

## TERMS OF REFERENCE

### **Empowerment of women, youth, and persons with disability**

Project Title: Strengthening Integral Local Development by Building the Capacities of the Municipal Authorities in Timor-Leste.

Agency: United Nations Development Programme (UNDP)

Period of Assignment/ Services: September 2022 to December 2022

Starting Date: 15<sup>th</sup> September 2022

#### **A. Background**

Timor-Leste is a rural-based society where the majority (69%) of the population is currently living in rural areas with limited access to governance processes and service delivery. Despite all the progress already achieved by the country and its efforts since its independence to develop its economy and enhance public service delivery and infrastructure, a lot of challenges and opportunities lie ahead. Some of the most pressing issues affecting rural communities are poverty, social exclusion, unemployment, access to and availability of basic services, and lack of capacities. Those who belong to the most vulnerable social groups, such as persons with disabilities, women (particularly, domestic violence survivors and single mothers), youth, children, the elderly, and people with mental illnesses, experience the most serious challenges in accessing basic services.

According to the UN Socio-Economic Impact Assessment (SEIA) of COVID-19, the country's underlying issues have been exacerbated by the pandemic. They include a widening gap in development between rural and urban settings; the effects of climate hazards; and limited access to education, health services, social protection programs, and markets. The study found that the poorest households most acutely felt the pandemic's negative effects, those living outside of Dili, and those with high levels of social vulnerability.

Since the beginning of the country, decentralization has been considered a useful tool to promote the nation's development. Some notable progress has been made in the area of decentralization including the creation of the municipal authorities and administrations, and the establishment of deconcentrated offices in all the municipalities. The ultimate purpose of decentralization is to empower the local communities, especially the most vulnerable and marginalized segments of society by ensuring their participation and making their voices heard as well as providing efficient services to the local population.

In 2021 September, the President of the Republic promulgated two important laws on decentralization: **Law on Local Power and Administrative Decentralization, and Municipal Election Law**. The Law on Local Power devolves competencies in 18 sectors/thematic areas to the municipalities, including health, education, land registry, agriculture, culture, and civil protection. The Law defines Municipal Council, President, and Vice-President as the representative bodies of the municipalities and outlines their respective competencies. Similarly, the Municipal Election Law mentions that the lists of candidates, effective and alternate, for Council Assembly members must include at least one woman for each set of three candidates, under penalty of rejection.

The Law on Local Power and Administrative Decentralization combined with the Municipal Election Law marks a significant milestone in decentralization reform in the country. As per the Local Power Law, the devolved competencies are to be exercised by the locally elected political leaders. If the laws are successfully implemented, they have the potential to not only bring about substantial improvement in the delivery of services but also ensure transparency and accountability at the local level. One of the conditions for the successful implementation of the laws is to have effective and inclusive leadership at the local level.

UNDP has been implementing Strengthening Integral Local Development by Building the Capacities of the Municipal Authorities in Timor-Leste Project which is co-funded by the European Union and UNDP. Its specific objective is to support the deconcentration and decentralization process, bringing governance, public administration, and services closer to people, for both women and men, and giving special attention to the needs and priorities of people living in vulnerable situations. To this end, among others, the Project aims to promote women and young people's participation in local governance in the context of the new decentralization legal framework. To meet the above objectives, the Project intends to work with non-government organizations (NGOs) and community-based organizations (CBOs) through the implementation of low-value grants. In this regard, the terms of reference seek project proposals from interested NGOs and CBOs.

## **B. Objectives and scope of the work**

The objective of the initiative is to empower women and youth around local governance by providing leadership training. The scope of the project is:

- Identification of women and youth, including persons with disability, with potential for leadership in the local governance process
- Develop profiles of the selected candidates
- Provide training to the candidates including but not limited to the following topics:
  - Global and national framework on Women empowerment (CEDAW, SDGs, the Constitution of Timor-Leste, etc.)
  - Women empowerment, youth empowerment, and gender equality
  - Gender issues in Timor-Leste in general (women and statistics)
  - Leadership styles and traits of successful leadership
  - Women and youth participation in the governance process
  - Local governance and women and youth leadership
  - Social inclusion and leaving no one behind
  - Law on Local Power and Administration Decentralization, Municipal Election Law
  - Transparency and accountability
  - Local governance and service delivery
  - Municipal Data Portal,
- Reporting to UNDP after the completion of the training activities

### C. Methodology

- The training is to be provided in a participative and inclusive manner by using presentations, role plays, quizzes, audio/videos, and group discussions.
- Participants to be youth and women including people with disabilities. (100% youth of whom 75 % women; of the total participants 2% people with disabilities).
- Resource persons could be from within the institution or externally hired experts.

### D. Expected outputs/ key deliverables

The grant is divided into Two lots; therefore, proposals should specify the lots being proposed for. The lots are a cluster of Municipalities, and two organizations will be selected – one for each lot. See Annex B for details.

On each lot, the selected NGO/CBO will submit the following deliverables, in which the order will be discussed:

Deliverable	Deliverable description	Tentative timeline
<b>Deliverable one.</b>	Conduct three days of training for a maximum of 30 selected participants (Youth, Women, and people with disability) from each Municipality in a representative manner and development profiles of the participants.	October 20, 2022
<b>Deliverable two</b>	Report on the implementation of the training which should also include the details of the participants, photos of the activities as well as results of the pre-and post-assessment	November 20, 2022
<b>Deliverable three</b>	A completion report which should include the follow-up support provided, lessons learned from implementation	December 20, 2023

### E. Institutional arrangements

The selected NGO/CBO will work under the direct supervision of the Project Manager and will be directly responsible for reporting findings, progress, issues, and challenges. They will have to work closely with the Project staff based in the municipality.

