

## **TERMS OF REFERENCE**

### **for KOICA Multilateral Cooperation Officer (KMCO)**

#### **I. General Information**

**Title:** Programme Officer  
**(Equivalent) Grade:** P2 or P3 (Depending on candidate's qualification)  
**Sector of Assignment:** The Democratic Governance Unit  
**Country :** Timor-Leste  
**Duty Station(city):** Dili  
**Agency :** UNDP  
**Duration of Assignment:** one year (renewable for one year)

#### **II. Supervision**

**Name of Supervisor :** Maja Stojanovska  
**Title of Supervisor :** Head of the Democratic Governance Programme

**Content and Methodology of Supervision:**

Workplan and target setting, periodic meetings, and inclusion in the regular country office organizational structure

#### **III. Duties, Responsibilities and Output Expectations**

The main objective of this position is to provide general support in planning, design, implementation, and monitoring of the internal and external strategies for the promotion of good governance in the areas of anti-corruption, decentralization and elections. The Programme Officer will also get involved in the internal coordination and quality assurance of the projects in the areas mentioned above and liaison with development partners. The Programme Officer will work toward the achievement of the following project objectives:

- Enhancing accountability and transparency of government officials and civil servants of Timor-Leste
- Improving the capacity of local civil servants for effective and inclusive service delivery and promoting decentralized public administration
- Strengthening Democratic Inclusive Participation and Citizenship at the Municipal Level
- Supporting other projects under the Governance Portfolio

Under the indirect supervision of the Country Director and direct supervision of the Head of the Democratic Governance Programme, the Programme Officer will be responsible for, but not necessarily limited to, the following tasks:

**Project Coordination and Quality Assurance**

- Work with project managers and provide support to the development of plans and programmes of each component
- Assist with context analysis and help develop a plan with clear approach and targets
- Provide substantive and financial oversight support in close collaboration with the Democratic Governance Unit/SDG Acceleration Team
- Assess operational risks & issues and develop mitigation actions
- Identify and synthesize the best practices and lessons learnt
- Liaise and coordinate with project-specific personnel to collect information with regard to the project progress

**PR, Relation with Development Partners, M&E, and Reporting**

- Provide frequent/periodic updates on the project progress and keep various communication channels open with development partners
- Ensure the visibility of project results and of development partners
- Conduct field visits/inspection for project monitoring with development partners
- Identify and build partnerships with stakeholders including Civil Society Organizations currently working on interventions around anti-corruption and decentralized local development
- Monitor and measure performance periodically against key success factors and M&E indicators and provide M&E tools where required
- Produce quarterly and annual reports to the project management board

**Project Implementation**

- Provide support for implementation and execution of projects to project managers and teams
- Highlight key risks, issues, improvement opportunities and make recommendations to support the projects to succeed
- Facilitate consultations on the project implementation with government stakeholders, civil society, and select UN
- Ensure the project implementation to be participatory, inclusive, and gender-sensitive
- Develop capacity development plans for identified partners in critical areas such as ethics, accountability, transparency, corruption, gender and other areas decided together with sector professionals.

**IV. Qualifications and Experience**

## **Required Education and Work Experience**

### **Education**

- Master's degree in public administration, community development, public policy or related governance/development areas;

### **Experience:**

- Minimum 3-5 years of relevant working experience in political/social science research, development institution and/or a development bank
- Good written and oral communication skills in English
- Experience working in teams
- An understanding of communications for development or outreach would be valuable.

## **Key Competencies of the Assignment**

### **Technical:**

- Demonstrated knowledge of good governance, anti-corruption, decentralization, and local development issues.
- Able to develop proposals and manage projects, good writing skills
- Strong M&E skills, able to perform data collection and analysis
- Experiences in financial management is strongly recommended.
- Proven experience/knowledge working in a development context.

### **Functional:**

- Strong analytical skills with an eye to detail
- Strong interpersonal, team work and communication

### **Language Requirements:**

- Demonstrated good command of spoken and written English
- Knowledge of Portuguese and/or Tetun would be an asset

## **V. Background Information**

### **UNDP Projects in the Governance Area**

UNDP's Democratic Governance Unit currently works to support the government institutions via five current projects: (i) support to the Justice System Programme (JSP), (ii) support to the National Police of Timor-Leste (PNTL Project), (iii) support for elections (LEARN), (iv) support for infrastructure development (IDSP) and (v) support for the Special Administrative Authority in the Oe-Cusse Region of Timor-Leste (ZEESM Project).

