

## TERMS OF REFERENCE

<b>TERMS OF REFERENCE (to be completed by the Hiring Office)</b>																
Hiring Office:	UNFPA Timor-Leste															
Purpose of consultancy:	To support the National Institute of Statistics of Timor-Leste (INE-TL) in developing and/or improving the content of the Risk Management Plan, Financial Management, Procurement, Human Resources, Asset Management Standard Operating Procedures (SOPs).															
Background	The National Institute of Statistic or formerly known as General Directorate of Statistics(DGS) in Timor-Leste is the institution mandated to undertake and Manage the collection, analysis and production of official national statistics, including Censuses and National Accounts. UNFPA is providing technical and financial support to INE-TL to conduct, among other activities, the Population and Housing Census project. As part of UNFPA’s Implementing Partner Agreement with INE-TL, UNFPA conducted a spot-check to ensure the efficiency and effectiveness of the project. In reference to the recommendation of the Micro-Assessment results, it is necessary to develop relevant Risk management plan and Standard Operating Procedures (SOPs) in the areas of Procurement, Humans Resources, Financial management (including a section on management of donor funding) and Asset management to ensure tasks are implemented effectively and at the same time output are of quality and consistent with the organization’s mandate.															
Scope of work:  <i>(Description of services, activities, or outputs)</i>	The objective of the consultancy is to provide technical assistance to the INETL corporate service directorate with close collaboration with UNFPA’s Population & Development team in developing the following documents in response to UNFPA’s 2022 Micro Assessment Recommendations: 1.Risk Management Plan 2.Asset Management SOP 3.Human Resources SOP 4.Procurement SOP 5.Financial management (including a section on management of donor funding) SOP															
Duration and working schedule:	The Consultant is expected to work for 42 days upon signing the contract until 30 <sup>th</sup> September 2023.															
Place where services are to be delivered:	The Consultant will be based at the National Institute of Statistics Timor-Leste office in Díli.															
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3" style="text-align: center;"><b>The deliverables to be produced by the consultant, in Tetum, are as follows:</b></th> </tr> <tr> <th style="text-align: center;">Deliverables</th> <th style="text-align: center;">Due date</th> <th style="text-align: center;">% of payment</th> </tr> </thead> <tbody> <tr> <td>1. Risk management Plan 2. Financial management (including a section on management of donor funding) SOP</td> <td style="text-align: center;">15/08/2023</td> <td style="text-align: center;">25%</td> </tr> <tr> <td>3. Asset Management SOP 4. Human Resources SOP</td> <td style="text-align: center;">30/08/2023</td> <td style="text-align: center;">50%</td> </tr> <tr> <td>5. Procurement SOP</td> <td style="text-align: center;">15/09/2023</td> <td style="text-align: center;">25%</td> </tr> </tbody> </table> <p>The consultant will only be paid upon completion of each deliverable cleared by UNFPA after all inputs from UNFPA and INE-TL have been incorporated</p>	<b>The deliverables to be produced by the consultant, in Tetum, are as follows:</b>			Deliverables	Due date	% of payment	1. Risk management Plan 2. Financial management (including a section on management of donor funding) SOP	15/08/2023	25%	3. Asset Management SOP 4. Human Resources SOP	30/08/2023	50%	5. Procurement SOP	15/09/2023	25%
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Supervisory arrangements:	The consultant will report to the UNFPA Assistant Representative and work closely with relevant UNFPA Timor-Leste P&D Team, the staff of INETL to ensure the applicability of the template and SOPs.															

Monitoring and progress control, including reporting requirements, periodicity format, and deadline:	UNFPA will conduct an initial/closing meeting and regular consultation (face to face), through Skype call, e-mails) and sharing relevant documentation related to the recommendation of Spot check.
Expected travel:	Consultant will work in Díli with no expected travel to the municipalities.
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> <li>• Master degree in Business Management, Law, Public Administration and/or related field;</li> <li>• 2 years of progressive work experience in the development of Plans &amp; Policies, preferably with an extensive understanding of Government procurement, finance &amp; HR management.</li> <li>• Familiarity with the UN Policy and regulations on Finance, HR, Procurement, and Risk management planning is an added advantage;</li> <li>• Fluency in written and spoken English and Tetum is required.</li> <li>• Working knowledge of Portuguese is an advantage;</li> <li>• Familiarity with Timor-Leste government law</li> <li>• Ability to communicate effectively with UNFPA &amp; IP's Focal point.</li> </ul>
Other relevant information or special conditions, if any:	<ul style="list-style-type: none"> <li>• Candidates are expected to send their P11, Motivation Letter and financial proposal to <a href="mailto:timor-leste.office@unfpa.org">timor-leste.office@unfpa.org</a>, and register their profile on this link: <a href="http://www.unfpa.org/unfpa-consultant-roster">http://www.unfpa.org/unfpa-consultant-roster</a></li> <li>• Closing date: 15/07/2023</li> <li>• Only shortlisted candidates will be contacted.</li> </ul>

Signature of Requesting Officer in Hiring Office:

Egidio da Costa, P&D Program Analyst

Date: 30 June 2023

Approved by:

**Sérgio Esperança**, OIC for Program

Date: 30 June 2023