



Project Document

Supporting Civil Society Organisations in Promoting Citizen Participation

November 2006



Supporting Civil Society Organisations in Promoting Citizen Participation

Project Brief

The project will support and facilitate Timorese Civil Society Organisations (CSOs) in the design and delivery of civic education programmes nationwide in the run up to and in the period following National Elections in Timor Leste. It has been formulated through consultations with Timorese CSOs working in civic education as well as with Government counterparts. The overall project objective is to **increase the capacity of Timorese CSOS to deliver civic education in the pre and post election period in order to help strengthen and widen the principles of democracy and good governance, enhance participation and contribute to political stabilization nationwide.**

CSOs play an important role in promoting political participation through educating people about their rights and responsibilities and in the context of National Elections in delivering non-partisan civic education information. In turn, civic education prepares citizens for effective participation in democratic development processes at the local and national levels and as such is an important foundation for the future political, economic and social development of the nation. The recent political and social crisis in Timor Leste has underlined the need for strengthened support to both CSOs and Civic Education activities.

The project will support the formation of Civic Education Working Groups (CEWGs) composed of representatives of a cross sector of civil society in all districts who will be responsible for the co-ordination and implementation of civic education activities at sub district and district levels. The process will be supported and monitored by a Civic Education Working Group Steering Committee composed of CSO representatives and UNDP. Emphasis will be placed on the continuation of activities following the national elections and in particular on activities focused on dialogue between citizens and the State Institutions. Given that Timor Leste has one of the largest emerging youth population in the world the project will also pay particular attention to supporting youth organisations.

Supporting Civil Society Organisations in Promoting Citizen Participation

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Country: Timor-Leste

UNDAF Outcome: TBA

Expected Outcomes: Accurate and objective voter and civic education delivered by Timorese Civil Society organisations promoting strengthened citizen participation before and after the 2007 National elections

Indicator: Civil society organisations are engaged in civic education activities and opportunities for dialogue between CSOs and the state have increased.

MYFF Goal: Citizens' participation in policy dialogue increased through enhanced access to information. Transparency and accountability of government functions to civil society and development increased. Capacity of CSOs in monitoring and poverty planning is enhanced and local organisations are empowered to articulate community rights and entitlements and influence local policy-decision making processes.

Expected Output(s)/Annual Targets: See Results and Resources Framework and AWP

Executing Agency: UNDP Timor-Leste Country Office

Implementing partners: UNV, STAE, DNAT, NDPEAC, National and International NGOs/CSOs.

Programme Period: 2006-2008 inclusive
 Programme Component: Democratic Governance
 Project Title: Supporting CSOs in Promoting Citizen Participation
 Project Duration: 2006-2008, inclusive
 Management Arrangement: UNDP Execution

Budget: US\$995,000

Allocated resources:

- UNDP US\$50,000
- UNV SVF US\$
- Regular US\$
- Other: US\$
 - Donor _____
 - Donor _____
 - Donor _____
- In kind contributions _____

Unfunded budget: _____

Agreed by Government: **Ms. Aicha Bassarewan**
 Vice Minister of Planning and Finance

Date: 21 NOVEMBER 2006

Signature: _____

Agreed by UNDP: **Mr. Finn Reske Nielsen**
 UNDP Resident Representative

Date: 21 November 2006

Signature: _____

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SECTION I: SITUATIONAL ANALYSIS

Introduction

In August 2001 following several centuries of colonial rule by Portugal and a twenty-four-year occupation by Indonesian forces, Timor-Leste held elections for the country's first independent Constituent Assembly. Within nine months Presidential elections were held and on 21 May 2002, Timor-Leste became the world's newest nation. One year later, the Government decided to hold elections at the Suco (village) level in five different phases, from December 2004 to September 2005.

While good progress has been made, the concept and reality of building a nation represents a completely new process for a people whose history has been dominated by colonialism. The process of building awareness and of promoting dialogue on the rights and responsibilities of citizens within a democratic system as well as on the power, responsibilities and accountability of the institutions that serve this system represents an ongoing challenge. The process of democratisation will naturally take time as will the process of overcoming habits inherited from a colonial past – in particular the culture of KKN (Corruption, Collusion and Nepotism) and of reliance on the State which emerged during Indonesian times.

The political landscape in Timor-Leste has therefore naturally been in a constant state of flux over the past four years. In April 2006 this culminated in a crisis which eventually led to the resignation of the Prime Minister following a break down in law and order in and around the capital city Dili. The crisis evolved during demonstrations by the armed forces in April which quickly resulted in an escalation of tensions and fighting between the armed forces and the police and in communal fighting based on regionalism, particularly amongst the male youth population. The situation seriously deteriorated in the month of May resulting in killings, looting and the burning of private homes and public institutions. An international intervention of Security Forces from Australia, Portugal, Malaysia and New Zealand was called for and the Prime Minister was forced to resign on 26 June.

While a new Prime Minister and Government have been instated, the impact of this crisis has been far-reaching resulting not only in the displacement of 145,000 people throughout Dili and the districts but also in a break down of trust and social cohesion, including a loss of confidence amongst many citizens in their government.

As a result, the upcoming elections in Timor-Leste will be of paramount importance in consolidating democracy and the creation of enduring stability in the nation.

Security Council Resolution 1704 on the situation in Timor-Leste of 25 August 2006 states that “the presidential and parliamentary elections scheduled for 2007 to be held for the first time since the country's independence, will be a significant step forward in the process of strengthening the fragile democracy of Timor-Leste.” This resolution established a follow on mission The United Nations Integrated Mission in Timor-Leste (UNMIT) whose operations include increased coordination and cooperation with the UN agencies, funds and programmes

and which has as a priority in its mandate “to support Timor-Leste in all aspects of the 2007 presidential and parliamentary elections” including “providing objective and accurate information to the Timorese people particularly regarding the forthcoming 2007 elections.”

Civic Education

An essential part of the process of democratisation is the creation of a political culture composed of active participants who are able to make informed choices, understand how their government works and have access to different sources of information regarding their rights as citizens and the responsibility of the State as a duty bearer. In the context of an emerging democracy as is the case of Timor-Leste, civic education represents an important foundation for the future political, economic and social development of the nation as it prepares citizens for effective participation in democratic development processes at both local and national levels.

In Timor-Leste voter turn out in the Constituent Assembly and Presidential elections was very high at 91.4% and 86%, respectively. Voter turn out in the Suco Elections was also high at 82%. Nonetheless, as the recent crisis in particular illustrates, there is still a need to deepen citizen’s understanding of how the political system works and on non-violent mechanisms to advocate for change. While citizens are aware of the need to participate in elections, their understanding of what their vote entails and the mechanisms available to them within the political system need to be enhanced.

While voter education campaigns in the run up to the elections will be important for providing information regarding the electoral processes and encouraging all eligible citizens to vote, ongoing civic education campaigns framed in both the run up to and more importantly in the post election period will play an essential role in peace building and the creation of a healthy and sustainable democracy in Timor-Leste.

Civil Society Organisations

Civil society organisations (CSOs) play an essential role in promoting political participation through educating people about their rights and responsibilities and in the context of National Elections in delivering non-partisan civic and voter education.

CSOs¹ represent the space outside state, market, and family where people associate to advance common goals as expressed by membership of NGOs, social groups, community based organisations, think tanks, universities, religious groups etc. These organisations play an important role in increasing opportunities for individuals and groups to interact with the government to work together and achieve change and reduce poverty. They play an important role in creating awareness among citizens of their rights as citizens and of the role of the State as a duty bearer to its citizens.

