pro-health taxation, diaspora financing through remittances and financing for climate-related SDGs will be a catalyst for increasing investments in sustainable development.

B. Objective

The objective of this assignment is to provide policy inputs and coordination support to implement some of the key activities of this project. The consultant will liaise and coordinate with the Ministry of Finance and the Planning, Monitoring and Evaluation Unit (UPMA) of the Prime Minister's Office (PMO) in addition to other relevant government entities, non-state actors as well as development partners in order to organize various policy events, meetings, dialogues, and policy discussions to facilitate the establishment of a holistic and integrated national financing framework. A whole-of-government approach and mechanism will be established to strengthen government's ability to mobilize public and private financing and investments that will be needed to achieve the SDGs and the SDP. UNDP is seeking the services of a national consultant for this function.

C. Scope of Work

This assignment is to provide support to the Government of Timor-Leste, particularly the Ministry of Finance and the Planning, Monitoring and Evaluation Unit of the Prime Minister's Office, in the form of policy inputs, policy coordination, and conceptualization of policy events such as policy dialogues, discussions, research, conferences, and meetings. Written inputs will be provided in the form of policy notes, policy briefs and proceedings and summaries of policy events in English and Tetum.

D. Expected Outputs

The consultant is expected to deliver the following deliverables:

s.n.	Deliverables/ Outputs	Target Due Dates
1	Conduct a needs assessment for INFF launch by:	By 24 September 2020

	<ul style="list-style-type: none"> - building on the recommendations of the Development Finance Assessment (DFA), - findings of the World Bank's PEFA and Public Expenditure Review (PER), and EU's PFMO; - Staffing/expertise assessment for the INFF Secretariat (MOF and UPMA); - Write up the needs assessment report or summaries in Tetum and English for the consideration of the Government of Timor-Leste. - Make presentations to the government and non-state stakeholders as needed. 	
2	Provide inputs and coordination support to the INFF Secretariat to develop the INFF Roadmap based on the findings of the needs assessment and in consultation with various multisectoral state and non-state actors.	By 15 October 2020
3	Provide policy inputs and coordination support to MoF and UPMA to establish the multisectoral coordination structure for integrated national financing framework.	By 15 November 2020
4	<p>Organize multisectoral dialogues and policy discussions with key government entities and development partners including the EU, World Bank, ADB, and others.</p> <ul style="list-style-type: none"> - Dialogues will be a process throughout this consultancy. Once the topics are identified, there will be several policy events in various forms. The incumbent will prepare brief concept notes for each event and provide the intellectual leadership in organizing the events. - Organize 2 to 3 wider policy discussion events and conduct briefings with the INFF Secretariat on a regular basis (e.g. twice a month). - Coordinate with WHO, IOM and UNDP to launch investment cases studies to broaden fiscal space for the SDGs- pro-health taxation, climate financing and diaspora financing. - Summary proceedings of such events in Tetum and English as needed 	10 September-15 December 2020 (schedule of dialogues to be determined by the government)
5	<p>Policy inputs and coordination support to establish an enhanced mechanism to monitor impact of public-private financing on the SDGs:</p> <ul style="list-style-type: none"> - Research and collect good practices from other countries on private sector reporting and sharing of information; - Analysis of optimal PPPs for SDG financing/poverty reduction and equitable development in TL; - Organize several public-private dialogues on SDG financing opportunities. 	15 December 2020
6.	Prepare a consolidated progress report on INFF project for 2020.	15 January 2021
7.	<p>Draft a policy note on public-private financing strategy for the SDGs:</p> <ul style="list-style-type: none"> - Drawing on the research and dialogue events under number 5 above, prepare concept notes for and organize 	15 February 2021

	<p>policy dialogues on public-private financing on the SDGs taking into consideration the impacts of COVID and other possible natural, health and economic shocks</p> <p>- Prepare policy notes in English and Tetum based on the above activities that could inform the development of new or amended policies toward private finance and more targeted interventions that mitigate the risks of sustainable private sector development.</p>	
8	TORs for various consultants to be hired for INFF project and concept notes for various events (see point 4).	As and when needed throughout the consultancy period

The consultant will develop an overall work plan at the beginning of the assignment under the guidance of the Resident Representative and by drawing from the INFF project document. Based on this work plan, the consultant's deliverables will be further elaborated in terms of specific activities for every month in the areas of expected outputs, and the consultant will submit a brief monthly report of activities completed with timesheet as invoice for payment.

