



**Terms of Reference  
For  
International Consultant**

**A. POST DETAILS**

<b>Position Title:</b>	Monitoring, Evaluation and Reporting Officer
<b>Agency/Project Name:</b>	UNDP
<b>Period of Assignment/ Services:</b>	01 <sup>st</sup> January 2021 – 31 <sup>st</sup> December 2021 (12 months)
<b>Country of Assignment:</b>	Dili, Timor-Leste
<b>Starting Date:</b>	01 <sup>st</sup> January 2021

**B. Programme Context and Description**

United Nations Development Programme (UNDP) Country Office in Timor Leste has been working to support the country to achieve the Sustainable Development Goals (SDGs) and reduce human poverty. UNDP's on-going Country Programme Action Plan 2015-2019 (CPAP) is positioned within the overarching objective of the Timor-Leste United Nations Development Assistance Framework (UNDAF) 2015-2019, which elaborates on four outcomes and seventeen sub-outcomes to respond to the evolving needs within each sector. The formulation of the UNDAF in turn has been guided by the SDGs and the National Development Priorities which were defined in the Government's Strategic Development Plan 2011-2030. One of the current Governance Programme's projects is the Justice Sector Reform.

*Strengthening the National Parliament for Inclusive Democracy, Participatory Development and Civic Engagement (SNP)*

Since the inauguration in 2002, the National Parliament has successfully fulfilled its constitutional mandates – legislative, oversight, representational functions - which led the political, economic and social development in Timor-Leste.

Despite the considerable progress, the National Parliament is facing with several challenges in terms of its institutional capacity which constrain it to perform its mandates the best. These challenges are namely insufficient technical expertise and systemic training mechanism, low digital capacity, absence of effective engagement with citizens, and weak in international relation management.



In order to address the abovementioned challenges, the project *Project of Parliamentary Strengthening for Inclusive Democracy, Participatory Development and Civic Engagement* will focus on the National Parliament's further institutional development particularly in training and capacity building, technical expertise, regulatory impact analysis, digital transformation, citizen engagement, communication and international relations. The project will also ensure that all the support are mainstreaming gender, human rights, environment and SDGs

The project, spanning from 2020 to 2023, will contribute to five main results:

1. MPs and parliamentary staff have enhanced knowledge, awareness and technical capacity, which improve how the National Parliament performs its oversight, legislative and representational roles.
2. The National Parliament is equipped for digital transformation with a clear strategy and pilot initiatives
3. The National Parliament is enabling civil society and people to engage in its policymaking work, so people's needs are better reflected in public policies.
4. The National Parliament has a stronger capacity in international relations by establishing the g7+ Parliamentary Assembly and effective aid coordination.
5. The National Parliament is gender sensitive by mainstreaming gender throughout its work and promoting gender equality internally and externally.

#### Spotlight Initiative (SI)

To address the challenges of VAWG, the European Union (EU) and the United Nations have embarked on a new multi-year programme- the EU-UN Spotlight Initiative. The Spotlight Initiative aims to support transformative change on the ground to end violence against women and girls and harmful practices, in numerous countries globally. The Initiative comes with the highest level of commitment globally and is governed by the UN Deputy Secretary-General and the Vice President of the EU Commission.

The Spotlight Initiative in Timor-Leste will be implemented through five UN agencies (UN Women, UNFPA, UNDP, UNICEF, and ILO) with a focus on addressing intimate partner violence and domestic violence. In addition to the five agencies above, the Programme will involve collaboration with the International Organization for Migration, the Human Rights Advisor's Unit, and the World Health Organization.

The overall vision of the Spotlight Initiative in Timor-Leste is that women and girls enjoy their right to a life free of violence, within an inclusive and gender equitable Timor-Leste.

