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1. BACKGROUND INFORMATION

1.1. Beneficiary country

The Democratic Republic of Timor-Leste

1.2. Contracting Authority

The National Authorizing Officer of Timor-Leste

1.3. Relevant country background

The National Parliament of Timor-Leste ratified the ACP-EU Partnership Cotonou Agreement on 19 December 2005 and the revised Cotonou Agreement in July 2008, allowing Timor-Leste to become an integral part of the EU – ACP family of nations in 2006.

The ACP-EU Partnership Cotonou Agreement was concluded for twenty years (2000-2020), with a clause allowing its revision every five years and a financial protocol for each 5 year period. It is designed to establish a comprehensive partnership, based on three complementary pillars: development cooperation, economic and trade cooperation, and promotion of a more effective political dimension. A first revision of the Cotonou Agreement took place in 2005 and a second revision, adapting the partnership to changes which have taken place over the last decade, took place in 2010.

The ACP-EU Partnership Cotonou Agreement provides the legal framework for the EU / Timor-Leste cooperation. This agreement, between the 78 ACP countries and the 27 EU member states, makes a clear link between the political dimension, trade and development. The overarching objective of the Cotonou Agreement is to promote the development of a common strategic approach to poverty reduction, consistent with the objectives of sustainable development and the gradual integration of ACP countries into the world economy. Cooperation between the European Union and Timor-Leste pursue these objectives, taking into account the fundamental principles set out in Article 2, in particular the encouragement of "ownership" of the strategy by the country and populations concerned.

Under the Cotonou Agreement, and apart from the Country Strategy Paper and National Indicative Programme, Timor-Leste can benefit from the Regional Programme for the Pacific Region and EDF Programme for the PALOP-TL (Portuguese-Speaking African Countries – Timor-Leste).

1.4. Current state of affairs in the relevant sector

Timor-Leste is now entering a new phase of its foreign policy. Under the 4th Constitutional Government the main focus was to prepare the ground for the entrance into the ASEAN group. This did not happen during that period as the decision to join ASEAN has been postponed until 2015. Nonetheless the efforts of the 5th Government still point to this direction, as a Secretary of State for ASEAN affairs was created in the Ministry of Foreign Affairs, it is widely accepted that the country must look towards other regional associations, such as the Pacific Island Forum or the Lusophone Countries Community, CPLP. Regarding the latter it is worth to mention that the country will be leading CPLP in 2014 and this will represent an important foreign policy commitment of the country in the years to come. Related to this the PALOP/TL – EU cooperation also has important linkages to the CPLP as it includes 6 of the 8 CPLP members and Timor-Leste will be hosting the next 11th PALOP/TL programming exercise in February 2013.

1.5. Related programmes and other donor activities:

N.A.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the project of which this contract will be a part is as follows:

To contribute to national effort of building up institutional capacity across the Government through specific support towards the successful implementation of EDF funded projects in Timor-Leste.

2.2. Purpose

The purpose of this mission is to create awareness and capacity building on Pacific Island regional integration process and also to give the Government support with its objective to integrate the ASEAN Group.

Furthermore, the support of the European Union to Timor-Leste, being framed within a regional context, aims at promoting an open and cooperative approach with neighbouring nations, which share a common history, culture and economic resources.

2.3. Results to be achieved by the Consultant

- To enable high-ranked staff from the Ministry of Foreign Affairs to understand the current European Union external policies, strategies, instruments and missions. In particular the Ministry of Foreign Affairs needs to have a clear view of the policies of the European Union to tackle global challenges;
- The Ministry of Foreign Affairs to obtain a clear vision of the support provided by the European Union at the regional level, namely to the Asian and the Pacific Regions and highlight the issues involved in the integration into ASEAN, the Pacific Island Forum and the Overseas Countries and Territories (OCTs) and the synergies between all of these regions.
- To enable the Ministry of Foreign Affairs to understand the European External Assistance Service, its structure and legal basis;

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project intervention

- The Ministry of Foreign Affairs nominates high-ranked officials to participate to the series of training of the current assignment;
- The participants will have the sufficient linguistic skills in English to follow the training;
- The Ministry of Foreign Affairs is able to allocate office and training accommodation to the consultants and preview sustainable resources in its budget for this activity;

3.2. Risks

- Limited participation and attention during the training sessions;
- Limited absorption capacity of participants due to linguistic reasons.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

In September 2010 a Training Needs Analysis exercise conducted under the ICB/NAO project identified several capacity building needs for the Ministry of Foreign Affairs and showed some capacity constraints. The Ministry is currently understaffed as their staffing needs should be three times their actual staffing size, with very limited skilled human resources and reduced political support.

External support seems also very limited. Even if they have already received assistance from the Asian Foundation for diplomatic training activities, they today only benefit from few advisers and in particular one short-term Australian TA for Asian Affairs (UNDP funded) for whom they ask support in order to extend his contract.

It is worth to mention that the Ministry can't evaluate nor identify its in-house skilled human resources, and ask for support for that. They also do not have the resources to draft a clear picture of risks, opportunities and challenges linked to their integration to the world political and trading systems.

In terms of training needs, as the integration in the ASEAN Group is their main objective. MoFA needs capacity building assistance to cope with this issue. PALOP/TL and Pacific Regional Integration initiatives are not at the top of their agenda but recent changes lead to request immediate training on both issues. For the first on November 2011 the Ministry of Foreign Affairs, led by the Ambassador to the European Union, proposed that the next venue for the NAO PALOP/TL be Timor-Leste on the grounds of 2012 is a year of historical importance to the country. This was accepted by the PALOP/TL group and an initial proposal to hold the meeting in Dili in 2012 was cancelled due to incoherencies between the agendas of the NAOs and the European Union. The meeting is now foreseen for February 2013 and the Ministry of Foreign Affairs needs to understand the mechanisms and stakes of the PALOP/TL – EU cooperation.

