DocuSign Envelope ID: DFE84A94-32B6-4734-81D1-1BD37EADD101

TERMS OF REFERENCE
FOR INDIVIDUAL CONTRACT

Post Title:	Parliamentary Public Outreach Expert (Decentralization)
Agency or Project Name:	UNDP Timor-Leste
Period of Assignment/ Services:	1 Year (1st September 2020 – 31st August 2021)
Country of Assignment:	Timor-Leste
Location:	UNDP Governance Unit
Duty Station:	Dili, Timor-Leste

A. Project Title

The International Consultant in the position of Communication and Engagement Specialist will lead the development and implementation of the communication and advocacy strategy for the UNDP Projects:

- Strengthening integral local development by building the capacities of the municipal authorities in Timor-Leste (00126960)

B. Project Description

I. *Strengthening integral local development by building the capacities of the municipal authorities in Timor-Leste*

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 Government of Timor-Leste, with the support of EU, has launched a national programme on Deconcentration and Decentralization called **"Supporting Programme to Deconcentration and Decentralisation process in Timor-Leste (SPDD-TL)."** This project **"Strengthening integral local development by building the capacities of the municipal authorities in Timor-Leste"**, also supported by EU, is a component of that national programme whereby UNDP will facilitate to provide technical support.

This 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.

DocuSign Envelope ID: DFE84A94-32B6-4734-81D1-1BD37EADD101

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).

For the support to the National Parliament (Result 1), UNDP is hiring a **national expert to support Parliament on the public outreach, facilitate contact with CSO´s, organize TV and radio debates and provide necessary support to produce materials during Parliament discussions and debates on the decentralization process**. The outreach expert will provide support to the work of the standing committees, especially Committee A (Constitutional Affairs and Justice Committee) and C (Public Finance Committee), and also to the Parliament communications department, that includes Parliament TV/radio and public relations office.

Bringing Parliament closer to citizens and creating opportunities for citizens' engagement in parliamentary processes is a key component of any strategy to strengthen Parliament. However, Parliament still lacks effectives systems, mechanisms and strategies to reach out to the public, and engage people in parliamentary processes and, therefore, Parliament's external communications systems need to be strengthened in order to bring Parliament closer to the citizens.

The Parliamentary Public Outreach Expert will contribute to the successful implementation of the Output 1 (*Enhanced capacity of commission A Legal and Justice and commission C Public Financial Management at the National Parliament to perform informed discussions and increase awareness of the Timorese population of the decentralization process*) of Component 1 (*Improved policy framework and informed discussions at the National Parliament*) of the project.

C. Scope of Work

The Public Outreach Expert is expected to work under the supervision of the CTA and in close connection with the international legal adviser for Committee A, namely in assuming the following responsibilities:

A. Public outreach responsibilities: Support to enhance the quality of interaction between Parliament and Parliamentarians and citizens, media, civil society organizations and community groups through different means of communication

- Raise awareness of MP´s and citizens' about the decentralization process and respective milestones towards its implementation;
- Raise awareness of MPs and staff on public consultation processes and public consultation tools, including exposure to comparative good practices;
- Advise on mechanisms for sustainable use of public consultation processes and public consultation tools by parliamentary committees, including women, youth and vulnerable/marginalized groups as special target groups;
- Provide inputs to develop the capacity of MPs and staff to effectively carry out public consultations on draft policy/legislation and oversight of policy/legislation implementation;

DocuSign Envelope ID: DFE84A94-32B6-4734-81D1-1BD37EADD101

- Identify training needs of supporting staff to assist representatives with effective public consultation activities and deliver/organize training;
- Advise committees on strategies for involvement of national/municipalities, media, civil society organizations, community groups, individual citizens, experts, and marginalized/vulnerable groups in consultations and the regular work of committees;
- Develop and support implementing a road map for the execution of the above-mentioned activities;
- Organize TV and radio debates about the decentralization process;
- Prepare and disseminate, as required, training materials and knowledge products.

- Develop, and provide advice/support to the implementation of, a communications strategy and roadmap to increase public understanding of and participation in the work of Parliament. This would potentially include introducing a mobile application to disseminate information about Parliament; production and dissemination of age-specific print and video educational material on Parliament; introducing a programme of structured student visits to Parliament; and reviewing the documentary on Parliament and other information products on Parliament;
- Identify training needs of relevant staff to effectively implement the communications strategy and organize delivery of training;
- Prepare and disseminate as required training materials and knowledge products.