The DGU recognizes 2017 and onward an opportune time for UNDP to bolster its efforts to strengthen anti-corruption, transparency and public sector accountability and service delivery, following the national elections in July 2017 and May 2018. The 8th Constitutional Government of Timor-Leste was newly elected and the decentralization of public administration is expected to be at the forefront of the Government priorities. The new government also needs to

deliver more effective measure in the public administration given that the growing concerns about development financing and the increased pressure for social services. A three-pronged project in the areas of anti-corruption, decentralized public administration, and local elections is in the pipeline in the portfolio of the Governance Programme, with an emphasis on the capacity development of civil servants for transparent, accountable, and effective public administration.

### **Address Corruption and Local Governance in Timor-Leste**

Since the restoration of independence in 2002, Timor-Leste has made significant progress in the establishment, strengthening and consolidation of governance institutions. National institutions, practically non-existent in 2002, are now safeguarding stability and democracy. Such institutions include the ministries, municipality state administrations, suco (village) councils, the national parliament, electoral management bodies, judiciary, the National Police of Timor-Leste, and the human rights ombudsman office.

With regard to addressing corruption, Timor-Leste has taken steps to establish a legal and institutional framework for a transparent, accountable and democratic state. It has established oversight institutions to address corruption and promote public sector integrity. The Commission on Anti-Corruption (CAC) was established in 2009 with a mandate to both prevent and investigate corruption. The Civil Service Commission (CFP) was established in 2004 to promote integrity in the public sector.

In an effort to develop a coordinated and comprehensive approach to address corruption, the government has also established a National Implementation Technical Working Group, chaired by CAC, to develop a national strategy on anti-corruption. The technical working group brings together representatives of all ministries and institutions to develop the strategy on anti-corruption. There is an opportunity to support and strengthen this process in order to align the strategy to the standards upheld in the UN Convention on Anti-Corruption (UNCAC). In recent years, CAC has worked with the UN Office on Drugs and Crime (UNODC) to strengthen its operations. However, this assistance is concluding at the end of 2017 and there is enthusiasm at the highest level of CAC to continue its cooperation with the UN through UNDP.

The local governance and development are expected to accelerate in the 7<sup>th</sup> Government of Timor-Leste. The constitution of Timor-Leste provides for a decentralized public administration and the topic has been on the political agenda since 2003. However, the recent development of the legal framework is particularly encouraging as, after several years pending in the National Parliament, the Law on Local Government and the Law on Municipal Elections were both approved by the National Parliament in 2017. Together with the Law on Territorial and Administrative Division, approved in 2009 and amended in 2017, the legal framework governing the decentralization process will soon be in full effect under the 7th Government.

In accordance with the above laws, the Municipal Elections are now expected to take place in 2018/2019. Elections at the Municipal level are in line with the Municipality Strategic Development Plans, launched by the Ministry of State Administration and Territorial Organization, as part of the broader roadmap framework of the Timor-Leste Strategic Development Plan 2011-2030. It is the first time that the Municipal legislative bodies will be elected by citizens, rather than appointed by the central government, which has been the case until now. The government has also proposed to allocate \$132 million in 2018 for all Municipalities, as compared to \$20-42 million in 2017, to be used for various decentralization programmes. It is imperative, more than ever, that the corresponding capacities in the work force on the Municipal level are met to manage such programmes and a

'checks and balances' mechanism in place.

## **VI. Information about Living Conditions at the Duty Station**

Timor-Leste is half of a tropical island on the Australian continental shelf characterized by a rugged mountain chain running east-west that divides the country into a generally warmer north coast and a milder south coast. The capital city, Dili, is located in the north.

**Climate:** The climate along the coast is relatively warm hot year round with an annual average temperature of 30°C. There are two distinct seasons: the north-east monsoon season, which runs from November to March, constitutes the rainy season throughout the country. The south-east monsoon season, which runs from March to October, constitutes the dry season with some rain on the southern coast but otherwise dry and windy conditions in the rest of the country. The climate inland with its high mountains can be very cold with an annual average temperature of 15°C.

**Health:** With the drawdown of the UN Peacekeeping Mission at the end of the 2012 and the concomitant closure of the UN Medical Unit in April 2012, a medical service assessment is ongoing to determine alternative health care options. There is a national hospital and a limited number of private clinics in Dili and facilities for more complex medical treatment in neighboring countries such as Darwin or Singapore.