¹ UNDP defines civil society as follows: it is equated with a self-initiated voluntary sector made up of freely and formally associating individuals pursuing non-profit purposes (religious bodies, recreational clubs, professional associations, action committees, unions, social movements, etc)

Strengthening CSOs therefore contributes to a pluralistic, informed, participatory and tolerant society and in turn, can also strengthen the state by increasing its accountability and responsiveness. A democratic state cannot be stable unless it is effective and legitimate, with the respect and support of its citizens. Civil society is not only a check and a monitor of the State, it is also a vital partner for the creation of a positive relationship between the democratic state and the citizen.

Research carried out by UNDP and other stakeholders over the last few years presents a positive overall picture of the state of civil society organisations in Timor-Leste². People are freely forming CSOs, the number of which has grown rapidly and the environment in which they are operating is to date broadly supportive and permissive. According to the most recent estimates (2005), over 275 national NGOs and 72 INGOs alone are registered with FONGTIL which is the main umbrella organisation for international and national NGOs in the country.

CSOs in Timor-Leste have a range of strengths including commitment, energy and flexibility. There is a desire to contribute to the development of the nation and to the promotion of democratic development and human rights. However, given their relatively recent establishment and the new political environment in which they work, CSOs also face many constraints, and most are weak in terms of organisational and institutional capacity³. Many CSOs have had to learn how to manage the transition from organisations focused on resistance to organisations which are structured and equipped to function within a democratic context.

The recent crisis and resulting break down in social cohesion has highlighted the need for continued and consistent support to CSOs and in particular in the carrying out of civic education activities aimed at empowering citizens and ensuring they have a clearer understanding of their role in nation building and the democratic system.

The role of Youth⁴ in Civil Society Organisations and Civic Education

According to available information, 52% of the population of Timor-Leste is under the age of 15 and the country currently has the highest birth rate in the world, which if sustained will result in the doubling of the population in the next 18 years⁵. With such a large emerging youth population, there is a clear need to support young people, ensure their voices are heard and that they are given the opportunity to participate in the development of their country.

² Situational analysis, UNDP, 2002; articles of Janet Hunt, 2004 and 2005

³ Organisational capacity refers to knowledge management, service delivery and advocacy while institutional capacity refers to the way in which CSOs position themselves vis-à-vis other actors such as CSOs, the State institutions and international organisations.

⁴ Based on a “Youth and Social Analysis mapping” carried out by Ostergaard L in June 2005 in conjunction with the Ministry for Education and the World Bank under its Leadership Capacity Building for Economic Development Project (LED), youth is defined as the ages 15-29 in consideration of the high rate of unemployment in Timor Leste and thus prolonged phase of transition before being self-supporting.

⁵ According to the Demographic Health Survey carried out by the Ministry for Health In the period from 2000 to 2003, women were bearing children at a rate of 7.77 children per woman.

An element of major concern which emerged during the crisis in Timor-Leste was the widespread violence and destruction caused by male youth gangs in particular. Prior to the crisis it had been widely documented that there was a sense among young people that they were being sidelined in the economic and political context in Timor-Leste and that this in turn entailed a high risk of social marginalisation and political resistance with negative consequences for the youth as well as the society at large in terms of conflicts, violence, drug misuse and poverty⁶.

Levels of education have increased significantly since independence, for example only 13.3 and 15.4 per cent of the male and female population respectively between the ages of 15-19 has had no formal education compared to 43.6 and 66.7 per cent of the population aged over 30. But despite this, unemployment remains a serious concern. The International Labor Organisation (ILO) estimates that the open unemployment rate is about 20% in urban areas but that it reaches about 43% among urban youth with the highest rate among those with a senior secondary education.⁷ It also estimates that only about 13% of the men and 9% of the women of the total population are engaged in wage employment. At present, 56% of the persons aged 15-29 are working as subsistence farmers, 58% for men and 52% for women. And yet with the high growth rate of the population, it is estimated that about 15,000-20,000 young people will enter the labour market each year.⁸

It is important therefore that youth organisations play a central role in civic and voter education related activities in the run up to and post election period.

Civil Society Organisations, the State and UNDP Project Coordination

While civic education plays an essential role in increasing citizen's understanding of the roles and responsibilities of the various State Institutions, Civil society organisations act as interlocutors between these institutions and citizens. It is in the interest of both the State institutions and CSOs therefore to maintain constructive and lasting relations.

The Constitution of Timor-Leste, which took effect on May 20 2002, provides for basic fundamental rights and freedoms in a democratic and pluralistic society. It mandates a classic democratic state with a semi-presidential regime: the country's "sovereignty rests with the people" and the state is manifested in four separate "organs of sovereignty" providing essential checks and balances safeguarding citizen's rights and the separation of powers. These constitutional "Organs of Sovereignty" are the Executive, the Courts, the National Parliament and the President of the State.

UNDP has been building the capacities of the four organs of sovereignty with the objective of strengthening both the efficiency and accountability of each institution through a strengthening of the democratic system of checks and balances defined in the Constitution. Throughout its

⁶ See for example, Ostergaard.L "Timor Leste Youth Institutional Assesment" June 2005.

⁷ Education Since Independence 2004, p.17

⁸ Timor-Leste Overseas Employment Creation Program, Secretary of State, Labour and Solidarity.

projects, UNDP attempts to develop a space for dialogue between CSOs and State institutions to ensure that the voices of civil society are heard and incorporated into policies and programmes.

- **The executive branch of the state**

The relationship between CSOs and the Government in Timor-Leste is at times one of mutual distrust stemming from a lack of understanding of each other's roles. In many cases CSOs are seen as mere challengers of the Government while a lack of experience with advocacy and networking has weakened the capacity of CSOs to effectively dialogue with the Government.

At the sectoral level the Ministry of Agriculture, Forestry and Fisheries has acted as a role model by holding regular coordination meetings and the Ministry of Labour and Reinsertion and Ministry of Health, Ministry of Education have subsequently created similar mechanisms. The setting up of a High Level Mechanism was proposed in 2003 to facilitate a consultation process between the Government and civil society on the implementation of the National Development Plan. Unfortunately it never actually took place.

In his presentation of the Government's plan to the Parliament on 31 July 2006 the Prime Minister put forward his proposal for the establishment of a Council of Civil Society consisting of representatives of CSOs who would take part in the decision making process within the Government. The Council has yet to be established.

Under UNMIT it has been proposed that a Civil Society Advisor be recruited to focus on the development of formalised mechanisms for consultation and collaboration between CSOs and the four organs of the State.

In the case of the establishment of a Council of Civil Society, this Supporting CSOs in Citizen Participation project would collaborate with both UNMIT and the Office of the Prime Minister in providing support for its formation.

During the Suco Elections, the Technical Secretariat for Electoral Administration (STAE) under the Ministry for State Administration engaged CSOs in the process of disseminating information on the electoral processes and procedures, codes of conduct to be adhered to during the election campaign and voter participation. This process was supported by UNDP's Suco Elections Project which supported CSOs in delivering voter and civic education nationwide as well as providing assistance for the training of electoral observers.

UNDP will also provide assistance to the Government in the preparation and implementation of the 2007 National Elections through its Elections Project. This process will also be supported by a number of advisors from UNMIT. The project and UNMIT advisors will provide technical assistance to STAE in the planning, management and coordination of the elections. It also includes a component on voter and civic education which will be carried out in coordination with this Supporting CSOs in promoting Citizen Participation Project.

At the local level, there is some space for consultation between CSOs and district officials and the budget for involvement and participation of citizens in local level planning engagement has

recently been increased. District level officials will however require ongoing encouragement and support in taking on the full responsibilities of citizen engagement. At present downward accountability mechanisms by elected representatives to local citizens are extremely weak.