The NGO/CBO takes full responsibility for the overall management of activities and bears all substantive, operational, financial, and monitoring responsibilities. Logistical costs (food, accommodation, and local transport,) must be included as part of the financial proposal. The NGO/CBO needs to maintain a proper record of original receipts for payments of goods, services, training costs, operation running costs, etc. for auditing.

### F. Selection Criteria

Criteria	
<b>Organization</b>	<ul style="list-style-type: none"> <li>• Availability of legal documents of the organization issued by the Ministry of Justice</li> <li>• Minimum of two years of experience in women and youth empowerment</li> <li>• Minimum of two years of experience working at the municipality level</li> </ul>
<b>Project Team</b>	<ul style="list-style-type: none"> <li>• <b>Project manager:</b> Bachelor's degree in economics, project management, finance, or related field; two years of experience in implementing field activities; working knowledge of English</li> <li>• Training facilitators (two): Bachelor's degree in economics, development studies, political science, or related field; three years experience in women and youth empowerment</li> </ul>

**G. Proposal implementation duration:** The period for implementation is Three months.

- **Content and format of the grant proposal:** The template for the grant proposal is attached in Annex A of this TOR. The proposal prepared by the Offeror and all related correspondence shall be in English or Tetum. Only one proposal can be submitted per NGO/CBO.

Proposals should be submitted by email to the below address:

Interested NGOs/CBOs can submit their document to Amin & Finance Associate Ms. Delfina Sequeira Ferreira in her email: [delfina.ferreira@undp.org](mailto:delfina.ferreira@undp.org).

For any inquiry about the proposal please contact Mr. Bernardino Da Costa Pereira on his phone no: 77858887.

#### H. Disbursement Schedule

Fund will be disbursed to grantees in three tranches as per the activities and percentage indicated in the below table.

Tranches	Activities description	% Disbursement
<b>Tranche 1.</b>	Three days of training for a maximum of 30 selected participants (Youth, Women, and people with disability) in three Municipalities and development profiles of the participants. Report on the implementation of the training which should also include the details of the participants, photos of the activities.	45%
<b>Tranche 2.</b>	Three days of training for a maximum of 30 selected participants (Youth, Women, and people with disability) in three Municipalities and development profiles of the participants.	45%

	Report on the implementation of the training which should also include the details of the participants, photos of the activities.	
<b>Tranche 3</b>	A completion report should include the follow-up support provided, and lessons learned from the training in all six municipalities.	10%

### **I. Recommended presentation of an offer**

NGO/CBO interested in the assignment must submit the following documents to demonstrate their qualification:

The interested service providers must submit the following to demonstrate their qualifications and suitability for the assignment:

- a. The proposal shall attach all required legal evidence, including evidence of legal registration
- b. Profile – describing the nature of business, field of expertise, licenses, certifications, and accreditations.
- c. Track Record – list of clients for similar services as those required by UNDP, indicating a description of contract scope, contract duration, contract value, and contact references.
- d. CVs of the personnel as mentioned in section E above shall be submitted along with the proposal.
- e. Written Self-Declaration that the NGO/CBO is not in the UN Security Council 1267/1989 List, UN Procurement Division List, or Other UN Ineligibility List.
- f. Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per the template provided.

**J. Submission deadlines:** The deadline for submission of the proposal is on 15<sup>th</sup> August 2022

### **G. Selection Process Evaluation/selection committee:**

The proposals will be selected on a competitive basis. All proposals will be reviewed and endorsed by the 3-member selection panel. The panel will submit its minutes, recommendations, and a full set of qualified proposals to the Project steering committee for their approval.

**Announcement of selected NGOs:** The approved proposals will be announced, and the organizations will be contacted to proceed with the next steps including document finalization and agreement signing.

### **Scoring of the proposals:**


<b>Criteria</b>	<b>Score</b>	<b>Weight</b>
<b>Organization</b> <ul style="list-style-type: none"> <li>Availability of legal documents of the organization issued by the Ministry of Justice</li> </ul>	40	50%

<ul style="list-style-type: none"> <li>• Minimum of two years of experience in women and youth empowerment</li> <li>• Minimum of two years of experience working at the municipality level</li> <li>• Experience in undertaking similar assignments</li> <li>• Financial management capability (Budgeting, bookkeeping, and Reporting).</li> <li>• Annual financial statements if any</li> </ul>		
<b>Technical proposal</b> <ul style="list-style-type: none"> <li>• Proposed Methodology, approach, and implementation Plan</li> <li>• Understanding of the scope of work</li> <li>• Schedule of activities</li> <li>• Clear and realistic timelines</li> <li>• Measuring results (data collection, indicators, results framework)</li> <li>• Reporting plan</li> </ul>	30	30%
<b>Project Personnel</b> <ul style="list-style-type: none"> <li>• Qualifications and Experience of Project Manager and facilitators/ Project Coordinator</li> </ul>	30	20%
<b>Total</b>	<b>100</b>	<b>100%</b>

**K. Approval**

**This TOR is approved by:** Mr. Bernardino Da Costa Pereira

Signature:

DocuSigned by:  
  
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Name and Designation:

Project Manager

Date of Signing:

02-Aug-2022