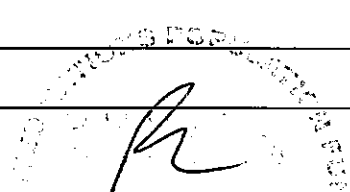


TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA Timor-Leste
Purpose of consultancy:	A local consultant to develop inputs to sector-specific national strategies, plans and policies and the consultation to monitor and evaluate progress in order to promote youth development, mainstream gender and enhance national evidence-based policies aimed at equitable and sustainable development in Timor-Leste.
Background	<p>The UNESCAP in partnership with the UNFPA country office for Timor-Leste is to jointly provide technical support to promote youth development, mainstream gender and enhance national evidence-based policies aimed at equitable and sustainable development in Timor-Leste.</p> <p>The partnership contributes to providing education and employment opportunities for adolescents and youth, reducing inequalities and addressing the impact of demographic challenges, including gender perspectives, as well as promoting regional cooperation between member States. Timor-Leste is a country with a high total fertility rate and a resultant growing working-age population in a good position to reap the demographic dividend with the right investments in health, education, employment opportunities and governance.</p> <p>The joint activities provide technical support to the General Directorate of Statistics, Ministry of Finance of Timor-Leste to utilize a statistical framework with a set of 38 indicators to develop inputs to national strategies, plans and policies on relevant sectors for achieving the demographic dividend and addressing gender inequality.</p> <p>The UNFPA country office for Timor-Leste will collaborate with ESCAP, as well as the Ministry of Finance of Timor-Leste to convene a national training workshop on using the statistical framework, and a follow-up consultation to monitor and evaluate progress. The workshop is to include representatives from different ministries (including from the municipal level), civil society organizations, donors and international organizations to participate in the training and support project implementation in Timor-Leste. It is to be followed up with the development of draft inputs to sector-specific national strategies, plans and policies and the consultation to monitor and evaluate progress as well as support further project implementation in Timor-Leste.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>The national Consultant will work closely with ESCAP, GDS of MoF and UNFPA on the following:</p> <ul style="list-style-type: none"> • Organise a two-day national training workshop in Dili with the report of the national training workshop. • Formulate draft inputs for the development of relevant sector-specific national strategies, plans and policies. • Organize consultations, including at the municipal level, to identify key issues to be covered. • Prepare an initial draft of inputs to the sector-specific national strategies, plans and policies. • conduct review of the initial draft inputs. • Revise the draft inputs in preparation for the follow-up monitoring and evaluation consultation. • Conduct the follow-up consultation. • Prepare the report (outcome) of the follow-up consultation.

UNFPA Cost

Duration and working schedule:	5 Months (between 15 th November 2021 to 31 st March 2022)
Place where services are to be delivered:	UNFPA Office Timor-Leste
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<ul style="list-style-type: none"> • two-day national training workshop in Dili conducted and the report of the national training workshop submitted (End of November 2021). • inputs to the relevant sector-specific national strategies, plans and policies formulated and document submitted (December 2021). • Municipal level consultation conducted and report submitted (January 2021). • Initial draft following the municipal level consultation submitted (January 2021). • Revised version of the draft input submitted (February 2022) • Follow up consultation conducted and report of follow up consultation submitted (February and March 2022). <p>The local consultant will be paid on monthly basis upon receiving of timesheet and monthly report approved by supervisor.</p>
Monitoring and progress control, including reporting requirements, periodicity format and deadline:	Timesheet and Monthly report to be submitted by consultant Regular consultation (face to face and through online call, e-mails) with UNFPA, GDS and ESCAP and share of information and documents.
Supervisory arrangements:	The consultant will be supervised by UNFPA Representative
Expected travel:	The consultant is expected to travel outside of Dili. The UNFPA will provide DSA for overnight trips.
Required expertise, qualifications and competencies, including language requirements:	<p>Education Advanced Degree in demography, statistics, population studies, social sciences or related subjects</p> <p>Experience and Skills:</p> <ul style="list-style-type: none"> • Minimum 2 years' experience in the field of social and demographic data analysis • Knowledge on Gender Equality and youth • Excellent written communication and presentation skills • Coordination and facilitation experience, including during development, planning, monitoring and reporting phase. • Demonstrated self-management (i.e. motivation, dealing with pressure, adaptability) and ability to work in a team and receive constructive feedback. • Ability to produce good-quality, demonstrable results. • Knowledge of the Timor-Leste context is an advantageous, but not essential. <p>Language:</p> <ul style="list-style-type: none"> • 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 a work station. UNFPA will also share all relevant documents and contacts electronically with the consultant.
Other relevant information or special conditions, if any:	
<p>Signature of Requesting Officer in Hiring Office: Date: 26-10-2021</p> 	

CMAA (OST)