Since 2004, UNDP and UNCDF have jointly funded and implemented a pilot Local Development Programme (LDP) which is now fully operational in two of Timor-Leste's thirteen Districts (Bobonaro and Lautem) with two further Districts (Manatuto and Aileu) being incorporated in to the plan over the next two years. Under the LDP local "legislative" assemblies were established at both District and Sub-District levels made up of Suco Council representatives (themselves directly elected in official elections) and with local administrative officials and sector staff acting as the "executive" branch of these local assemblies. The assemblies were provided support in developing inclusive, participatory and technically sound planning guidelines for the identification and implementation of locally prioritised public expenditure.

A four-year successor programme "Local Governance Support Programme" (2007-2011) will build upon the achievements the previous projects in the area of decentralization and local governance. In particular this project will aim to introduce measures aimed at enhancing citizen engagement with Suco Councils and Local/Municipal Assemblies so as to improve participation and accountability. In conjunction with this Supporting CSOs in promoting Citizen Participation Project, support will be provided to CSOs on engaging citizens in these processes.

- **The National Parliament**

The National Development Plan (NDP) identifies the Parliament as one of "the essential institutions ensuring the healthy functioning of the nation's newly won democracy..." and requires it among other things "to create opportunities for constructive engagement with civil society and its participation in national life"

The Parliament currently has seven established Parliamentary Committees whose role is to follow up on the various issues proposed by members, parliamentary benches and the government and issue opinions on the proposed amendments and treaties submitted to Parliament. They are also expected to interact with the public, including CSOs. Rules of procedure do exist for these committees to consult with organizations on draft laws.⁹ However, formal procedures have yet to be strengthened to ensure that the standing committees consistently engage the public and provide opportunities for public input. According to one member of a CSO:

"Parliament needs to cooperate with civil society organizations such as Churches, NGOS, universities etc – with the intention of both helping and complementing one another. One weakness of Parliament we have observed is that they just endorse the bills that have been fixed by government./There needs to be cooperation so that the government can receive input from other parties. In addition, when a law has been passed it also needs to be

⁹ Point 1 of the rules of procedure stipulates, "A commission may hold public hearings with public entities and the civil society to discuss legislative matters under consideration and to address issues of public interest falling within the Commission's remit".

announced to the people so that if it does not fit or if it is not in accordance with the peoples needs, they can provide feedback through their representatives – mainly CSOs. Should there be any reactions, the law can be modified”¹⁰

Through its project “Supporting Parliamentary Democracy in Timor Leste” UNDP is assisting the Parliament in achieving its objectives as defined by the NDP and will in conjunction with this Supporting CSOs in Promoting Citizen Participation project support the aim of creating opportunities for constructive engagement between the Parliamentary Committees and the people of Timor Leste.

- **The Courts**

With support from the UNDP Justice System Project, the institutional and human resources capacity of the Courts and court actors (including judges, prosecutors and public defenders) are being developed and strengthened. However, much work remains to be done regarding the improvement of public awareness and understanding of the formal justice system and the rapidly evolving legislation of the country, which is by all accounts at a low level. Support to CSOs as well as the provision of civic education information, in particular the dissemination of information regarding laws and the key players and basic principles of the formal justice system is seen as an essential component for strengthening the justice sector by increasing accountability, participation and public confidence in the system.

Under UNMIT, a Human Rights officer will be appointed in all districts as a focal point on rights and responsibilities of citizens.

This Supporting CSOs in Promoting Citizen Participation project will therefore coordinate with both the Justice System Project and human rights officers on training CSOs on the justice system and on information dissemination related to access to justice.

- **The Office of the President**

Under the Office of the President there is a Council of State which acts as a political advisory body to the President and acts as a link between the Presidency, the Parliament, and civil society. It is a high-level consultative body comprised of former Presidents, the Speaker of National Parliament, the Prime Minister, five citizens elected by National Parliament, and five citizens designated by the President (Constitution, Section 90).

In addition, in conjunction with the UNDP “Institutional Support to the Office of the President Project” a number of initiatives to enhance dialogue with state and non-state actors on development challenges have been launched including an Open Presidency program aimed at providing people an opportunity to express their concerns and better understand the challenges the country is facing and the steps taken to address them, and a National Dialogue program which aims to demonstrate the importance of using dialogue and discussion for the peaceful

¹⁰ Cited in “The Role of Parliament in NGOs’ advocacy activities – a study of advocacy NGOs in Timor Leste”

resolution of differences on issues of national importance. With support from UNDP a number of dialogue events have been held with civil society and in particular women and youth groups.

UNDP and Civic Education

Civic education plays a crucially important role in UNDP's work towards the achievement of the Millennium Development Goals (MDGs) and sustained poverty reduction. At the 2003 World Economic Development Conference the Secretary General Kofi Annan stated that in order to achieve the MDGs, developing countries would have to "liberate the creative energies of their people."¹¹ Civic education is an important tool for liberating these "creative energies" and hence for promoting democratic governance and reducing poverty.

In Timor-Leste, UNDP has played a leading role in civic education related initiatives. It has provided wide spread civic and voter education support to the Constituent Assembly and Presidential elections as well as the Suco Elections. Throughout 2003 a specific Civic Education Programme was carried out which had a strong focus on access to information to optimize the involvement of people in the development of their communities. Under this project three regional civic education resource centres were established, two of which subsequently become independent NGOs – the Civic Education Centres in Baucau and Oecussi.

UNDP, UNV and CSOs

UNDP has a rich and active history of engaging with a wide array of Civil Society Organisations (CSOs) as key partners in reducing poverty and improving development effectiveness. In 2002 the then UNDP Administrator Mark Malloch Brown stated "our partnerships with civil society organisations are going to be important as our partnerships with Government in shaping the future of development."¹² There is now a well-established CSO Division at the UNDP corporate level providing broad ranging expertise and resources on CSO related issues.

Given that a large part of civil society organisation's work is based on voluntary action, UNV also actively works to support CSOs and to promote volunteerism as a development concept. As stated by the former UNV executive Coordinator Sharon Capeling-Alakija: "Volunteers are indeed the backbone of civil society... Without millions of volunteers everywhere, we will be hard pressed to meet clear targets for the poor, such as those spelled out in the Millennium Development Goals (MDGs).

In Timor-Leste UNDP and UNV have been working jointly to support civil society through specific projects focused on governance and poverty reduction. The projects have not only engaged CSOs in project implementation as beneficiaries or project sub-contractors but have also supported their involvement in more strategic policy engagement and genuine participation in governance.

¹¹ Reference cited in UNDP Civic Education Practical Guidance Note, April 2004

¹² Cited in "UNDP and Civil Society Organisations: A policy note on Engagement"

In 2000, UNDP supported a programme of capacity building for CSOs for a nine-month period. It was followed by a UNDP – UNV CSO Capacity Building project, which commenced in early 2001 and concluded at the end of March 2003 and provided a variety of training and capacity building programmes, support for the development of FONGTIL, and a small grants programme designed to foster project development and management experience.

Following this UNDP and UNV jointly implemented a three year project, in partnership with the government and civil society, (May 2003/March 2006) entitled: *Strengthening the Capacity of CSOs in Local and National Development Processes for Achievement of the MDGs in Timor-Leste*. The project had two key partners: the NGO Forum (FONGTIL) and the NGO Liaison Unit (under the National Directorate for Planning and External Assistance Coordination (NDPEAC) in the Ministry of Planning and Finance). International UNV organisational capacity building experts were placed with both FONGTIL and the Civic Education Centre (CEC) Baucau.

The project had three objectives: 1) to strengthen capacities of CSOs in the district of Baucau and Dili through training, grants and civic education campaigns, 2) to enhance CSOs/ Government dialogue at the national and local level and 3) to strengthen the advocacy role of umbrella organisations and networks to engage in national development.