**Diet, Food and Water:** Most staple foods can be found in the markets such as rice, meat, vegetables, cooking oil, salt and sugar. There are many local markets around Dili as well as four supermarkets that are stocked with imported goods, mainly from Australia, Indonesia, Singapore and China. Dili has a large number of restaurants, cafes and bars. There is a variety of food ranging from Western to Southeast Asian fare.

**Telecommunications:** At the moment, there are three telecommunication providers in country, Timor Telecom Telemor and Telcomsel. While Timor Telecom has been long present, Telemor Telcomsel was newly launched in Timor-Leste, and started operating in February 2013. The SIM cards for Timor Telecom, Telemor, and Telcomsel cost \$2 and pre-paid/pulsa cards range from \$1 to \$50.

**Hotels:** The UNDP Country Office will help arrange initial accommodation, at the incumbent's expense. Most of the hotels in Dili are aimed at internationals and offer a good level of comfort with air-conditioned rooms and in-suite bathrooms.

**Permanent Accommodation:** Accommodation will range from the very basic to adequate, although many private houses in Dili have been renovated to a reasonable or even considered 'luxurious' level of comfort. The rate of reconstruction and renovation in the districts has been much slower than in Dili. Accommodation is far more likely to be of a very basic level.

**Required visa type and Issuance Process:** Visa on arrival is applicable with \$30 cost at the International Airport Presidente Nicolau Lobato Dili Timor-Leste

## VII. Agency Information

**Name of Country Director: Claudio Providas**

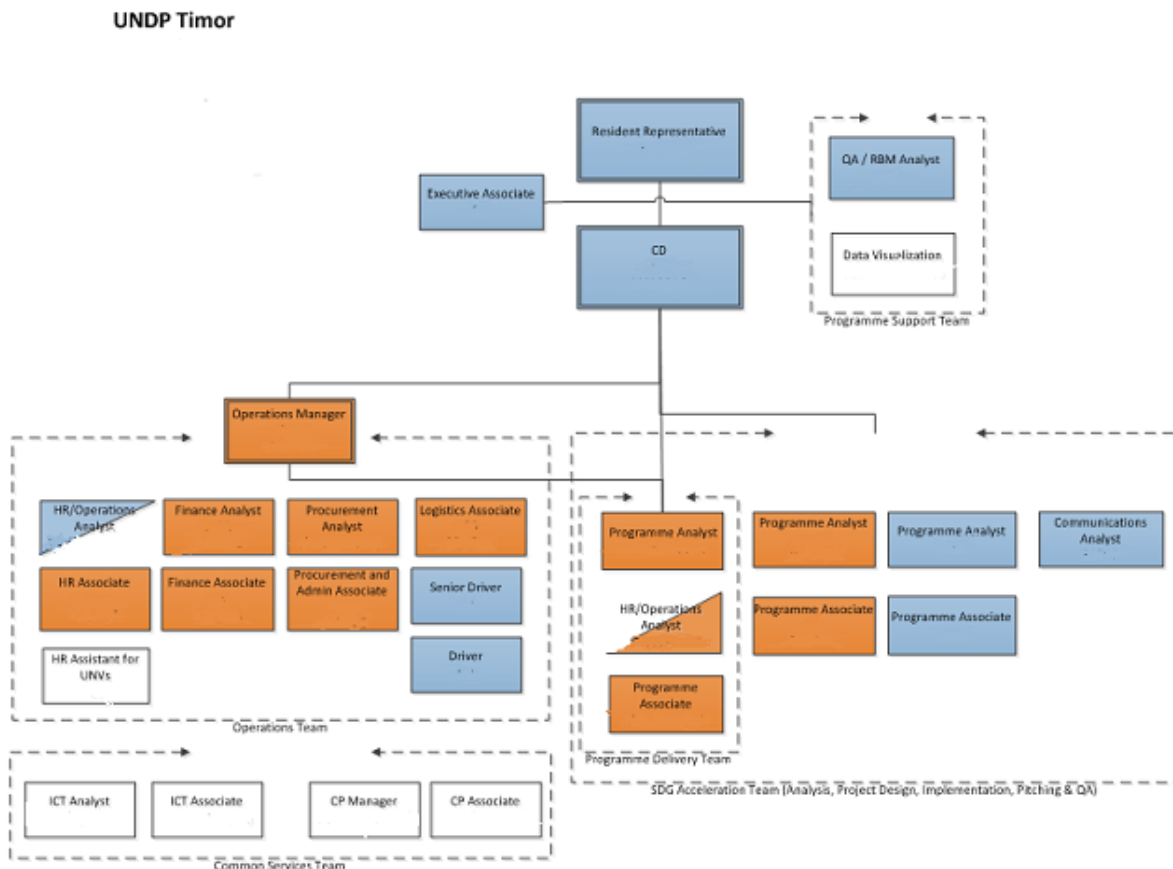
**Number of Staff:** total (21 ), International (26 )

