TERMS OF REFERENCE
FOR INDIVIDUAL CONTRACT

Post Title:	National Consultant for IT
Agency or Project Name:	UNDP Timor-Leste
Period of Assignment/ Services:	6 months (21 September 2020 – 21 March 2021)
Country of Assignment:	Timor-Leste
Location:	UNDP Governance Unit
Duty Station:	Dili, Timor-Leste

A.   Project Title

National Consultant for IT will work under the Decentralization of Public Administration Project, UNDP Governance Unit and will focus on the following area:

I.   Technical and coordinative support in the implementation of project the Decentralization of Public Administration Project;
II.   Technical and coordinative support in the implementation of Municipal Portal in Ministry of State Administration and Municipalities
III.   Capacity building and support the civil servants and other local actors in the area of decentralization focus on the implementation of open data portal

The overall objective of the assignment of the National Consultant for IT is to coordinate the technical team in the ministry as well as in municipalities to deliver quality output, as planned in the implementation of Municipal Portal project as following:
a)   Providing technical support to Municipal Portal implementation and development, including its administration and maintenance services.
b)   Providing training to public servants at municipal and MSA level on data management.

B.   Project Description

Since the beginning of the country, decentralization has been considered a tool for the nation's development. Initial steps towards this process began nearly 10 years ago with the territorial administrative division of Timor-Leste and the initiation of the deconcentrating process. In 2016, progress was seen with the establishment of four Municipal Authorities (Baucau, Bobonaro, Ermera, and Dili) and eight Municipal Administrations (Aileu, Ainaro, Cova Lima, Lautem, Liquica, Manatuto, Manufahi, and Viqueque) in the country. This was further reinforced by the adoption of a new Suco Law in 2016 and the Decree Laws 4/2014 and 3/2016. In 2019, with the Government Resolution N 11/2019, the government reaffirmed its "commitment and determination to implement the Strategy for Decentralization". To make this process possible and further consolidate local development in the country, new skills and capacities need to be built, particularly in the areas of finance, administration, procurement, management, transparency, as well as data collection and analysis. In order to address the abovementioned challenges, the project "Supporting Decentralisation of Public Administration through Effective Delivery of Public Services at Municipal Level (Decentralization of Public Administration Project)" will promote informed policy development and capacity building of municipal public servants. The overall objective of the project is to contribute to Timor-Leste's sustainable development. More specifically, it aims to support the deconcentration and decentralization process, bringing governance, public administration and services closer to people, for both women and men, giving special attention to the needs and priorities of people

living in vulnerable situations.

The project activities were designed around three different components which will contribute to three main expected results:

- Result 1: Strengthened capacity of the National Parliament in Timor-Leste;
- Result 2: Improved capacity of municipal public servants to deliver services at local level;
- Result 3: Improved capacity of local institutions to collect, analyse and use reliable and timely socio-environmental disaggregated data (development of a Municipal Portal).

C. Scope of Work

Under the supervision of the National Project Manager (PM), the selected candidate will execute and ensure specific activities to deliver the project's outputs: National IT consultant will also working closely with all municipal IT officers and community mobilisers in implement project component 2 and 3.

1. Provide IT technical support to Municipal Portal implementation and development.
2. Provide Municipal Portal administration and maintenance services.
3. Oversee and support periodic data collection from central ministries and development partners to increase the ratio of Municipal Portal data and consequent updating of database systems.
4. Liaise with government Lead IT Department and IT Officers of MSA in order to identify IT needs and assess the use of IT systems.
5. Work in partnership with MSA IT Officers to encourage the use of Municipal Portal IT systems and assess the use of the Municipal Portal. Any deviation must be addressed with the Lead of MSA IT department.
6. Provide guidance to IT Officers at national and municipal level in database management, including data processing.
7. Periodic meeting with technical team: UNV and UNDP IT Officers in municipalities.
8. Produce documentations and diagrams of IT related material.
9. Provide on-job training and capacity building to municipal staff related to the duties and responsibilities mentioned.
10. Perform any other tasks assigned by the National Project Manager.

D. Expected Outputs, Deliverables and Payment Schedule

Deliverables/Outputs	Target Due Dates	Review and Approvals Required	Percentage of contract price paid on delivery
Deliverable no. 1 − Prepare one report of technical feedback regarding implementation of municipal portal functionalities and proposed municipal portal components; − Support the implementation of the Municipal Portal at municipal and MSA level.	21 October 2020	Decentralization Project Manager, CTA for local development and, MSA National Director	16,6%
Deliverable no. 2	21 November	Decentralization Project Manager, CTA for local	16,6%