The review and final independent evaluation of the project undertaken respectively in December 2005 and February 2006 strongly recommended UNDP and UNV to pursue its support to civil society after March 2006. The general recommendation that came out of the final evaluation is as follows:

“Overall the different activities implemented by the former CSO project can be seen to be sowing the seeds for the future. Building relationships and trust are an essential basis for increased engagement. Given the context of forthcoming elections it is not clear how much real progress will be possible. As different agendas begin to emerge and potentially dominate civic life, it would appear that continuing to support some of the key actors engaged in the information dissemination and dialogue, would serve to maintain the progress made in these areas... / UNDP strategy to support CSOs needs to include both organisational capacity development and support to strategic relationships building”¹³.

Three specific recommendations for future involvement were made:

- To focus on initiatives which increase exposure, familiarisation and trust between CSOs and Government actors.
- To continue to support activities which provide information to communities.
- To provide support to strategic outcomes in established partners (FONGTIL).

¹³ Methven Sara, End of Project Evaluation March 2006

Donor intervention and Civic and Voter Education in Timor-Leste

The Supporting CSOs in promoting Citizen Participation Project is currently the only project which will focus specifically on preparing citizens for the Presidential and Legislative Elections in Timor-Leste and on ensuring that there is sustained follow up after the elections.

International organisations such as the National Democratic Institute (NDI) will focus largely on the preparation of national electoral observers and the International Republican Institute (IRI) will provide assistance to political parties in their electoral campaigns. Asia Foundation, Oxfam, Concern and CRS will incorporate some civic education activities within their already established projects at the Suco and Aldeia level. Oxfam will also coordinate with UNIFEM in its Elections Project focusing on the role of women as voters as well as as candidates.

SECTION II: STRATEGY

The present project has been formulated based on the recommendations of the final evaluation of the CSO project as described above, as well as on the change in the political and social climate in Timor-Leste and the National Elections scheduled to take place mid-2007. In the process of developing the project, consultations were held with partners of the former CSO project as well as with organisations involved in civic education related activities and with representatives of the Government.¹⁴

The project will support and facilitate Timorese CSOs in the design and delivery of civic education programmes. These programmes will not solely be orientated towards preparation for the holding of elections but will focus more broadly on the roles and responsibilities of both citizens and the state and ensure sustained follow up activities in the new post election environment. Given that the desire among citizens to participate in the political and economic development of their communities and nation will be a natural follow on step to civic education programmes, the project will also aim to support CSO-State dialogues. In the formulation and delivery of these activities the project will coordinate with other UNDP governance projects – in particular the Elections, Parliament and Justice Projects all of which include civic education components. UNV will be the implementing agency for a number of activities with an emphasis on the role of volunteerism in promoting citizen participation.

The overall project objective is to increase the capacity of a wide cross sector of Timorese CSOS and in particular youth groups, young women's groups and women's groups to deliver civic education and promote citizen participation in the pre and post election period in order to help

¹⁴ Consultations were held with FONGTIL, Oxfam Australia, Catholic Relief Services (CRS), the National Youth Council, Rede Feto, Belun, East Timor Student Solidarity Council (ETSSC), Global Partnership for the Prevention of Armed Conflict (GPAC), Dai Popular, Concern and Advocat Sans Frontieres (ASF) and with the following Government representatives; Director of the Secretariat for Technical Election Administration (STAE), Director of the NGO Liaison Unit of the Ministry for Planning and Finance and the Director of the National Directorate for District Administration (DNAT).

strengthen and widen the principles of democracy and good governance, enhance participation and contribute to political stabilization nationwide.

The project will focus on two main outputs:

1. The capacity of CSOs, including youth groups, to engage in civic and voter education in the run up to the election period as well as to promote continued citizen participation post elections is strengthened.
2. Dialogue between CSOs and State Institutions is enhanced.

The project will last for a period of two years. It is considered that this is the length of time needed to carry out a pre election civic education campaign combined with sustained follow up and enhancement of activities in the post electoral environment.

Policy frameworks

The following policy frameworks have guided the design of the Supporting CSOs in promoting Citizen Participation project:

The Millennium Development Goals and the Millennium Declaration

The Millennium Summit of September 2000, which set the Millennium development Goals (MDGs) as quantifiable benchmarks in the struggle against poverty resolved “*to work collectively for more inclusive political processes, allowing genuine participation by all citizens in all our countries.*” It is also acknowledged that the MDGs will not be achieved without the participation of CSOs.

UNDP Multi-Year Funding Framework (MYFF)

The CSO Civic Education Project falls under Goal 2, Fostering democratic governance and service line 2.5 E-Governance and access to information with the following core results:

Citizens’ participation, especially of vulnerable groups, in policy dialogue increased through enhanced access to information

Transparency and accountability of government functions to civil society and development increased.

And service line 1.7 Civil Society Empowerment:

Civil society participation and influence in policy dialogue and processes ensured especially with regard to MDGs

Capacity of CSOs in monitoring and poverty planning is enhanced and local organisations are empowered to articulate community rights and entitlements and influence local policy-decision making processes.

UNDP Policy on partnership with CSOs

As highlighted in Section 1 the 2001 corporate Policy Note on Engagement with CSOs, clearly establishes the rationale for UNDP to partner with CSOs.

The Timor-Leste National Development Plan (NDP)

The NDP includes a reference to the important role civil society is expected to play, both in the implementation of some sectoral programmes including planning and monitoring, and in ensuring that the needs of the most marginalized are heard and addressed.

Sector Investment Programme (SIP)

The SIP on local development and civil society is currently been revised. In the current one, the importance of the relationship between the local levels of government and the “NGO community” to reach the 2 main goals of the Government (“to reduce poverty” and “to promote economic growth that is equitable and sustainable”) is acknowledged. *“The Government recognizes that popular participation in local affairs will increase the viability and legitimacy of national and local programmes”*.

Target Beneficiaries

The immediate beneficiaries are Timorese CSOs who will receive support from UNDP in delivering civic education programmes. The work of the CSOs through UNDP’s support will in turn benefit communities and citizens in all 13 districts who will have a more informed civic awareness and understanding of their role, rights and responsibilities in pre and post election activities.

Project Partners

The main project counterpart will be FONGTIL which is the main umbrella organisation of NGOs in Timor-Leste. It was the counterpart of the last UNDP CSO support project and it is felt that this is a partnership that should be sustained. In addition given that FONGTIL is the main umbrella organisation of NGOs in Timor-Leste with member organisations in all 13 districts, it constitutes the most effective means of ensuring that coordinated civic education programmes have a nationwide reach. The main objective of FONGTIL is to coordinate and facilitate the needs of its member NGOs at the local, national and international levels as well as to be a facilitator of community empowerment.

In addition new partnerships will be formed with Youth CSOs, in particular members of the National Youth Council (CNJTL), which has representation in 11 districts and a secretariat based in Dili. The East Timor Student Solidarity Council (ETSSC) will also be a main partner in the project.

To ensure that women are participating at all levels of the project and in particular for civic education and citizen participation through a gender lens, a partnership will be formed with Rede Feto whose network has nationwide reach. As there is at present, no network of young women's organizations and a low participation of young women in the two youth organizations mentioned above, partnerships will be sought on a district by district basis with young women's organizations.

A partner of the former CSO project was the international NGO Catholic Relief Services (CRS) through its "Kmanek" Project which was part funded by UNDP. Kmanek focuses on organizing carefully structured dialogue events between CSOs and local government officials for greater participatory engagement and awareness on both parts of their roles and responsibilities. Given the strong and active civic education component of this project this partnership with CRS will continue.

The project will also partner with the Civic Education Centre (CEC), Ponta Leste, Baucau in stocking their mobile library with materials on civic and voter education. This support aims to enable the centre which became an independent NGO in April to continue its work on civic education and to reach a wider audience.

