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TERMS OF REFERENCE

INTERNATIONAL CONSULTANT

Team Leader/ Research Consultant– Socio-Economic Impact Assessment of COVID-19 in Timor-Leste, Round 2

A. Basic Contract Information	
Position Title:	Team Leader, Research Consultant
Location:	Dili, Timor-Leste
Type of Contract:	Individual Contract (IC) – International Consultant
Reports to:	UNDP Timor-Leste CO
Duty Station	Dili, Timor-Leste with travel to the municipalities
Languages required	English
Submission Deadline	28 January, 2021
Contract Date(s):	1 February, 2021 – 30 September 2021
Duration of Contract:	120 days

B. CONTEXT

COVID-19 is a global pandemic requiring varying degrees of countermeasures to prevent the further spread of the virus. According to the United Nations, the pandemic poses risks ‘by directly reversing the hard gains made by countries toward the Sustainable Development Goals (SDGs), and impacting severely the existing infrastructure and services’.¹

The first positive case of COVID-19 emerged in Timor-Leste on 21 March 2020. A week later, the National Parliament of Timor-Leste authorized the President to declare a State of Emergency (SoE) in response to the threat of COVID-19 in the country. The SoE has been extended to cover four 30-day periods, between 27 March and 4 September 2020 (with the period from 26 June to 6 August not included).

Accordingly, the Government of Timor-Leste (GoTL) imposed various measures such as domestic and international travel restrictions, closure of schools and physical distancing.² The SoE started easing as shops and restaurants were allowed to open provided physical distancing and hygiene measures were enforced from 28 May, 2020 because Timor-Leste had recorded no new cases since April. These types of restrictions affected vulnerable households, communities and micro-, small and medium-sized enterprises (MSMEs) severely, especially in remote areas.

¹ United Nations. June 2020. Brief #2: Putting the UN Framework for Socio-Economic Response to COVID-19 Into Action: Insights, p.3

² Government Decree No. 3/2020 of 28 March - Implementing Measures of the Declaration of the State of Emergency Made by the Decree of the President of the Republic no 29/2020, of March 27

For this reason, the UN Timor-Leste with technical lead from UNDP, conducted a rapid Socio-Economic Impact Assessment (SEIA) between April and August 2020. The aim of this SEIA 1.0 was to gather objective evidence about the impacts of COVID-19 measures on the citizens and MSMEs of Timor-Leste. The SEIA 1.0 measured changes in livelihood, employment, food security, health care, education and other basic services, including social protection and gender equality for individuals, as well as shifts in supply, demand, income and employment for MSMEs. The SEIA results were disseminated among policy makers, development partners and civil society and was informative for the economic recovery plan of the country.

Stakeholders expressed the desire and need to have a nationally representative data that can be disaggregated at the municipality level and by various socio-economic groups. Furthermore, given the effects of the COVID-19 crisis can be time-lagged, the UN decided to nationwide SEIA in 2021 in partnership with Coordinating Ministry of Economic Affairs (MCAE), General Directorate of Statistics (GDS) under the Ministry of Finance and other relevant government agencies.

C. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to lead and conduct a follow-up and nationwide survey on the socio-economic impacts of COVID-19 on households (including vulnerable households and groups - poor, elderly, children and women) and MSMEs and develop recommendations for policy-makers.

This exercise will allow for a better understanding of social and economic impacts of the COVID-19 pandemic among the population including poor and vulnerable households, with attention to intra-household inequalities; the current prevalent local market conditions and trends affecting individual vendors and MSMEs at the national and local level; the gender dimension of the pandemic, particularly the extent to which women are more affected than men and to identify service provision and access gaps, and targeted interventions required to support needs of those who are impacted the most by the various government measures.

The assessment will need to be closely coordinated with General Directorate of Statistics as well as other potential stakeholders that are currently involved in discussions around response and recovery. The assessment will need to be repeat in nature to allow for comparison with SEIA 1.0 and nationally representative to draw conclusions at the municipality level and by different socio-economic groups with focus on vulnerable groups and households.