Awareness of EU/GoTL cooperation is very weak. However, MoFA recognizes training and capacity building needs in all sectors and at all levels, from basic as writing letters to diplomatic and consular skills building. English and Portuguese language courses were also mentioned as important. TAs support seems to be their preferred support tool for short-term assistance.

4.1.2. Geographical area to be covered

Dili, Timor-Leste.

4.1.3. Target groups

Selected high-ranked staff from the Ministry of Foreign Affairs

4.2. Specific activities

- To provide a general overview of the European Union external policies, strategies, instruments and missions. A special attention should be given to the policies of the European Union to tackle global challenges;
- To provide specific training on the European Union external regional support by giving specific attention to the Asian and the Pacific Regions. The training should also provide insights of the support from the European Union to Asia (ASEAN and ASEAN Regional Forum), the Pacific (PIF) and the Overseas Countries and Territories (OCTs).
- To provide a detailed training on the European External Assistance Service, its structure and legal basis;

4.3. Project management

4.3.1. Responsible body

The Services of the National Authorizing Officer (SON).

4.3.2. Management structure

The experts will always refer to the NAO Head of Services NAO. He/she will have to liaise with the operational departments of the current EDF projects and with the European Union Delegation in Timor-Leste for guidelines and for any other pertinent advice.

4.3.3. Facilities to be provided by the Contracting Authority and/or other parties

The Contracting Authority will supply the expert with office space, photocopying, internet access, minor stationery supplies and a projector for the final presentation. The training space will be supplied by the Ministry of Foreign Affairs.

5. LOGISTICS AND TIMING

5.1. Location

The assignment will be carried out in Dili.

5.2. Commencement date & Period of implementation of tasks

The total duration of this assignment is estimated to be maximum 12 weeks commencing in 15th NOVEMBER 2012 and for a maximum period of 30 working days.

5.3 Work plan

An indicative work plan will include the following activities:

- Fact finding;
- Consultations to be held during the process with stakeholders at various levels;
- Analysis of options and constraints;
- Preparation of the interim, presentation to stakeholders and final report.

Proposed work plan

Training schedule for Ministry of Foreign Affairs
November - December 2012

Name	Duration
Key Expert	30
European Union external policies, strategies, instruments and global challenges	10.d
Development	
Drugs	
Education	
Environment - Green Diplomacy	
EU Election Assistance & Observation	
Human rights & Democratisation	
Humanitarian aid	
Instrument for Stability (IfS)	
Migration	
Terrorism	
Trade - bilateral relations	
The EU Regional Support in Asia and the Pacific	11.d
EU Support to the ASEAN group	5.d
EU Support to the Pacific Island Countries	4.d
EU Support to the Pacific OCTs	2.d
European External Assistance Service, its structure and legal basis	4.d
Preparation of training material and reporting	5.d

6. REQUIREMENTS

6.1. Personnel

6.1.1. Key experts

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

Key expert: Asia and Pacific International Affairs and EU Diplomacy Expert, 30 days

Qualifications and skills

A post-graduate degree on International Affairs, Diplomacy, Development Studies, Management or Social Studies.

General professional experience

- A minimum of twenty (20) years appropriate professional experience.

Specific professional experience

- At least fifteen (15) years in international affairs and diplomacy projects or civil servant position, of which a minimum of 5 years in training of high-ranked staff.

- Strong organisational and communication capabilities, with demonstrated experience and ability to train and communicate with diplomatic body;
- Proven experience on the current Asian and Pacific regional affairs;
- Proven experience of the European Union External Services and the European Union foreign policy;
- Possess excellent working knowledge of the English language and be computer literate.

6.1.2. Support staff & backstopping

N.A.

6.2. Office accommodation

Office accommodation for the expert working on the contract is to be provided by the Contracting Authority.

6.3. Facilities to be provided by the expert

The expert shall be adequately equipped.

6.4. Equipment

No equipment is to be purchased on behalf of the Contracting Authority as part of this service contract or transferred to the Contracting Authority at the end of this contract.

7. REPORTS

7.1. Reporting requirements

The consultant will submit the following reports in English in one original and 3 copies:

- **Inception Report** of maximum 12 pages to be produced after one week, the commencement of the implementation. In the report the consultant shall describe e.g. the first findings, the progress in collecting data, the encountered and/or foreseen difficulties in addition to the work programme and staff mobilization. The consultant is advised to proceed with his/her work also in absence of comments by the Contracting Authority to the inception report.
- **Draft final report** of maximum 20 pages (main text, excluding annexes) [in the format given in annex III. This report shall be submitted no later than one week before the end of the period of implementation of tasks.
- **Final report** with the same specifications as the draft final report, incorporating any comments received from the concerned parties on the draft report. The final report shall be provided by the latest 7 days after the reception of the comments on the draft final report. The detailed analyses which underlie the mission's recommendations will be presented in annexes to the main report. The final report must be provided along with the corresponding invoice.

7.2. Submission & approval of reports

The report referred to above must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The consultant must indicate the number of participants and the time attended by each. Also a description of the quality of the interventions made by the participants.

8.2. **Special requirements**

N.A.