− Prepare one report about Municipal Portal Traffic using Google Analytics Reporting Tools: visitor behavior analysis & site performance monitoring; − Monitoring the activities, computer facilities provided and future installations of other facilities to municipalities. − Continuing support the implementation of the Municipal Portal at municipal and MSA level.	2020	development and, MSA National Director	
Deliverable no. 3 − Provide training to IT Officers at the local level on the use of Microsoft Access or another Desktop Database Software; − Support data collection from central ministries, development partners and municipalities and other.	21 December 2021	Decentralization Project Manager, CTA for local development and, MSA National Director	16,6%
Deliverable no. 4 − Prepare one report about Municipal Portal Database of 2020; − Support the socialization activity and other activities based on Municipal Portal Calendar.	21 January 2021	Decentralization Project Manager, CTA for local development and, MSA National Director	16,6%
Deliverable no. 5 **The following products:** − Providing Municipal Portal administration and maintenance services; − Continuing support to the implementation and uses of the Municipal Portal at municipal and MSA level.	21 February 2021	Decentralization Project Manager, CTA for local development and, MSA National Director	16,6%
Deliverable no. 6 **The following products:** − Final report	21 March 2021	Decentralization Project Manager, CTA for local development and, MSA National Director	16,6%

E. **Institutional Arrangement**

The consultant will work under the overall guidance and direction of the National Project Manager, with periodical meetings with the Ministry of State Administration and other relevant stakeholders. The consultant will work full time in the MSA office, Dili, Timor-Leste to ensure good coordination with the government.

F. **Duration of the Work[1]**

The assignment will be for a period of 6 months, starting on September 21th, 2020, until March 21st, 2021.

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1 *The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.*

G. Duty Station
Dili, Timor-Leste.

H. Qualifications of the Successful Individual Contractor

Recruitment Qualifications	
Education	✓ Master's degree and/or bachelor's degree in Computer Science, Informatics Engineering and/or relevant areas
Experience	✓ At least 5 years of working experience, with relevant training in project management/coordination (Master's degree) ✓ At least 7 years of working experience, with relevant training in project management/coordination (Bachelor's degree) ✓ Previous working experience in any UN agencies is an advantage; ✓ Experience on administration and deployment of computer systems and servers at complex sites with heterogeneous clients and servers with multiple Internet servers including fileservers, web, email, Proxy, databases and DNS. The main operating systems is Linux, followed by VMWare and Windows. ✓ Experience designing, implementing, and maintaining enterprise level data networks, including cabling, setting up network equipment (switches, routers, access points), troubleshooting and management would be an asset. ✓ Experience with system analysis, database administration and design patterns. This includes programming of web-based applications (PHP) and the following Database technologies: Mysql, Postgresql and/or Microsoft SQL. ✓ Experience as a mentor/trainer in the IT field. ✓ Previous working experience with the Governmental Institutions would be an asset.
Language requirements	✓ Proficiency in English (written and spoken) is compulsory. ✓ Working knowledge of Portuguese or Tetum is an advantage.

I. Scope of Price Proposal and Schedule of Payments
The proposal shall consist of a Lump Sum Amount cost for each deliverable.

J. Presentation of Offer
- Duly accomplished Letter of Confirmation of Interest and Availability
- P11 Form, indicating all past experience from similar projects;
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by breakdown of costs, as per template provided.

RECOMMENDED PRESENTATION OF OFFER

- Duly drafted Letter of Confirmation of Interest and Availability, and Submission of Financial Proposal, in the template provided by UNDP;
- Personal CV and P11 Form, indicating all experience from similar projects, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references;

- Brief description of why the individual considers him/herself as the most suitable for the assignment.
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided.

CRITERIA FOR SELECTION OF THE BEST OFFER

Combined scoring method – where the qualifications and methodology will be weighted a max. of 70%, and financial offer will be weighted to a max of 30%.
Note: Only candidates obtaining a minimum 49 points of the technical criteria will be considered for the financial evaluation.

Technical Criteria	Maximum obtainable points	Weight Percentage
Education: ✓ Master's degree and/or bachelor's degree in Computer Science, Informatics Engineering and/or relevant areas	10	10%
Years of Experience and Knowledge of Sector: ✓ At least 5 years of working experience, with relevant training in project management/coordination (Master's degree) ✓ At least 7 years of working experience, with relevant training in project management/coordination (Bachelor's degree) ✓ Previous working experience in any UN agencies is an advantage; ✓ Experience on administration and deployment of computer systems and servers at complex sites with heterogeneous clients and servers with multiple Internet servers including fileservers, web, email, Proxy, databases and DNS. The main operating systems is Linux, followed by VMWare and Windows. ✓ Experience designing, implementing, and maintaining enterprise level data networks, including cabling, setting up network equipment (switches, routers, access points), troubleshooting and management would be an asset. ✓ Experience with system analysis, database administration and design patterns. This includes programming of web-based applications (PHP) and the following Database technologies: Mysql, Postgresql and/or Microsoft SQL. ✓ Experience as a mentor/trainer in the IT field.	50	50%

✓ Previous working experience with the Governmental Institutions would be an asset.		
Language Requirements: ✓ Proficiency in English (written and spoken) is compulsory. ✓ Working knowledge of Portuguese or Tetum is an advantage.	10	10%
Total technical score	70	70%
Financial: **30%**	30	30%
Final Score	100	100%

M. Approval

This TOR is Review by:

Decentralisation Project Manager

Signature

Name and Designation   Bernardino Da Costa Pereira, National Project Manager

Date of Signing   7 Sept 2020 .