D. SCOPE OF SERVICE

The consultant will work closely with the UNDP CO Team under the overall supervision of the UNDP Resident Representative and the direct supervision of UNDP Deputy Resident Representative. The consultant will also work in close collaboration with General Directorate of Statistics of Timor-Leste and other UN Agencies.

The scope of work for this assignment will be largely around the following key functions:

- Desk review of Government's measures and the current responses to COVID-19 in Timor-Leste;

- Plan and carry out socio-economic impact assessment on households and population across all municipalities in Timor-Leste, including assessment of the effectiveness of Cesta Basica program and prepare the final reporting;
- Provide guidance and overview on the design and implementation of the MSME impact assessment;
- Provide overall coordination and technical supervision for the SEIA 2.0.

Task 1: SEIA 2.0 preparation phase

- Update and review SEIA household and MSME survey tools based on stakeholders' feedback and consultation with UNDP and other UN agencies
- Develop SEIA 2.0 detailed plan, budget and ToRs for team members
- Develop SEIA sampling plan and framework in partnership with sampling specialist
- Conduct desk review and prepare a methodology note with tentative plan and schedule to carry out the tasks, plan for secondary and primary data collection, and expected conclusions and recommendations of the report.

Task 2: Data collection phase

- Liaise with UNFPA, GDS and field coordinators in fieldwork preparation
- Provide training of trainers and observe training at each cluster
- Organize pre-test of survey tools and pilot fieldwork in cooperation with GDS
- Conduct field checks and monitoring at selected municipalities
- Conduct key-informant interviews with stakeholders
- Oversee the data collection process and provide regular update to UNDP.

Task 3: Data quality control and analysis

- Develop data quality check plan
- Guide field coordinators, supervisors and GDS staff in conducting rigorous data quality checks
- Develop data tabulation plan in partnership with UNFPA consultants
- Based on primary and secondary data, conduct data analysis for household survey and compare findings.

Task 4: Report development phase

- Prepare the draft report by writing parts of it and consolidating inputs from other experts.
- Prepare PowerPoint presentation and present the draft report with findings and recommendations to UNDP and other key stakeholders for validation
- Finalize assessment report based on feedback and inputs from UNDP and other stakeholders
- Coordinate copy-editing of the final report, translation of the documents into Tetum and editing.

Task 5: Dissemination and follow-up activities phase

- Support the development of policy briefs spearheaded by various agencies and consultants.

- Draft policy brief on the possible socio-economic impacts of the pandemic on the livelihood, employment of populations and on MSMEs.
- Support other SEIA 2.0 follow-up activities including dissemination workshops.

E. EXPECTED OUTPUTS AND DELIVERABLES

1. Methodology note including detailed plan to carry out impact assessment
2. Data collection and quality control training report
3. Field report on nationwide household survey data collection and MSMEs
4. Data tabulations
5. Draft of Cesta Basica Report
6. Draft SEIA 2.0 assessment report including key findings and recommendations
7. Final assessment report incorporating feedback from UNDP and other stakeholders
8. Policy brief and presentations

TIMELINE FOR IMPLEMENTATION

No	Deliverables/ Outputs	Estimated Time to Complete	Target Due Dates	Review and Approvals Required
1	Methodology note including detailed plan to carry out impact assessment	7	10 February 2021	UNDP-TL CO, RR, DRR
2	Training conducted for enumerators and supervisors (~100 support staff)	7	15 March 2021	
3	Field work coordination and field work report (HH)	16	April 30 2021	
4	Data processing and data analysis, field work report (MSME)	20	31 May 2021	
5	Draft of Cesta Basica Report	20	30 June 2021	
6	Initial draft of SEIA 2.0 report including data tabulations consisting of descriptive data analyses	18	25 July 2021	
7	Stakeholders' consultations, comments, and SEIA 2.0 final report including recommendations	18	15 August 2021	
8	Policy briefs, presentations and workshop	14	30 September 2021	
	Total days	120 days	30 September 2021	