Government Counterparts

The project will work with three main Government counterparts. On all issues related to voter education information and activities, coordination will take place with STAE. In coordinating activities with CSOs in the districts, the project will liaise with the National Directorate of Territorial Administration (DNAT) in the Ministry for State Administration. On issues related more broadly to CSOs the project will coordinate with the National Directorate for Planning and External Assistance Coordination and in the Ministry of Planning and Finance and in particular its NGO Liaison Unit which is a link point between CSOs¹⁵ and the Government. The Project will also collaborate where possible with the future National Electoral Commission (CNE) on civic and voter education activities.

National United Nations Volunteers (NUNV) Scheme

As highlighted under Section I the spirit of volunteerism underpins much of the work of CSOs and is an essential component for a vibrant and active civil society.

In this context, NUNVs can make a valuable contribution. In terms of activities to promote citizen participation, NUNVs have skills appropriate to the local context based on their knowledge of the socio-cultural and political conditions in the community and in this way

¹⁵ While it is named the "NGO Liaison Unit" it does in fact engage with a variety of CSOs

through their voluntary action can play an important role in promoting community mobilisation. The use of NUNVs also enhances possibilities for national capacity development of CSOs and in particular, human resources development by strengthening the pool of expertise and knowledge.

In 2005 UNDP and UNV supported a pilot National United Nations Volunteer (NUNV) project within the former CSO project. Following this pilot, it is planned that the NUNV Scheme will be endorsed by the Government of Timor-Leste in the course of 2006.¹⁶

When the NUNV scheme is approved by the Government, NUNVs will be deployed to the districts as community exchange volunteers to facilitate the delivery of civic education programmes and in particular to promote the participation of youth in these activities.

SECTION III: OVER VIEW OF PROJECT ACTIVITIES

The project will support CSOs in all 13 districts in providing voter and civic education in the pre and post election period. This will be achieved through the formulation of a Civic Education Working Groups (CEWGs) in each district composed of one representative of the project partners –FONGTIL, CNJTL, ETSSC and Rede Feto as well as representatives of local CSOs with experience in civic education which will vary from district to district. The process will be supported by a CEWG Steering Committee composed of representatives of the project partners, UNDP and one international civic education and organisational capacity development expert and one national civic education expert who will be based in FONGTIL. (See Annex 1 for all ToRs).

The process will be facilitated through coordination with already established UNDP Projects according to thematic areas. Activities under component one and in particular Voter and Civic Education information and dissemination before the elections will be carried out in coordination with the UNDP Elections Project as well as UNIFEM's Elections Project and related activities being carried out by UNMIT. Activities under component two will be carried out in coordination with the Local Development Plan, the Parliament Project and the Justice System Project all of which have civic education and citizen engagement components which will be implemented through the CEWGs.

Outcome 1: the capacity of CSOs, including youth groups, to engage in civic and voter education in the run up to the election period and to promote continued citizen participation post elections is strengthened.

Activity 1.1 Civic and Voter Education Needs Assessments

Needs assessments will be carried out in the districts by FONGTIL's district liaison officers (DLOs) as well as the district representatives of CNJTL, ETSSC and Rede Feto. The needs assessments will identify civic education needs at the community level, measure awareness regarding voter education issues and investigate lessons learned from past civic and voter education programmes. It will also serve as a mapping of CSOs working on civic education in

¹⁶ Hill, Hector 2005 "Feasibility Survey of NUNV scheme in Timor Leste"

the districts and lead to the formation of CEWGs in each district who will take the lead in civic and voter education activities.

Activity 1.2 Civic Education Conference

The newly formed CEWGs along will be invited to attend this event which will be implemented by FONGTIL and also bring together CSOs who worked on civic education in the last elections to discuss lessons learned from this process as well as the changed environment and subsequent changed needs and how this will be taken into consideration in the formation of civic education programmes. In particular it will look at critical areas for action and also define what exactly civic education entails and the most effective way of using it as a tool for empowering citizens.

A Code of Conduct for CSOs working in civic and voter education related activities will be drafted during the conference. This will focus in particular on the pre-elections period and on the important role CSOs play in delivering non-partisan voter as well as civic education. All subsequent activities carried out by the CEWGs will be required to adhere to this Code of Conduct and will be monitored by the CEWG Steering Committee.

Activity 1.3 Provide organisational capacity development support to FONGTIL and CEWGS

An international civic education and organisational capacity development expert and national civic education expert both with experience in civic education campaigns will be assigned to FONGTIL to oversee the implementation of civic education activities by the CEWGs. They will both form part of the CEWG Steering committee and will ensure that all the CEWGs feel supported in the implementation of their civic education activities. They will also provide support to the CEWGs on proposal writing and grant management as required.

A National Small grants manager will also be appointed to ensure smooth implementation of the small grants programme.

Activity 1.4 Formulation of Civic Education and Voter Education Materials

Civic education materials will be prepared in a phased manner and will involve close coordination with other UNDP governance projects including the Parliament, Justice and Elections project. The content of these materials will be very much based on the needs assessments carried out in the districts and the National Civic Education Conference.

The first phase of activities will focus largely on voter education combined with basic civic education awareness regarding the four organs of the state. In conjunction with UNIFEM's elections project and Rede Feto, emphasis will be placed not only on encouraging women to vote but also in ensuring that there is a broad understanding of what that vote entails in preparation for more active participation and engagement with the State in the post-election period. Following the elections another set of materials will be compiled which will focus more specifically on areas such as lobbying the Parliament, access to justice, the roles and responsibilities of the various State institutions and the mechanisms available to citizens to

participate in nation building. At the core of the materials developed will be a rights based approach to citizenship– in other words what it means to be a citizen and thereby a rights holder and what the role of the State is as duty bearer to its citizens. Methodology on inclusive citizenship and participation both with a strong emphasis on gender will be used.

All voter education material will be produced by STAE.

Activity 1.5 Training of Civic Education and Voter Education Facilitators

Once the materials have been developed, a coordination meeting will be held by representatives of the CEWGs during which the delivery methods will be determined – recognising that needs will differ from district to district. It is envisaged that the most appropriate approach will be the holding of Research and Action sessions by the facilitators. These sessions would consist of participatory discussions on governance issues of common concern among communities with the facilitator providing information on civic education related issues as mechanisms for change. They would be based to some extent on the traditional Timorese event known as “Biti Bot” which has long been used as a way of resolving conflicts and reconciling communities and is an extremely participatory and familiar event to Timorese in the districts. An international facilitator from World Forum for Democratisation in Asia (WFDA) will be invited to assist with the training.

Activity 1.6 Provision of small grants and technical assistance to CSOs to carry out civic and voter education activities in their districts

In order to provide incentives to the CEWGs to carry out civic education activities a number of small grants will be made available for the implementation of activities in their consecutive districts. Following lessons learned from the former CSO project in which the capacity of CSOs to manage small grants was over-estimated, it is clear that a considerable amount of time and resources will be required to assist groups in preparing their applications, carry out monitoring and evaluation activities as well as financial reporting. This process will be facilitated by FONGTIL with substantial support from the international civic education assistant and a national small grants manager. All proposals will be required to contain specific targets to ensure motivation and momentum and in particular targets related to reaching more isolated communities where civic education needs are more likely to be higher as well as specific target groups such as older women. They will be required to contain activities for both before and after the elections. There will be a number of awards for the best or most successful projects which will be judged by the CEWG Steering Committee. Over all, in addition to carrying out civic education activities, the process will also enhance the capacity of CSO members of the CEWG to carry out coordinated activities and form networks.

In order to develop the capacity of youth organisations and ensure that youth are included, small grants specifically for youth groups working on civic education activities in each district will be made available. Support will be provided in particular to young women’s organisations to carry out specific activities to promote the participation of young women in civic education related activities in their districts.