The programme, aligned to the Timor-Leste "National Action Plan on Gender based Violence (2017-2021)" will contribute to the elimination of domestic violence/ intimate partner violence (DV/IPV) by responding to the needs of women and girls and addressing the underlying causes of violence against women and girls using a multi-sectoral and intersectional approach to implement intervention on the following six outcomes areas:

- 1) Pillar 1: Legislation and Policies
- 2) Pillar 2: Institutional strengthening
- 3) Pillar 3: Prevention of violence
- 4) Pillar 4: Available, accessible, and acceptable, quality services
- 5) Pillar 5: Quality and reliable data
- 6) Pillar 6: Supporting women's movements and relevant civil society organizations



## C. Duties and Responsibilities

The main duties that the consultant will be expected to carry out for the SNP project are:

- Research, Knowledge Management and Documentation:
  - o Assist in preparation of knowledge resources, communications and background material for internal and external use, including concept notes and factsheets on thematic issues
  - o Support review, contribute to, and edit research and knowledge products such as narrative reports, research reports, evaluation reports, etc.
  - o Provide support to resource mobilisation efforts with the drafting of concept notes, briefing notes, talking points and other documents as needed
  - o Conduct preparation documents and research for project proposals to be developed within the scope of the Parliament
  - o Support initiatives of project development such as the g7+ Parliamentary Assembly, the Parliamentary SDGs Agenda, the Lian Povu Initiative and Harii Hamutuk Aid Effectiveness Mechanism.
  - o Support the Parliament Emergency COVID-19 Action Group as required.
- Monitoring and Evaluation:
  - o Participate in setting up the Overarching Results Framework for Parliament Aid Effectiveness Mechanism (Hari'i Hamutuk);
  - o Develop a system and tools for tracking and monitoring Parliament activities;
  - o Advise the Parliament in the areas of M&E work;
- Project Planning, Implementation and Monitoring:
  - o Support the implementation of the Parliament project, including organisation of meetings and events, coordination with UNDP Country Office and partners
  - o Draft presentations, meeting minutes, and briefs for and from workshops, meetings and consultations with stakeholders
  - o Support monitoring, reporting and evaluation of the Justice Sector Reform project
  - o Use project-level monitoring tools to track progress and inform unit reporting throughout the year
  - o Provide administrative support and record all substantive matters in the project on an as-needed basis

The main duties that the consultant will be expected to carry out for SI project are:

- Monitoring and Evaluation:
  - o Participate in and represent UNDP SI team in the SI M&E taskforce in setting up the M&E framework with the support of SI Project Manager, Rule of Law officer and UNDP CO's M&E officer;
  - o Develop a system and tools for tracking and monitoring of UNDP components of SI activities, output and outcome;
  - o Advise the SI project team in the areas of M&E work.



- Reporting, documentation and communication:
  - o Draft project progress reports based on the inputs from SI Project Manager and Rule of Law offices;
  - o Draft presentations, meeting minutes, and briefs for and from workshops, meetings and consultations with stakeholders;
  - o Provide administrative support and record all substantive matters in the project on an as-needed basis.

#### **D. Expected Outputs/Key Deliverables and Timeframe**

The successful individual consultant is expected to deliver the following outputs/key deliverables:

<b>Deliverables/Outputs</b>	<b>Estimated Duration to Complete</b>	<b>Target Due Dates</b>	<b>Review and Approvals Required</b>
Deliverable 1. SNP: 1) Submission and approval of Annual Report 2020 SI: 1) Submission and approval of Annual Report for EU/Spotlight HQ 2020 2) Review of documents for project implementation, including calls for proposals, TORs, concept notes, etc.	2 months	28th February 2021	SNP CTA SI Project Manager Governance Programme Analyst
Deliverable 2. SNP: 1) Submission and approval of Q1 report SI: 1) Submission and approval of Q1 report 2) Review of documents for project implementation, including calls for proposals, TORs, concept notes, etc. 3) Submission of bi-monthly tracking and monitoring update on activity results	2 months	30th April 2021	SNP CTA SI Project Manager Governance Programme Analyst
Deliverable 3. SNP: 1) Submission and approval of Q2 report 2) Submission and approval of Overarching Results Framework for Parliament Aid Effectiveness Mechanism (Hari'i Hamutuk)	2 months	30th June 2021	SNP CTA SI Project Manager Governance Programme Analyst



Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
SI: 1) Submission and approval of mid-year report 2) Organization and delivery of M&E training for SI project team and partners, in partnership/coordination with UNFPA and SI M&E UNV 3) Review of documents for project implementation, including calls for proposals, TORs, concept notes, etc. 4) Submission of bi-monthly tracking and monitoring update on activity results			
Deliverable 4. SNP: 1) Submission of evidence of support provided to develop and implement in partnership with UNTL a survey on the quality of democracy in Timor-Leste SI: 1) Submission of evidence of participation in M&E Task Force 2) Review of documents for project implementation, including calls for proposals, TORs, concept notes, etc. 3) Submission of bi-monthly tracking and monitoring update on activity results	2 months	31st August 2021	SNP CTA SI Project Manager Governance Programme Analyst
Deliverable 5. SNP: Submission and approval of Q3 report SI: 1) Submission and approval of Q3 report 2) Organization and delivery of M&E training for SI project team and partners, in partnership/coordination with UNFPA and SI M&E UNV 3) Review of documents for project implementation,	2 months	31th October 2021	SNP CTA SI Project Manager Governance Programme Analyst



Deliverables/Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
including calls for proposals, TORs, concept notes, etc. 4) Submission of bi-monthly tracking and monitoring update on activity results			
Deliverable 6. SNP: 1) Submission and approval of draft Annual Report. 2) Submission and approval of handover notes for JSR SI: 1) Submission and approval of draft Annual Report 2) Submission and approval of handover notes for SI	2 months	31 <sup>st</sup> December 2021	SNP CTA SI Project Manager Governance Programme Analyst

#### **E. Institutional Arrangements**

The Technical Specialist will work under supervision of the SNP Chief Technical Advisor and SI Project Manager and will also be required to work closely with the Governance Programme and the rest of the staff in the Country Office. The Technical Specialist will report to the SNP Chief Technical Advisor and SI Project Manager on contractual, performance management and administrative matters.

#### **F. Duration of Work**

The expected duration of this assignment is twelve months with a start date of 01<sup>st</sup> of January 2021 and planned to be completed by 31<sup>st</sup> of December 2021.

#### **G. Duty Station**

The consultant will be based in Dili, Timor-Leste.

#### **H. Qualifications of the Successful Individual Contractor**

##### **Required Skills and Experience:**

##### **Education and experience:**

Applicants must at the time of application meet the following requirements:



- Graduated with a Bachelor university degree in the field of governance, development, international relations or equivalent
- Minimum one year of work experience in international development and governance, project management, research
- Experience and knowledge of working with UNDP Timor-Leste as well as with governance institutions in the country
- Excellent writing skills, as well as strong analytical aptitude and strong communication skills
- Excellent interpersonal skills: being able to listen and collaborate with a wide range of players, being able to work independently and manage workload individually while meeting deadlines, being pro-active and taking initiative
- Knowledge of the UNDP programmes and initiatives in Timor is a distinctive advantage
- Knowledge of the Justice Sector Reform project and Spotlight Initiative project in Timor-Leste is a distinctive advantage

#### **Personal Competencies:**

- Commitment to UNDP's mission, vision and values;
- Sensitivity to cultural, gender, religion, race, nationality and age differences;
- Highest standards of integrity, discretion and loyalty.

#### **Language:**

Fluent in English with excellent reading and writing skills. Knowledge of Portuguese and Tetum is advantage.

### **I. 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.

#### **Schedule of payments**

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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



Instalments of Payment/ Period	Deliverables and/ documents to be delivered	Approval should be obtained	Percentage
1 <sup>st</sup> instalment	Deliverable 1. SNP: 1) Submission and approval of Annual Report 2020 SI: 1) Submission and approval of Annual Report for EU/Spotlight HQ 2020 2) Review of documents for project implementation, including calls for proposals, TORs, concept notes, etc.	SNP CTA SI Project Manager Governance Programme Analyst	10%
2 <sup>nd</sup> instalment	Deliverable 2. SNP: 1) Submission and approval of Q1 report SI: 1) Submission and approval of Q1 report 2) Review of documents for project implementation, including calls for proposals, TORs, concept notes, etc. 3) Submission of bi-monthly tracking and monitoring update on activity results	SNP CTA SI Project Manager Governance Programme Analyst	20%
3 <sup>rd</sup> instalment	Deliverable 3. SNP: 1) Submission and approval of Q2 report 2) Submission and approval of Overarching Results Framework for Parliament Aid Effectiveness Mechanism (Hari'i Hamutuk) SI: 1) Submission and approval of mid-year report 2) Organization and delivery of M&E training for SI project team and partners, in partnership/coordination with UNFPA and SI M&E UNV 3) Review of documents for project implementation, including calls for proposals, TORs, concept notes, etc. 4) Submission of bi-monthly tracking and monitoring update on activity results	SNP CTA SI Project Manager Governance Programme Analyst	20%
4 <sup>th</sup> instalment	Deliverable 4. SNP: 1) Submission of evidence of support provided to develop and implement in partnership with UNTL a survey on the quality of democracy in Timor-Leste SI: 1) Submission of evidence of participation in M&E Task Force 2) Review of documents for project implementation, including calls for proposals, TORs, concept notes, etc. 3) Submission of bi-monthly tracking and monitoring update on activity results	SNP CTA SI Project Manager Governance Programme Analyst	20%



