

# TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

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Hiring Office:	UNFPA Timor-Leste
Purpose of consultancy:	To support the registration of an Association in Timor-Leste, by developing and/or revising all necessary documents, policies, strategies and plans, and carrying out necessary assessments needed for a successful registration.
Scope of work:	<p><b>Specific Objectives:</b> The objective of this consultancy is to provide guidance throughout the registration process of an association in Timor-Leste working towards the promotion of Sexual and Reproductive Health and Rights for Key Populations in Timor-Leste. The consultant will sit at the association's office in Dili and support the association in collecting information, revising and/or developing and internally approving all necessary documents for the registration process and other relevant documents including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Association's bylaws;</li> <li>• Association's Strategic Plan;</li> <li>• Association's Human Resources Policy;</li> <li>• Association's Financial and Procurement Policy;</li> </ul> <p>The consultant is also expected to provide a report at the end of the consultancy contract, identifying areas for further capacity building of the association and its members.</p> <p><b>Methodology:</b> Discussions with the association's members, other NGOs, civil society, Ministry of Health and any other relevant partners; Focus group discussions; Desk review; On-site observation.</p>
Duration and working schedule:	30 days, starting from the signing of the Consultancy contract.
Place where services are to be delivered:	Office of the Association in Dili.
Delivery dates and how work will be delivered	<ul style="list-style-type: none"> <li>• UNFPA will organize an initial meeting with the consultant and the Association prior to commencement of work in order to fine-tune deliverables and needs.</li> <li>• Consultant is expected to work autonomously and sit at the Association's office, keeping regular contact with UNFPA.</li> <li>• Consultant is expected to submit deliverables in time, i.e. within the 30-day consultancy period, by email and hard copy addressed to UNFPA CO, for UNFPA and the Association to review.</li> <li>• All documents should be developed in both Tetum and English, except for the consultancy report which should be in English only.</li> <li>• One all-inclusive lump sum payment will be made when the final draft of the above mentioned documents and the consultancy report is submitted and approved by UNFPA CO, after all comments and inputs from UNFPA and the Association have been addressed.</li> </ul>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Monitoring of activities will be done by UNFPA, in collaboration with the Association members. Reporting is to be done to the Association and UNFPA. Approval of consultancy deliverables is done by the Association to UNFPA.
Supervisory arrangements:	The work will be supervised the Association members, in close collaboration with UNFPA.
Expected travel:	Dili, with no travel to municipalities.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Advanced University degree in business, administration, social sciences, or related field;</li> <li>• Minimum 2 years of demonstrated experience and skills in conducting organization assessments and developing organization's bylaws and related documentation;</li> <li>• Background experience in public health sector in Timor-Leste is an advantage;</li> <li>• Good knowledge of HIV/STIs prevention and SRHR among key populations, and cognizance of the target population is an advantage;</li> <li>• Knowledge of Timor-Leste's development context;</li> <li>• Excellent ability to work within a team, in a challenging and changing environment, around sensitive issues; flexible and positive collaborative attitude;</li> <li>• Good communication, presentation and analytical skills, ability to work efficiently with governmental and non-governmental institutions;</li> <li>• Fluency in Tetum and English, both oral and written is required.</li> </ul>
Inputs / services to be provided by UNFPA or implementing partner, if applicable:	The Association will be responsible for providing all necessary documentation and facilitating contacts with stakeholders (Government, NGOs, INGOS, UN, health personnel/service providers), if necessary. The Association will also be responsible for proving the consultant with a work station, if and when required.
Other relevant information or special conditions, if any:	<p>Candidates are expected to send their P11, cover letter, as well as 1(one) <b>all-inclusive</b> financial proposal, to <a href="mailto:jossoares@unfpa.org">jossoares@unfpa.org</a> and <a href="mailto:elamin@unfpa.org">elamin@unfpa.org</a> and register you profile on this link: <a href="http://www.unfpa.org/unfpa-consultant-roster">http://www.unfpa.org/unfpa-consultant-roster</a></p> <p>Closing date: 28 February 2020 Only shortlisted candidates will be contacted.</p>
Signature of Requesting Officer in Hiring Office: Dra. Domingas Bernardo Date: 14/2/2020 Approved	