The process of monitoring and evaluating will be the same as with the other small grants programme and adherence to the Code of Conduct regarding non-partisanship will be a requirement. Under the UNDP Elections Project there will be 13 supervisors of civic and voter education activities, one located in each district, for a period of six months. These supervisors will be placed with the CEWGs in their respective district and will ensure adherence to the Code of Conduct in the delivery of civic and voter education.

Activity 1.7 Provide Civic Education to Communities through Mobile library

The CEC, Ponta Leste, Baucau is in the process of mobilising resources to establish a mobile library to disseminate civic education information in the Eastern region (newspapers, books in Tetun and Bahasa and videos). The project will contribute to the purchase of materials for the library as well as some of the running costs.

Once the library is up and running, a similar organisation in the Western region will be identified and supported in the creation of its own library. This process will be facilitated by the CEC, Ponta Leste, Baucau based on their lessons learned and good practices.

Activity 1.8 Involvement of National UNV Community Exchange Volunteers

13 NUNVs will be recruited to work with the CEWGs in the districts. They will be responsible for assisting with the preparation of proposals for civic education activities, the monitoring and evaluation of these activities and any other support as requested by the CEWG. Meetings will be held between the 13 NUNVs up to three times a year in which they will exchange experiences and share information on the activities and concerns in each of their consecutive districts. In this way the deployment of NUNVs will contribute to deepening understanding and coordination between young people from all 13 districts. (See Annex 1 for all ToRs)

Outcome 2: Process of dialogue between CSOs and State Institutions is enhanced

Activity 2.1 Activities to increase Citizen Participation in local Governance

2.1a Training on participatory local governance and accountability for CSOs and facilitation of encounters between Suco Councils/Local Assemblies and their constituents

This activity will be carried out in conjunction with the Local Governance Support Programme (LGSP) in the districts of Bobonaro, Lautem, Manatuto and Aileu.

Awareness sessions will be carried out with the CEWGs which will provide information on the roles and responsibilities of the elected Suco and Local Assembly Representatives and discuss in particular mechanisms to improve citizen engagement and the accountability of elected

representatives to their constituents as well as the role of CSOs in promoting citizen engagement and participation using a rights based approach.

The LGSP will also carry out awareness sessions with Suco Councils and Local Assemblies on engaging citizens in local level planning and on improving their downward accountability mechanisms.

Following these sessions, a number of structured encounters will be organized between CSOs and Elected Representatives in which concrete mechanisms for increasing citizen engagement in local development processes will be formulated and implemented.

Activity 2.1b Facilitation of CSO-Local Government Dialogue through the Kmanek Project

The continuation of support to this initiative by CRS is something that was highly recommended by the final evaluation of the last project. The project has created opportunities for CSOs, local government officials (LGOs) and other actors from 4 districts (Baucau, Lautem, Viqueque and Liquica), with aims to expand to all 13 districts, to meet in a number of "bridging events" and discuss themes around government development plans and priorities and how they apply to local development. During the dialogue events, the various stakeholders explore roles and responsibilities and opportunities for collaboration. The project also includes training on presentation skills (LGOs and CSOs), leadership (LGOs and CSOs), peace building (CSOs and LGOs) and community organizing and advocacy (CSOs).

The overarching goal of the project is that "citizens and government are practicing democratic processes and engaged in constructive dialogue". The expectation is that through skill building and discussion the different stakeholders will begin to understand each other and build a relationship of mutual trust. This will help build the foundations for understanding and practicing democratic values.

Activity 2.2 Organisation of constructive encounters on determined topics between CSOs and Parliamentary Committees

This activity will be carried out in conjunction with the UNDP Parliament project and will be carried out in two phases and in districts to be defined following the elections and in consultations with Members of Parliament.

The first phase consists of the organisation of awareness sessions by the CEWGs with CSOs and networks in their districts and will include information on the legislative process, the powers and functions of Parliament for CSOs which will enable them to better understand the dynamics in the Timorese Parliament, the process of law making and how to engage the legislator to respond to their demands. Strong participation of women groups will be ensured.

Following this and in partnership with the UNDP Parliament Project and the technical advisors it has assigned to the Committees, a number of constructive encounters between CSOs and members of the Parliamentary Standing Committees will be organized. These sessions will

enable CSOs to bring issues from their communities to the Committees and in turn enhance the Committees understanding of the dynamics and the work of CSOs in the district. It will also enable the Committees to provide information about what bills are in the parliamentary pipeline, who are its sponsors, which Committees are involved, who are its supporters and how CSOs can be involved.

In partnership with the Outreach component of the Parliament project, a manual will be developed for CSOs based on the results of the awareness sessions with individual profiles and other relevant information on the MPs, including the legislative agenda and committee membership and also important listings and directories for getting information in Parliament.

The Parliament project intends to organise round table discussions with CSOs to discuss how best to ensure consistent and constructive civil society inputs into legislation and other parliamentary work. This project will contribute to this initiative by supporting CSOs and networks in taking part in those round table discussions.

Activity 2.3 CSO Training on the Judiciary and organisation of community information sessions

In conjunction with the UNDP Justice Project and the International NGO Advocats Sans Frontieres (ASF) a number of training sessions will be held with the CEWGs on the justice system who will then organize information and awareness sessions in their respective districts. ASF has been working on this specific area with partner NGOs in the districts of Baucau, Suai and Liquica where they have developed strong collaborative relationships at district, sub-district and Suco levels. The projects will work initially on strengthening and expanding the work of these partners, piloting new materials and methodology with them before focusing on other districts. This process will also be supported by Human Rights Officers who will be appointed to the districts under UNMIT to act as focal points on rights and responsibilities of citizens.

Activity 2.4 Activities to enhance Youth-State dialogue

The Ministry for Youth, Culture and Sports and the Secretary of State for Youth are in the process of completing the Governments Youth Policy. A number of activities will be organized in conjunction with youth groups in all 13 districts through the CEWGs and with the participation of the Ministry for Youth, Culture and Sports as well as local government officials aimed at focusing on strategies for the implementation of the Youth policy and the deeper involvement of young people in nation building activities as well as increased dialogue between youth groups and the State.

PROJECT RESULTS AND RESOURCES FRAMEWORK November 2006 – 08

UNDP Country Programme Outcomes: Improved efficiency, accountability and transparency in the civil service through national ownership and leadership.

Outcome indicators: Existence of institutionalised mechanisms for regular consultation between national government, CSOs and private sector on national development plans and/or the budget.

MYFF Service line: service line 2.5 E-Governance and access to information and service line 1.7 Civil Society Empowerment

Partnership strategy: This project will work closely with the NGO Forum, the National Directorate for Territorial Administration (DNAT) and the Technical Secretariat for the Administration of Elections (STAE) both in the Ministry for State Administration and the NDPEAC of the Ministry of Planning and Finance. The project will partner closely with four membership organisations on core civic education activities; The NGO Forum (FONGTIL), The National Youth Council (CNJTL) East Timor Student Solidarity Council (ETSSC) and Rede Feto. Other partnerships on specific related activities will be with INGOs, ASF and Catholic Relief Services (CRS).