Instalments of Payment/ Period	Deliverables and/ documents to be delivered	Approval should be obtained	Percentage
5 <sup>th</sup> instalment	Deliverable 5. SNP: Submission and approval of Q3 report SI: 1) Submission and approval of Q3 report 2) Organization and delivery of M&E training for SI project team and partners, in partnership/coordination with UNFPA and SI M&E UNV 3) Review of documents for project implementation, including calls for proposals, TORs, concept notes, etc. 4) Submission of bi-monthly tracking and monitoring update on activity results	SNP CTA SI Project Manager Governance Programme Analyst	20%
6 <sup>th</sup> instalment	Deliverable 6. SNP: 1) Submission and approval of draft Annual Report. 2) Submission and approval of handover notes for JSR SI: 1) Submission and approval of draft Annual Report 2) Submission and approval of handover notes for SI	SNP CTA SI Project Manager Governance Programme Analyst	10%

#### J. Recommended Presentation of Offer

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

- Dully accomplished **Letter of Confirmation of Interest and Availability** using the template provided by UNDP (to be downloaded from the procurement notice link);
- 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;
- A brief **methodology and step by step timeline** on how he/she will approach and complete the assignment, and
- Financial Proposal** in the template provided by UNDP (to be downloaded from the procurement notice link).

#### K. Criteria for Selection of the Best Offer

The applications will be evaluated using cumulative weighted scoring method, where the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation and has accepted UNDP's General Terms and Conditions.

\* Technical Criteria weight; 70%



\* Financial Criteria weight; 30%

Only candidates obtaining a minimum of 49 points of the technical criteria (70%) will be considered for the Financial Evaluation.

Technical Criteria	Maximum obtainable points (70 points)
1. Minimum graduated with a Bachelor university degree in the field of governance, development, international relations or equivalent.	10
2. Minimum 1 year of work experience in international relations and governance, project management, research	10
3. Experience and knowledge of working with UNDP Timor-Leste as well as with governance institutions in the country	15
4. Excellent writing skills, as well as strong analytical aptitude and strong communication skills	5
5. Excellent interpersonal skills: being able to listen and collaborate with a wide range of players, being able to work independently and manage workload individually while meeting deadlines, being proactive and taking initiative	5
6. Knowledge of the UNDP Timor Leste programme and initiatives	10
7. Knowledge of the Justice Sector Reform project and Spotlight Initiative in Timor-Leste is a distinctive advantage	10
8. Fluent in English with excellent reading and writing skills. Knowledge of Portuguese and Tetum	5
<b>TOTAL Technical scores</b>	<b>70</b>
<b>Total Financial score</b>	<b>30</b>

UNDP Personal History form (P11):

[http://www.undp.org/content/dam/undp/library/corporate/Careers/P11\\_Personal\\_history\\_form.doc](http://www.undp.org/content/dam/undp/library/corporate/Careers/P11_Personal_history_form.doc).

General Conditions of Contract for the ICs:

[https://procurement-notices.undp.org/view\\_file.cfm?doc\\_id=XXXXX](https://procurement-notices.undp.org/view_file.cfm?doc_id=XXXXX)

Annex I Offeror's letter to UNDP confirming interest and availability for the Individual Contractor (IC) assignment:

[http://procurement-notices.undp.org/view\\_notice.cfm](http://procurement-notices.undp.org/view_notice.cfm)



**L. Approval**

**This TOR is approved by:**

Signature



Name and Designation

Yangdhas Khar

Date of Signing

2 Dec 2010