**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

Date: 28 April 2014

**Country:** Timor-Leste  
**Description of the assignment:** Social Cohesion and Protection Advisor  
**Project name:** Timor-Leste Resilience and Social Cohesion Project.  
**Period of assignment/services (if applicable):** 250 days (19 May 2014 – 18 May 2015)  
**Location:** Dili with possible travel to districts  
**Starting Date:** 19 May 2014  
**Proposal and inquiries should be submitted via email or courier mail to the following address:**  
E-mail: procurement.staff.tp@undp.org  
**Courier Mail:**  
Procurement Unit  
United Nations Development Programme  
Obrigado Barracks Compound, Building 11  
Caicoli Street, Dili, Timor-Leste  
Fax: +670 3313534  
**The dateline for submission of interests: 9th May 2014**

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**1. BACKGROUND**

The Timor-Leste resilience and social cohesion project aims to consolidate and further strengthen capacities within the Government of Timor-Leste to maintain and deepen resilience and social cohesion across the nation. Building on the successes of the Support to the Department of Peace-Building and Social Cohesion in Timor-Leste project which ran for three years (2011-2013) with the support of UNDP, and taking into consideration the changes in the context described in project document- situation analysis, the project strategy has three separate but closely interlinked components.

Firstly, the project aims at consolidating the work of the Department of Peace-Building and Social Cohesion of the Ministry of Social Solidarity. This means ensuring necessary technical capacities of the Department staff and leadership to effectively plan and implement the mandate of the Department. Secondly, the project will, based on the experiences and expertise developed within the Department of Peace-Building and Social Cohesion, and with the support of DPBSC,
reach out to other Directorates and Departments within the Ministry of Social Solidarity to improve their ability to plan and implement the social vulnerability related programmes in an increasingly conflict sensitive manner based on Do no harm – principles. Thirdly, the project aims at addressing the issue of conflict sensitivity and the use of dialogue across the Government by utilizing the expertise and example within the Ministry of Social Solidarity through training of key civil servants, joint initiatives with key line-ministries for improving conflict sensitive planning and implementation and sharing of experiences of such work across government via the Council of Ministers.

The overall objective of the project is to support the Government of Timor-Leste to consolidate its capacities to strengthen resilience and social cohesion through the Ministry of Social Solidarity (MSS). This will be done through 3 outputs the implementation of which will be sequenced by starting with outputs 1 and 2, and gradually leading to the implementation of output 3:

Output 1: MMS DPBSC capacities consolidated to strengthen social cohesion and women’s engagement through its programmes;

Output 2: Mechanisms, processes and capacities developed within the MSS to make its policies and programmes more conflict sensitive;

Output 3: Role and capacity of the MSS strengthened to integrate a conflict sensitive approach into key national policies and programmes.

The project strategy is based on ensuring the progress made within Timor-Leste to transition from fragility to resilience will be sustained and strengthened. This transition has prompted a need for the Government of Timor-Leste to shift focus from peace-building specific programmes at the community level into incorporating conflict sensitivity and the objective of strengthened social cohesion into all government programmes.

Careful attention will be paid over the next couple of years to those critical sectors and processes, which still contain conflict potential and a source for weakened social cohesion. Examples of such processes are the implementation of the new Land Law as well as large infrastructure projects, which may include a need to relocate large numbers of people.

In order for Timor-Leste to sustain the gains it has made as a nation over the past years, the Government of Timor-Leste will be paying an increased attention to mainstreaming conflict sensitivity throughout the Government processes. How to do this in practice, and on which existing capacities the Government can tap into, is at the core of this project.

This project will be basing a lot of its work on the successes and experiences within the Ministry for Social Solidarity of conflict sensitive and “Do no harm” planning and delivery. Additionally, the project will through DPBSC advocate and support an increased use of community dialogue as a way to strengthen resilience and to maintain social cohesion during the upcoming years as critical reforms and development projects are set to continue at a fast pace.

Sharing the lessons-learned from Timor-Leste’s social cohesion process with other fragile or recently fragile countries is a key component of the project strategy for an increased international learning of how the transition from fragility to resilience is possible.
2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

The Social Cohesion and Protection Advisor will work with UNDP and the Ministry of Social Solidarity to provide technical advises and support to ensure smooth implementation of Timor-Leste Resilience and Social Cohesion project. The Social Cohesion and Protection Advisor will assist counterparts with some of the following tasks:

1. Provide overall technical support and advices related to social cohesion and social protection to the Ministry of Social Solidarity particularly to the office of the Vice Minister;
2. Provide specific technical and implementation advice to the National Directorate for Social Reinsertion on Bolsa da Mãe programme;
3. Conduct a gap analysis and opportunities of existing social protection policies and programmes and recommend appropriate intervention for social protection programmes in Timor-Leste;
4. Conduct an assessment of Social Cohesion in Timor-Leste at the national and sub-national levels for baseline purpose to help the project measuring its implementation;
5. Undertake a gap analysis and opportunities related to conflict sensitivity within selected MSS programmes (conditional cash transfers, distribution of relief items, veteran payments, and other social security programmes) conducted by policy;
6. Develop a conflict sensitive Standard Operational Procedures (SOP) and roll-out in the selected programmes using DPBSC tool and support the piloting of the SOPs in the selected programmes;
7. Conduct an assessment of background analysis of key issues related to conflict sensitivity within Timor-Leste government policies and programmes in coordination with the Council of Ministers;
8. Be a resource person for UNDP Timor-Leste on social cohesion and protection;

Key deliverables

1. Ministry of Social Solidarity received adequate technical support and advice on Social cohesion and social protection related areas;
2. Result of the gap analysis and opportunities related to conflict sensitivity with selected MSS programmes;
3. A brief baseline report of the social cohesion assessment in Timor-Leste that will be used for progress of the project implementation;
4. A Standard Operational Procedures (SOP) produced and piloted by the selected programmes;
5. Result of the assessment of background analysis of key issues related to conflict sensitivity within the policies of the government of Timor-Leste;

3. REQUIREMENTS FOR QUALIFICATIONS, EXPERIENCE AND COMPETENCY

- An advanced degree in conflict resolution, peace and development studies, social protection, adult education, anthropology or other related area;
- Sound technical knowledge and at least five years working experience on conflict resolution and peace building as well as social protection;
- Experience working with both United Nations and Government institutions in developing countries as advisors on conflict resolution, peace building and social protection;
- Demonstrable ability to work in a team environment, and to strengthen all team members
through collective action and individual initiative;
- Fluency in spoken and written English and knowledge of Tetum and Portuguese language is advantage.

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:
1. An expression of Interest;
2. A current and complete C.V. in English with indication of 3 references as well as the permanent email and phone contact;

Duly completed UNDP Personal History Form (P11) that can be downloaded from http://europeandcis.undp.org/files/hrforms/P11_modified_for_SCs_and_ICs.doc

Please be advised that the online application system allows for the possibility of loading only one (1) document. As such, the 3 documents (CV, P11 and financial proposal) should be merged in a standalone file including all them, since the online application submission does only permit to upload one file per application.

Incomplete submission can be a ground for disqualification. Incomplete applications or applications received after the closing date will not be given consideration. Please note that only applicants who are shorted-listed will be contacted.

UNDP will cross check previous work experience and expertise.

5. FINANCIAL PROPOSAL

- Contracts based on daily fee

The candidates shall provide a financial proposal which shall have effective daily rate based on five day working week. The fee rate shall be inclusive of per diem, fees, food incidental and any other expenses related to execution of the assignment.

The International Consultants is responsible for his/her own health emergency insurance.

Travel:
All envisaged travel costs must be included in the financial proposal. This includes all travel to join duty station/repatriation travel. In general, UNDP should not accept travel costs exceeding those of an economy class ticket. Should the IC wish to travel on a higher class he/she should do so using their own resources.

In the case of unforeseeable travel, payment of travel costs including tickets, lodging and terminal expenses should be agreed upon, between the respective business unit and Individual Consultant, prior to travel and will be reimbursed.
6. EVALUATION

Cumulative analysis
When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:

a) responsive/compliant/acceptable, and
b) Having received the highest score out of a pre-determined set of weighted technical expertise
C) The successful candidate will be requested to submit detailed technical proposal and financial criteria specific to the solicitation.

* Technical Criteria weight; 70 %
* * Financial Criteria weight;  30%

Only candidates obtaining a minimum of 55/70 point in the technical criteria would be requested considered for the Financial Evaluation

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<tr>
<th>Criteria</th>
<th>Max. Point</th>
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<tr>
<td><strong>Technical : 70 %</strong></td>
<td>70</td>
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<tr>
<td>• An advanced degree in conflict resolution, peace and development studies, social protection, adult education, anthropology or other related area</td>
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<tr>
<td>• Sound technical knowledge and at least five years working experience on conflict resolution and peace building as well as social protection;</td>
<td>30</td>
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<td>• Experience working with both United Nations and Government institutions in developing countries as advisors on conflict resolution, peace building and social protection;</td>
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<td>• Demonstrable ability to work in a team environment, and to strengthen all team members through collective action and individual initiative;</td>
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<td><strong>Financial : 30 %</strong></td>
<td>30</td>
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The deadline for proposals is 9 May 2014

Only short-listed candidates will be notified. Women candidates are strongly encouraged to apply.
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Sharing the lessons-learned from Timor-Leste’s social cohesion process with other fragile or recently fragile countries is a key component of the project strategy for an increased international learning of how the transition from fragility to resilience is possible.

2. Key Results/key tasks:

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3. Key deliverables:

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5. Required Competencies

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