Project title and ID: Supporting Civil Society Organisations in Promoting Citizen Participation

Baseline for support:

- Low levels of broad civic education awareness in newly emerging democracy
- CSO institutional capacity to deliver civic education and mobilise strong support on issues of common concern is weak
- No functional, lasting framework for dialogue with the State Institutions

Intended Outputs	Indicative activities	Responsible Parties	Objectively Verifiable Indicators	Sources of Verification
<p>Output Targets</p> <p>-Civic education agenda defined by CSOs</p> <p>- Capacity of CSOs to deliver civic education information to empower citizens pre and post elections is strengthened</p>	<p>1.1a Civic and Voter Education needs assessment</p> <p>1.1b Formation of CEWGs and Steering Committee to oversee the implementation and coordination of CEWGs in the districts</p>	<p>FONGTIL, CNJTL, ETSSC, Rede Feto, UNDP</p> <p>FONGTIL, CNJTL, ETSSC, Rede Feto, UNDP</p>	<p>1.1a Lessons learned from previous civic education campaigns</p>	<p>of needs assessments in 13 district and compilation of conference rep</p> <p>13 CEWGs set up and 1 CEWG Steering Committee set up</p>

<p>- Capacity of FONGTIL to act as an efficient umbrella organisation for its' member organisations enhanced</p>	1.2 National Civic Education Conference	FONGTIL, CNJTL, ETSSC, Rede Feto	1.2 CSO civic education agenda defined for the pre and post national election period	Definition of civic and voter education needs, including a gendered analysis, and code of conduct for CSOs in the CEWGs delivering civic and voter education
	1.3 Provide organisational capacity development support to FONGTIL – 1 international and 1 national advisor	FONGTIL, UNDP-UNV	1.3a FONGTIL is equipped to act as coordinator of civic education programme and to monitor and evaluate progress 1.3b CSOs receiving support in grant /financial management	FONGTIL Progress reports to UN UNDP monitoring reports
	1.4 Formulation of Civic Education and Voter Education Materials	FONGTIL, CNJTL, ETSSC, Rede Feto, STAE	1.4 CEWG meeting on regular basis to coordinate needs assessments and monitor progress	CEWG reports
	1.5 Training of Civic Education and Voter Education Facilitators	FONGTIL, CNJTL, STAE International facilitator from WFDA	1.5 Communities satisfied with the civic education workshops delivered by the facilitators	Pre- and post organisational capacity assessments in training and M&E
	1.6 Provision of small grants	UNDP/ UNV,		IUNV progress reports/ assessments

<p>Output Targets</p> <p>Capacity of CSOS to carry out dialogue with State institutions is strengthened</p> <p>Process of regular dialogue between local government officials, the parliamentary committees and other state bodies has been initiated</p> <p>UNDP's understanding of dynamics of Timorese civil society enhanced</p>	<p>and technical assistance to CEWGs to carry out civic and voter education activities in their districts</p> <p>1.7 Provide Civic Education to Communities through Mobile library and organize exchange visits with other CSOs</p> <p>1.8 Recruitment of NUNV Community Exchange Workers to work with district based CEWGs</p> <p>2.1a Training on participatory local governance and accountability for CSOs and facilitation of encounters between Suco Councils/Local Assemblies and their constituents</p>	<p>FONGTIL, CEWG</p> <p>UNDP/UNV, CEC Baucau</p> <p>UNV, GoTL, CEWG</p> <p>UNDP/LGSP, CEWG, Elected Assemblies,</p>	<p>1.6 Capacity of CSOs to carry out civic and voter education activities strengthened</p> <p>1.6b Particular support is provided to young women's groups and they are actively engaged in CE activities</p> <p>1.7 At least 50 communities visited</p> <p>1.8 13 NUNVs working with CEWGs in delivery and coordination of civic and voter education</p> <p>2.1a At least 3 awareness sessions and 3 structured encounters organised in 4 districts. Mechanism for citizen</p>	<p>reports</p> <p>CEC assessment reports</p> <p>Reports from CEWGs to CEWG Steering Committee</p> <p>Reports from NUNVs to UNV Programme Officer</p> <p>Reports from awareness sessions a encounters</p>
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	<p>2.1b Facilitation of CSO-Local Government Dialogue through the Kmanek Project</p>	<p>UNDP, CRS</p>	<p>engagement developed</p> <p>2.1b Bridging events and trainings held in 4 districts</p>	<p>CRS assessment reports</p> <p>UNDP Field monitoring visits</p> <p>UNDP Field Monitoring Visits</p>
	<p>2.2 Organisation of constructive encounters on determined topics between CSOs and Parliamentary Commissions</p>	<p>UNDP, Parliament, CEWGs,</p>	<p>2.2 At least 1 awareness session on the Parliament held by CEWGs in each district and 4 constructive encounters nationwide. Coordination between CSOs and Parliament Project enhanced.</p>	<p>UNDP Field Monitoring Visits</p> <p>Minutes and reports from trainings and sessions.</p> <p>UNDP Field monitoring visits</p>
	<p>2.3 CSO training on the judiciary and organisation of community information sessions</p>	<p>UNDP, ASF, CEWGs</p>	<p>2.3 At least 2 trainings held for CEWGs and 1 awareness raising session held in each district. CSOs understanding</p>	<p>Reports from dialogue events</p>

	2.4 Organisation of dialogue events between youth groups and the Ministry for Youth Culture and Sport	UNDP, CNJTL, ETSSC Secretary of State for Youth, Culture and Sport	of the function of Justice System enhanced. 2.4 Coordination between youth groups and Ministry of Youth, Culture and Sport enhanced. At least 2 dialogues held between the Ministry of Youth and Youth CSOs	
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ACTIVITIES AND INPUTS TABLE

ACTIVITY DESCRIPTION	INPUTS	BUDGET
1. Strengthen capacity of CSOS to carry out civic education		
1.1 Civic Education Needs Assessment	Needs Assessments in all 13 Districts by FONGTIL DLOs, ETSSC, NYC, Rede Feto Printing costs Travel expenses for 2reps per org (104)	 \$400 per district x 13 = \$5,200 \$50 x 104=\$5,200
1.2 National Civic Education Conference	Organisation of National Civic Education Conference Travel Expenses for Participants (20 per district) Equipment and materials as needed (stationary, rental, communications, report)	 \$15 each = \$3,900 \$20,000
		34,300
1.3 Provide organisational support to FONGTIL	Recruitment of 1 International Capacity Development Expert for 24 months Recruitment of 1 National Civic Education Expert for 24 months Recruitment of National SGS manager for 8 months Equipment Support	56,000 x 2= \$112,000 3,500x 2= \$7,000 \$4,500 \$7,500
		\$131,000
1.4 Formulation of Civic Education and Voter Education Materials	Information pamphlets and guides for facilitators	\$150,000
		\$150,000
1.5 Preparation of Civic Education Facilitators	Travel expenses Materials as needed Payment of international facilitator	104 x 30= \$3,120 \$2,000 \$10,000
		\$15,120
1.6 Provision of small grants and technical assistance to CEWGs to carry out civic education activities	13 CEWG groups + 2 proposal @ 5,000 Technical support and monitoring and	\$130,000 \$10,000

in their districts	evaluation field visits by Central CEWG	\$140,000
1.7 Provide Civic Education to Communities through Mobile library and organize exchange visits with other CSOs	Books, videos etc Exchange visit with other CSOs	\$5,000 \$1500 \$6,500
1.8 Recruitment of NUNVs PENDING APPROVAL OF SCHEME BY GOVTL	1 volunteer per district for 24 months	\$50,000
2. State-CSO Dialogues		
2.1a Training on participatory local governance and accountability for CSOs and facilitation of encounters between Suco Councils/Local Assemblies and their constituents	Transport costs Other materials as needed	\$60,000
2.1b Facilitation of CSO-Local Government Dialogue through the Kmanek Project	Transport costs for CSOs Other Materials as needed	\$10,000
2.2 Organisation of constructive encounters on determined topics between CSOs and Parliamentary Commissions	Miscellaneous	\$12,500
2.3 CSO Training and information sessions on access to justice	Transport costs Materials	\$60,000
2.4 Organisation of Youth –State dialogue events	Transport costs Materials	\$40,000
4. Management (UNDP)		
	IUNV Project Manager	\$112,000
	National Admin and Finance Assistant	\$18,000
	National Programme Associate	\$23,400
	Drivers x 4	\$24,000
	Vehicles x2	\$40,000
	Office Rental	\$20,000
	Travel	\$16,000
	Equipment and Furniture	\$7,000
	Supplies	\$5,000
	Audit and Evaluation	\$20,000
	TOTAL	\$994,820

Management arrangements

Project Execution

The project will be executed by UNDP through the Country Office Governance Unit and jointly implemented with UNV. The project will be executed in accordance with UNDP rules and regulations under the so-called DEX (Direct Execution) modality as a consequence of limited in-country implementation capacity.

