

**Post Title: Monitoring Evaluation and Reporting International Consultant to Support the Ministry of Social Solidarity and Inclusion (MSSI) of Timor-Leste**

**Organization Unit:** CO-Jakarta

**ILO Office:** Timor-Leste

**Duration:** 1 December 2022 – 28 February 2022

## **1. Background**

Social protection is first and foremost a human right. In Timor-Leste, the right to social protection is enshrined in the Constitution of the Timorese Republic (Article 56), which recognizes citizens' right to social assistance and social security and sees the establishment of the system as far as the state's resources allow. Anchored in human rights, the Government of Timor-Leste has made efforts to protect all citizens, with a particular focus on the most vulnerable, to ensure that they can fulfil their potential.

ILO Recommendation No. 202 of 2012 on Social Protection Floors (PPP) establishes that social protection system provide benefits through contributory or non-contributory mechanisms (or a combination of these mechanisms), in cash or in kind, to achieve the human right to social protection and guarantee protection against the (i) lack of work-related income (or insufficient income) as a result of various risks throughout life (illness, disability, maternity, paternity, work accident or occupational disease, unemployment, old age or death of a family member ); (ii) lack of access, or unaffordable access, to health care; (iii) insufficient family support, especially for dependent children and adults; and (iv) poverty and social exclusion.

In Timor-Leste, the National Strategy for Social Protection (NSSP) 2021 – 2030 was approved by the Council of Ministers on November 11, 2021. This is the first strategic document of this nature developed in the country, reiterating the commitment of the Government of Timor-Leste to continue strengthening the social protection system, ensuring the fundamental rights and guarantees of all the citizens, including the poor and most vulnerable.

The NSPS 2021-2030 aims to “achieve the end of poverty, promote peace, guarantee access to health, education and other essential social services, guarantee adequate care for children, the elderly and the disabled, and protect the population from social and economic risks, thus guaranteeing a decent standard of living for all Timorese citizens”. The strategy sets out three strategic objectives: (1) Reduce Poverty; (2) Improve and Expand Social Security for Workers; (3) Institutional Development. To achieve the three strategic objectives, 12 priority intervention areas were established, and 55 activities were identified to materialize the vision of social protection in Timor-Leste.

A governance structure will be created to support the government to meet its objectives and implement the NSSP 2021-2030. This includes a National Council for Social Protection, an Executive Secretariat for Social Protection, and an Inter-Institutional Monitoring and Evaluation Working Group.

The Ministry of Social Solidarity and Inclusion (MSSI) has developed the first Implementation Annual Plan (2022-2023) of the NSSP 2021-2030. An M&E system has been included and needs to be operationalized.

In this context, the ILO, will provide technical assistance to MSSI and the government in the monitoring, evaluation and reporting of the NSSP 2021-2030.

In addition, ILO will also assist the MSSI to report on the universal one-off payment delivered in November 2022 to all households in Timor-Leste.

The ILO-Dili Office intends to contract a Monitoring Evaluation and Reporting International Consultant to assist the MSSI in Timor-Leste in the monitoring, evaluation and reporting of the NSSP 2021-2030 based on the Implementation Annual Plan and, in the reporting of the universal one-off payment to households in Timor-Leste.

## **2. Assignment - Specific Objectives**

Using the Implementation Plan 2022-2023 of the NSSP as the operational tool, the International Consultant will provide technical assistance to MSSI in the following:

- a) Supporting the technical teams to compile, validate and summarize relevant data (qualitative and quantitative) to complete the Monitoring Tracking Sheet of the Implementation Plan 2022-2023 related to the NSSP outcomes, outputs and activities for 2022;
- b) Analysing the data collected;
- c) Preparing an annual reporting template and structure that can be used in the annual reports of the NSSP;
- d) Writing the 1<sup>st</sup> Implementation Annual Report based on the Implementation Plan 2022-2023 of the NSSP;
- e) Compiling success stories or good practices from the first year of implementation of the NSSP and support knowledge sharing to enhance visibility;
- f) Working jointly with MSSI technical teams and coordinate with other relevant line ministries;
- g) Guiding MSSI technical teams on storage and access of results related data;
- h) Supporting the MSSI technical teams in liaising with stakeholders, including development partners;
- i) Leading working sessions, as required.
- j) Organizing a seminar to share the results and validate the report;
- k) Preparing and delivering presentations as required;
- l) Building MSSI internal capacity through co-work.

Under specific MSSI guidance, the International Consultant will also be responsible for the following:

- a) Write the final report of the one-off payment universal cash transfer that should include at least information on the implementation process and results.
- b) Prepare a power point presentation based on the key messages of the final report.
- c) Working jointly with MSSI decision makers and coordinate with relevant technical teams.

### **3. Expected Deliverables**

The following are the expectable deliverables, which will be subject for review and approval of the ILO:

**Output 1: Annual reporting template and structure to be used on the Implementation Annual Report of the NSSP.** The reporting template should be aligned with the structure of the annual implementation plan and include a section for sharing success stories or good practices.

**Output 2: Draft NSSP Implementation Report 2022-2023 submitted for comments.** The draft Implementation Report should include all the data and analysis for 2022.

**Output 3. Final One-off payment universal cash transfer report** that should include a brief introduction, sections on the implementation process and results.

**Output 4: Final NSSP Implementation Report 2022-2023 submitted.** Submission of the Final Implementation Report should include all the validated data and analysis for 2022 (after the validation workshop).

### **4. Duration and Timeframe**

The duration of the assignment will be for a period of 25 working days starting **1st of December 2022 and ending on 28 of February 2023.**

The International Consultant will report to the ILO Senior Social Protection Specialist for Timor-Leste.

### **5. Payments**

The consultant shall not, in any circumstances, be entitled to any payments other than those expressly mentioned below.

1. 50%, payable upon submission of the Output 1 and Output 2 to the satisfaction of the ILO.
2. 25%, payable upon submission of the Output 3 to the satisfaction of the ILO.
3. 25%, payable upon submission of the Output 4 to the satisfaction of the ILO.

### **6. Selection Criteria**

The International Consultant is expected to have the following:

#### ***Qualifications and Experience***

- A tertiary qualification in Economics or Management from a recognized university;
- Experience in social protection in Timor-Leste;

- Experience in monitoring and evaluation environments within a development context;
- Experience in providing technical assistance and building capacity of government counterparts.

***Skills and Knowledge***

- Good writing and communication skills;
- Good understanding on the monitoring and reporting tools within public sector environments.
- Excellent time management and organisational skills;
- Fluency in written and spoken Portuguese. knowledge of Tetum is an advantage.

**7. How to apply**

**Interested candidates should send cover letter with an updated Resume to Ms Rita Fernandes at [fernandesr@ilo.org](mailto:fernandesr@ilo.org). Application Deadline: 11 November 2022 (Midnight Dili, Timor-Leste)**

**Only short-listed candidates will be contacted.**