B. Supervision and reporting

- Responsible for producing quarterly activity reports, providing information on the overall planned activities;
- Available to participate in the activities of the Parliamentary Training Center;
- Liaise regularly with the CTA to discuss project progress and provide advice on challenges and further strategies;
- Capture lessons learnt during project implementation – a lessons learnt log can be used in this regard;
- Ensure full compliance of UNDP rules regulations.
- S/he shall work in close co-ordination and collaboration with Parliament Department of Communication, Parliament TV/Radio department and also Parliament Public Relations unit;
- All activities shall be closely coordinated with Committee Chairs and other parliament relvant departments.

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 – Submission and approval of AWP of Parliamentary outreach plan about the decentralization process (including meetings with Presidents of Committee A and C)	30 September 2020	UNDP Parliament Project CTA	15%
Deliverable no. 2 – Submission and approval of draft booklets in	30 November 2020	UNDP Parliament Project CTA	15%

DocuSign Envelope ID: DFE84A94-32B6-4734-81D1-1BD37EADD101

Tetum and Portuguese explaining in detail the content of the decentralization legislative package			
Deliverable no. 3 – Organization of a Radio and TV debate about the decentralization process	30 January 2021	UNDP Parliament Project CTA	15%
Deliverable no. 4 – Submission and approval of a podcasts and a civic education video explaining in detail the decentralization legislative package and its impact for the citizens	30 March 2021	UNDP Parliament Project CTA	15%
Deliverable no. 5 – Submission and approval of a draft book in Tetum and Portuguese) explaining the legislative process of the decentralization package	30 May 2021	UNDP Parliament Project CTA	20%
Deliverable no. 6 – Submission and approval of the final report on parliament outreach of the Parliament decentralization legislative process	30 August 2021	UNDP Parliament Project CTA	20%

E. Institutional Arrangement

The Public Outreach Expert is expected to work under the supervision of the CTA and in close connection with the international legal adviser for Committee A and National Parliament of Timor-Leste.

F. Duration of the Work[1]

The assignment will be for a period of **1 Year,** starting on **September 1st**, 2020**, until August 31st, 2021.**

G. Duty Station

Dili, Timor-Leste.

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.*

DocuSign Envelope ID: DFE84A94-32B6-4734-81D1-1BD37EADD101

H. Qualifications of the Successful Individual Contractor

Recruitment Qualifications	
Education	✓ Bachelor's degree in Communication Studies, Journalism, media studies or related areas (compulsory). ✓ Qualifications in social and political sciences, law, public administration or related field will be considered an asset;
Experience	✓ A minimum of 10 years of relevant professional experience in public sector communication; ✓ Parliament communication experience is highly desirable; ✓ Substantial work experience in a government context essential; ✓ Work experience and a municipality or/and regional government is highly desirable; ✓ Knowledge of the working and procedures of the National Parliament of Timor-Leste will considered an asset;
Language requirements	✓ Excellent command of written and spoken Tetum; ✓ Excellent command of written and spoken Portuguese; ✓ Knowledge of English;

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.

DocuSign Envelope ID: DFE84A94-32B6-4734-81D1-1BD37EADD101

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: ✓ Bachelor's degree in Communication Studies, Journalism, media studies or related areas (compulsory). ✓ Qualifications in social and political sciences, law, public administration or related field will be considered an asset;	10	10%
Years of Experience and Knowledge of Sector: ✓ A minimum of 10 years of relevant professional experience in public sector communication; ✓ Parliament communication experience is highly desirable; ✓ Substantial work experience in a government context essential; ✓ Work experience and a municipality or/and regional government is highly desirable. ✓ Knowledge of the working and procedures of the National Parliament of Timor-Leste will considered an asset;	50	50%
Language Requirements: ✓ Excellent command of written and spoken Tetum; ✓ Excellent command of written and spoken Portuguese; ✓ Knowledge of English;	10	10%
Total technical score	**70**	**70%**
Financial: **30%**	**30**	**30%**
Final Score	**100**	**100%**

DocuSign Envelope ID: DFE84A94-32B6-4734-81D1-1BD37EADD101

M. Approval

This TOR is Review by:

Decentralisation Project Manager

Signature

Name and Designation Bernardino Da Costa Pereira, National Project Manager

Date of Signing 03-09-2020

Head of Democratic Governance Unit

Signature

Name and Designation Youngchan Kim, DGU Analyst

Date of Signing 03-Sep-2020