F. IMPLEMENTATION/INSTITUTIONAL ARRANGEMENTS

The consultant will support the Government and UNDP Country Office in Timor-Leste. Field visit and travel will be required to targeted municipalities. The IC will work with national Project partners in conducting fieldwork (comprising of field visit and travel, data collection and KIIs) and is expected to provide

supervision and technical guidance in fieldwork. The UNDP CO will support the IC in the planning and coordination of the preparation, meetings and any workshop and logistical support will also be supported.

- The IC will work under the overall guidance of the UNDP Timor-Leste Country Office, Resident Representative.
- The IC will undertake his/her assignment in the target Municipalities with prior clearance by the UNDP CO.
- The IC will maintain a dialogue with UNDP CO, relevant partners, Government counterpart and project team/UNDP-CO as required.
- Frequent communication will be maintained through e-mail, telephone and Zoom/Skype correspondence with all relevant parties mentioned above for smooth completion of the deliverables and accomplishment of the objective of this consultancy.
- Deliverables of the consultant will be submitted to UNDP by softcopy/email for review and approval. Consultant will receive payments following approval of the deliverables as per the workplan to be agreed between UNDP and the consultant. The exact timing of specific activities will be discussed and agreed between UNDP CO and the consultant.

G. DURATION OF ASSIGNMENT:

The assignment will be for an initial period starting February 01, 2021 till September 30, 2021 (120 working days) distributed over 8 calendar months for the agreed deliverables.

H. DUTY STATION

The duty station of the work is Dili, Timor-Leste with travel and field visit to the municipalities. Approximately 20% (25 days) of the input days are envisaged for field training, quality checks and assessments and to meet stakeholders at the municipalities. Some of these will entail overnight stay in municipalities.

LANGUAGE OF THE SPECIFIC CONTRACT AND DELIVERABLES

The language of this specific contract shall be English. All reports are to be submitted in English unless otherwise stated.

I. SUBCONTRACTING

Subcontracting under this contract is not allowed.

J. QUALIFICATIONS AND EXPERIENCE OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR

Education:

- Advanced University degree in economics, sociology, political science, public policy or other relevant social sciences. Areas of specialized expertise could include sustainable livelihood, results-based management (M&E), gender empowerment and/or related.

Experience:

- A minimum of 5 years' experience working on development projects and programs focusing on gender sensitive sustainable livelihoods interventions, gender empowerment, results-based monitoring and evaluation in developing country context.
- A minimum of 5 years' practical expertise in designing and field -testing surveys and other data collection instruments supported with experience in managing data collection, monitoring and evaluation.
- Knowledge of statistical and survey software such as SPSS, R, STATA, SAS;
- Experience in Small Island Developing States (SIDS) specifically in Asia and the Pacific and working with multilateral or bilateral donors funded projects. Experience in community development is an asset.
- Experience in conducting of COVID related social impact assessments is considered to be an additional advantage;
- Ability to communicate effectively orally and in writing, prepare high quality reports, make impactful presentations, design and deliver audience-focused trainings.

Language requirements:

- English language – excellent written and oral communication skills. In addition to excellent command of English, ability to communicate in Bahasa Indonesia, Portuguese or Tetum will be an advantage but not mandatory.

K. FINANCIAL PROPOSAL

The financial proposal must be expressed in the form of an “all-inclusive” lump-sum amount, supported by breakdown of costs as per template provided. The term “all inclusive” implies all cost (professional fees, travel costs, living allowances etc.) Under the lump sum approach, the contract price is fixed, regardless of changes in cost components.

Travel outside the Duty Station (Dili) shall be at UNDP's expense and the Individual Contractor shall receive a *per diem* not to exceed United Nations daily subsistence allowance rate in such other location(s) for overnight stay.

Travel to duty station, two weeks mandatory quarantine and all living allowances required to perform the demands of the TOR must be incorporated in the financial proposal.