**Number of Korean staff (if any):** JPO ( ), UNV ( 1 ), Others ( )

**Address:** UN House Obrero Barak Caicoli Dili Timor-Leste

**Telephone/Email/Website:** +670 3311469 / [www.tl.undp.org](http://www.tl.undp.org)

## Organigram



## UNDP TIMOR-LESTE TEAM FUNCTIONS

### Strategic Planning (M&E, Controlling, HQ)

The functional structure for UNDP Timor-Leste will have a dedicated Strategic Planning Associate (GS7), directly supervised by the CD, will have the following functions:

- Provide support to coordinated strategic planning
- Strengthen the internal capacity of the office for monitoring outputs and outcomes
- Ensure the coordinated preparation of results reporting
- Manage local evaluations and dissemination of lessons learned
- Support to, and monitoring of financial management, particularly of the programme team

### Programme Team

The Programme Team will be responsible for the following three closely inter-related sets of functions:

- Policy advisory, advocacy, knowledge management (within programmes), and strategic communications
- Programme management focused primarily on national capacity development
- Effective and efficient support to the implementation of projects and programmes

The Programme Team is divided into two functional groups: the Social and Economic Policies for Well-being group and the Peace and Democratic Governance Group. Regarding functions mentioned above, these will be coordinated, but are not exclusive and do not have a clear cut separation, between the two different groups as follows:

- Advocacy, policy advice and knowledge management will be coordinated by the Social and Economic Policies group
- Capacity development, institutional strengthening, management by results and political analysis and strategies will be coordinated by the Peace and Democratic Governance group

The two functional groups are led by Programme Specialists (NOB) who, in his/her policy advisory functions, will report to the CD for high level advisory services and to the CD for programme related functions, such as contributions to programme development, resource mobilization, etc.

Programme Analysts will implement the programme management function and are responsible for achievement of programme results, overall management of programme portfolios, quality control of projects, and integration throughout all programmes of effective methodologies for the development of national institutional capacities. In order to maintain clear lines of accountability, programme analysts should not implement project activities nor be paid by projects. Project implementation services are provided with full cost recovery and should focus on building national implementation capacities.

The two groups will work closely as a team in the performance of these functions and will rely on support from Programme Associates, who will continue to provide programme support services (e.g. financial monitoring of projects, contract management, transactions in Atlas, etc.).

### **Operations Team**

The Operations Team will be responsible for the following functions:

- Human Resources management
- Finance management, including the monitoring of programme finance
- Procurement of goods and services
- Information technology and communications
- Administration and common services

### **Team work**

Team managers are responsible for fostering and reinforcing coordination and teamwork can be fostered and reinforced by scheduling regular meetings between appropriate teams and effectively coordinating office activities. Successful repositioning of the Country Office will depend upon the collaboration of all staff, under the leadership of a unified senior management.



**Pictures of the Office Building (Exterior & Interior)**



*Photo 1 The North Gate of the UN House*



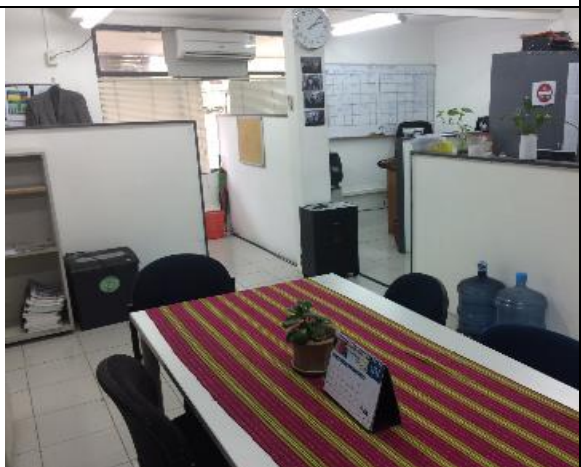
*Photo 2 The Exterior of the Office Buildings*



*Photo 3 The Parking Space under the Solar Power Panels*



*Photo 4 One of the Conference Rooms in the UN House*



*Photo 5 The Interior of the UNDP Offices*



*Photo 6 The UN Flag*

**Submitted by**

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**Agency / Unit: UNDP**

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