## TERMS OF REFERENCE

<table>
<thead>
<tr>
<th>Hiring Office:</th>
<th>UNFPA Timor-Leste</th>
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<tr>
<td><strong>Purpose of consultancy:</strong></td>
<td><strong>International Consultant to provide technical assistance on UNFPA preparatory work for Spotlight Initiative</strong></td>
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<td><strong>Background</strong></td>
<td>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 is aligned to the Timor-Leste National Action Plan on Gender based Violence (2017-2021) and National SDG Roadmap. It 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 across the ecological model. 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. 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. This contributes to implementation of Timor Leste’s National Action Plan on Gender Based Violence (2017-2021), with attention to holistic prevention and responses to violence against women and girls. This will involve strengthening and widening partnerships and solidarity across civil society, government, media, private sector and development partners. The Initiative will empower individuals, equip institutions at national, sub-national and community levels with the policies, systems and mechanisms to prevent and respond to VAWG, and encourage the public to challenge harmful gender norms.</td>
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| **Scope of work:** | The expected output is a final draft of UNFPA detailed proposed by outcome (Outcome 2, 3, 4 and 5) by year of implementation and by programme locations (priority Municipalities) |
| **Duration and working schedule:** | 20 working days working Days (from 19 November to 13 December 2019) |
| **Place where services are to be delivered:** | UNFPA Country Office, Dili, Timor-Leste |
| **Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):** | 1. Review of UNFPA’s proposed interventions in the Timor-Leste Country Programme Document (Version 2) and its relevant annexes.  
2. In Consultation with relevant programme units and relevant and potential partners of UNFPA map out proposed activities by outcome (Outcome 2, 3, 4 and 5) by year of implementation and by programme locations (priority Municipalities particularly potential post administrative areas that the interventions may be delivered).  
3. Ensure that the proposed activities are contributing to the result framework of Spotlight Initiative.  
4. Following the mapping, draft detailed proposed activities to be implemented by UNFPA (by Outcome/Output, by year of implementation and locations (To be further validated when the Baseline survey for Spotlight Initiative is completed). One lump sum payment will be made when the final draft is submitted and approved by UNFPA CO. |
| **Monitoring and progress control, including reporting requirements, periodicity format and deadline:** | Consultant is expected to complete the task by 13 December 2019. Regular consultation +(face to face, e-mails) and share of information and documents. |
| **Supervisory arrangements:** | The consultant will be supervised by Representative of UNFPA. The consultant will work closely with UNFPA concerned programme unit to be implementing Spotlight Initiative. |
| **Expected travel:** | This consultancy does not require travel to municipalities. |
**Required expertise, qualifications and competencies, including language requirements:**

**Education**
Advance University degree in Social Sciences, Population, Demography, Development, Economics, Statistics or Public Administration, with research experience

**Experience and Skills:**
- Relevant five years of experience
- Strong analytical and strategic thinking and a commitment to results;
- Ability to organize work effectively and to meet planned deadlines;
- Excellent written communication and presentation skills
- Demonstrated self-management (i.e. motivation, dealing with pressure, adaptability) and ability to work in a team and receive constructive feedback.
- Knowledge of the Timor-Leste context is an advantageous, but not essential.

**Language:**
- Proficiency in spoken and written English is required.

**Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable:**
- UNFPA will provide work station to the consultant during the visit to the country (If and when required).

**Other relevant information or special conditions, if any:**
- UNFPA will share all relevant documents electronically with the consultant

Candidates are expected to send cover letter and P11 stating their interest to jossoares@unfpa.org and elamin@unfpa.org. Deadline of submission of application is: 5 November 2019, please complete and submit your profile on this link: [http://www.unfpa.org/unfpa-consultant-roster](http://www.unfpa.org/unfpa-consultant-roster)

**Signature of Requesting Officer in Hiring Office:** approved

**Date:** 30 October 2019