Schedule of Payments

The payment will be made based on the deliverables. The selected IC must submit documents as per deliverables which must be duly approved and serve as the basis for the payment of fees. The consultant will be expected to produce the following deliverables within the agreed timeline Section 3 of this TOR to be reviewed and approved as specified in the TOR.

No.	Deliverable/Output	Target Due date	Percentage Disbursement
1	Methodology note including detailed plan to carry out impact assessment	10 February 2021	10
2	Training conducted for enumerators and supervisors (~100 support staff)	15 March 2021	10

3	Field work coordination and field work report (HH)	April 30 2021	15
4	Data processing and data analysis, field work report (MSME)	31 May 2021	15
5	Draft of Cesta Basica Report	30 June 2021	15
6	Initial draft of SEIA 2.0 report including data tabulations consisting of descriptive data analyses	25 July 2021	15
7	Stakeholders' consultations, comments, and SEIA 2.0 final report including recommendations	15 August 2021	10
8	Policy briefs, presentations and workshop	30 September 2021	10
	Total	120 days	100%

L. RECOMMENDED PRESENTATION OF OFFER

- Letter of application with duly accomplished Letter of Confirmation of Interest and Statement of Availability for the entire duration of the assignment;
- Personal CV and P11 Form, indicating all past relevant experience, as well as the contact details (email and telephone number) and three (3) professional references;
- Brief description of methodology on how she/he will approach and complete the assignment;
- Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided by UNDP.

M. CRITERIA FOR SELECTION OF BEST OFFER

Individual consultants will be evaluated based on a cumulative analysis:

When using this weighted scoring method, 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.*
 - * *Technical Criteria weighting: 70%*
 - * *Financial criteria weighting: 30%*

Only candidates obtaining a minimum of 49 points in the technical evaluation criteria would be considered for the Financial Evaluation

1) Technical Evaluation Criteria	Maximum Points	Weight %
a) Education	(10)	
Advanced University degree in business development, economics, sociology or other relevant social sciences. Areas of specialized expertise could include sustainable livelihood, results-based management (M&E), gender empowerment and/or related.	10	10%

b) Knowledge and Experience	(40)	
<ul style="list-style-type: none"> • A minimum of 10 years' experience working on social and economic assessments, surveys and research in the development field focusing on gender sensitive analysis; • Demonstrated experience in qualitative and/or quantitative information collection -preferably in collaboration with local government institutions - research, and analysis • Proven experience working with statistical software such as SPSS, STATA, SAS; 	10	10%
<ul style="list-style-type: none"> • Experience with social and/or economic assessments, surveys and research related to COVID-19 impact on livelihood and MSMEs 	10	10%
<ul style="list-style-type: none"> • Practical expertise in designing and field -testing surveys and other data collection instruments supported with experience in managing data collection, monitoring and evaluation. • Experience in Small Island Developing States (SIDS) specifically in Asia and the Pacific and working with multilateral or bilateral donors funded projects. Experience in community development is an asset. • Work experience in Timor-Leste is considered an asset 	15	15%
<ul style="list-style-type: none"> • Ability to communicate effectively orally and in writing, prepare high quality reports, make impactful presentations, design and deliver audience-focused trainings, in English. • Ability to communicate in Bahasa Indonesia, Portuguese or Tetum will be an advantage but not mandatory. 	5	5%
c) Technical Proposal	(20)	
<i>Proposed organization & Methodology</i> for carrying out this assignment.	20	20%
Total Technical:	70	70%
d) Financial Proposal: 30%	30	30%
FINAL SCORE:	100	100%

N. APPROVAL

This TOR is approved by:

Signature

Lazima Onta-Bhatta

Name and Designation

Lazima Onta-Bhatta, Deputy Resident Representative

Date of Signing

14 Jan 2021

Procurement Unit

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The deadline for submission of offers is **28 January 2020**.

Women candidates are strongly encouraged to apply.