E. Institutional Arrangement

The successful consultant will work under the overall supervision of the Resident Representative (RR) and closely collaborate with the Country Office Development Economist as well as with the government counterparts from the Ministry of Finance and the Planning, Monitoring and Evaluation Unit of the Prime Minister's Office. He/she will coordinate with the RC Office and other partner UN agencies for relevant events and policy issues.

F. Duration of the Work

The consultant will work for up to 90 days within a period of 6 months until February 2021.

G. Qualifications of the Successful Candidate

UNDP is seeking an experienced consultant to provide the policy inputs and coordination support to develop an integrated national financing framework that can be operationalized to finance the SDGs. The consultant needs to have the following qualifications:

- A Master's degree in economics, public policy, international finance, international development and other related fields.
- A minimum of three years of work experience in development, policy advocacy, policy research, coordination or other related areas.
- At least 2 years of experience working with the Government entities and development partners.
- Proven experience in developing concept notes for policy events and policy papers, TORs for experts to provide policy inputs, etc. (please specify in your CV/P-11)
- Sound writing skills needed for policy notes. (Please include in your CV/P-11, the titles of the papers you have written).
- Experience working with UNDP, other UN entities, donor organizations or development organizations is an asset.
- Must have a high level of computer literacy (competent in MS Office)
- Sound writing skills in Tetum is desirable (please include the title of the papers/policy notes/summary briefings, etc. you have prepared in Tetum in your CV/P-11).

H. Scope of Bid Price and Schedule of Payments

The financial proposal must be expressed in the “daily rate” format, as per template provided inclusive of all fees and costs (professional fees, transportation costs, communication etc). In case of unforeseen 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. If an offeror is employed by an organization or company/institution, and he/she expect his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Schedule of Payment:

The payment will be based on the ‘daily rate’ and number of days worked. The payment will be delivered in monthly instalments which shall be payable on the completion of each deliverable set out. The confirmation that a deliverable has been completed and a payment instalment is due shall be made by the RR.

J. Recommended Presentation of Offer

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

- a) Duly accomplished **Letter of Confirmation of Interest and Availability**
- b) **Personal CV or P11**, indicating all past experiences from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references. The CV/P11 should also include information on various areas mentioned in the table for Technical Evaluation Criteria (see section K below)
- c) **Brief description of:** i) why the individual considers him/herself as the most suitable for the assignment (one paragraph), and ii) Present two possible topics that you would propose to organize policy dialogues on that would contribute to conversations among policy makers on diversifying development financing in Timor-Leste. Justify why you have selected these two topics. (maximum 2 paragraphs).
- d) **Financial Proposal** that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must indicate at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP

K. Evaluation of the proposals

The overall evaluation will be based on 70% score for the technical and 30% score for the financial proposal.

Technical evaluation criteria (total points = 70)

s.n.	Criteria	Maximum obtainable points
1	A Master’s degree in economics, public policy, international finance, international development, statistics, econometrics, and other related fields.	10

2	A minimum of three years of work experience in development, policy advocacy, policy research, coordination (desired area: economic policies, financing policies).	10
3	At least 2 years of experience working with the Government entities and development partners.	5
4	Proven experience in developing concept notes for policy events and policy papers, TORs for experts to provide policy inputs, etc.	8
5	Sound writing skills in English (please include the title of the papers/policy notes you have prepared in your CV/P-11)	8
6	Experience working with UNDP, other UN entities, donor organizations or development organizations is an asset.	2
7	Sound writing skills in Tetum is desirable (please include the title of the papers/policy notes/summary briefings, etc. you have prepared in Tetum in your CV/P-11).	2
8	Response provided on format c above under section J. section J. i) Brief description of why the individual considers him/herself as the most suitable for the assignment (one paragraph), ii) Write a brief paragraph on 2 possible topics that you would propose to organize policy dialogues on to start the conversations among policy makers on diversifying development financing in Timor-Leste.	i) 10 ii) 15
	Total	70

Evaluation criteria for the technical proposal: total points = 70

This TOR is approved by

Signature: 

Name and Designation: Lazima Onta Bhatta, Resident Representative, a.i. UNDP

Date of Signing: 17 Aug 2020