The executing agency (UNDP) will be accountable and responsible for reaching project outcomes and outputs and for the implementation of project activities, including recruitment, procurement, reporting and financial management. Certain activities will be implemented by UNV and related funds managed in accordance with UNV rules and regulations under the SVF and Trust fund guidelines.

Project Oversight

The main project counterparts will be the Government of Timor-Leste via the NDPEAC of the Ministry of Planning and Finance, the Directorate of Territorial Administration (DNAT) and the Technical Secretariat for Electoral Administration (STAE) both in the Ministry of State Administration.

At the national level a Project Steering Committee (PSC) will be established to provide overall guidance to the project. The PSC will be responsible for the initiation, direction, review and eventual closure of the project, providing guidance and making key decisions. The PSC will ensure that project implementation remains relevant to the stated objectives, and be responsible for risk management and change control. In this regard, the PSC may add or subtract from existing project components to enhance the effectiveness of project implementation, as long as such decisions remain in line with the overall objectives of the project.

The PSC will convene at least quarterly, to evaluate project implementation on the basis of regular and exceptional reports submitted by the project management team. The Project Manager shall be responsible for maintaining minutes and records of PSC meetings.

Representatives from five CSOs will be invited to participate in the PSC. Other relevant stakeholders including beneficiaries may be invited as ex-officio members whenever required. The PSC may revise the project document and work-plans to adapt to changing circumstances and needs. Any such change must respect the spirit and key priorities of the present project document. Similarly the committee can make adjustments in the implementation arrangements (e.g. supervision, management, monitoring and evaluation) to improve efficiency and effectiveness.

A CSO Project Working Group (PWG) composed of the director of FONGTIL, the coordinator of FONGTIL and UNDP will review and discuss implementation related issues and provide feedback and submit proposals to the PSC for consideration and approval if deemed necessary for the project.

The overall responsibility of overseeing the project will rest with the UNV Project Coordinator. S/he will report to the UNDP Programme Officer and UNV Programme Officer on the implementation and delivery of project results. It is also the responsibility of the UNV Project Coordinator to promote synergies between the components of this project and other projects managed by UNV in Timor-Leste, as well as with the development projects of UNDP and other UN agencies.

All other staff of the project will be accountable to the UNV Project Coordinator for the day-to-day implementation of the project activities.

UNDP will be the primary contact point with donor(s).

UNDP has assigned a Programme Officer, who will, under the supervision of the Head of the Governance Unit, oversee the quality of project delivery. The Programme Officer will liaise closely with the Project staff through the Project Coordinator, counterparts and the UNV Programme Officer. The Programme Officer will participate in project management activities whenever necessary.

Implementation arrangements

Most of the project's activities will be implemented by Timorese CSOs to increase ownership of project outputs through developing capacities in the process: largely FONGTIL and its members nationwide, the ETSSC, NYC and Rede Feto.

It is recognised that additional support will have to be provided to enable these sub contracts to be operated in accordance with UNDP procedures. However, this in itself will provide important capacity development opportunities amongst those CSOs with some pre-existing project implementation capacity.

Staffing

UNDP/ UNV will recruit a Project Coordinator (See ToRs in Annex 1) to undertake the overall management, coordination and reporting of the project.

(S) he will work alongside a national assistant project coordinator and an administration and finance officer.

Due to space limitation in FONGTIL premises, the project will rent an office in Dili.

One International Organisational Capacity Development and Civic Education Expert (See ToRs in Annex 1) will be recruited to support FONGTIL and the CEWG particularly in the management of small grants and monitoring of programme activities. A National Civic Education Expert and National Small Grants Manager will also be recruited to provide support to the design and development of civic education activities. Both will be based in FONGTIL offices in Dili.

Under the NUNV scheme, 13 NUNVs will be recruited to work as community exchange volunteers in the districts.

Monitoring and evaluation

Monitoring and evaluation will be undertaken in accordance with standard UNDP policies and procedures. UNDP will conduct regular monitoring of the project.

a. Progress reporting

The Project staff are required to submit periodic reports as well as monthly reports to the Project Coordinator. The Project Coordinator in turn will submit quarterly work plans, budgets and semi-annual progress reports to UNDP CO and UNV HQ through the UNV Country Unit, for first approval. Final endorsement of those reports will be given by the PSC.

b. Financial reporting

The Project Coordinator will submit monthly expenditure reports to UNV and UNDP Programme Officers to ensure close oversight of the delivery.

Budget revisions will be made in accordance to UNDP project financial management procedures. The project will be subjected to management and finance audit in accordance with Country Offices' timetables.

c. Review and monitoring

There will be a minimum of one field visit per month with involvement of PSC members.

UNDP, UNV and the project counterparts will jointly carry out a mid-term review of the project progress after 12 months from the starting date of the project. The PSC will oversee this review. Time extension and project revisions may be envisaged as a recommendation of the mid-term review.

A final evaluation of the project will take place one month before the completion of the project. Such evaluation will be performed along with UNDP's overall outcome evaluation plan.

The UNDP Country Office will integrate the project in its Strategic Results Framework (SRF). In terms of external evaluation, the UNDP Country Office has the option of including the project within the scope of one of the country office's mandatory outcome evaluations.

Legal context

This document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of the Democratic Republic of Timor-Leste and the United Nations Development Programme (UNDP), signed on 20 May 2002. The host country and the implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the government cooperating agency described in the agreement. The following types of revision may be made to this document with the signature of the UNDP Resident Representative only, provided he/she is assured that the other signatories of the document have no objections to the proposed changes:

- Revision in, or addition to, any of the annexes of the document;
- Revisions which do not involve significant changes in the immediate objectives, outputs, or activities of the programme, but caused by the rearrangement of inputs already agreed to, or by cost increases due to inflation; and
- Mandatory annual revision, which rephases the delivery of agreed inputs or increased expert or costs due to inflation or take into account agency expenditure flexibility.

Assets

On completion of the project after the designated period of two years and in the event of there not being a follow on project, assets purchased will be dealt with in accordance with UNDP rules and regulations on assets management.

1. Project Risk Matrix

Description	Comments/Risk Level
<p>Estimation of the capacity of CSOs to deliver Civic Education in all 13 Districts is over ambitious</p> <p>The National Elections will take place in March/April leaving only 6-7 months for CSOs to assess needs and to design and implement civic education programmes in all 13 districts.</p>	<p>Medium</p> <p>The former UNDP CSO project only focused on certain districts while this project aims to have nationwide reach.</p> <p>For this reason only partners with representation in all 13 districts have been selected. In addition all of the partners have members who participated in past civic education programmes</p> <p>Nonetheless, it is the first time that UNDP will partner with ETSSC and NYC and will not be able to fully assess their capacity until the implementation phase. Both an experienced national and international expert will be recruited to provide additional support.</p> <p>The project also places strong emphasis on post-election activities.</p>
<p>Political sensitivity</p> <p>Civic education in politically charged periods like the national elections can be sensitive to implement.</p> <p>Description</p>	<p>High</p> <p>UNDP needs to carefully select its partners and avoid exposure to accusations of partisanship. UNDP must also make the most of its position as a broker between the State institutions and CSOs to ensure that CSOs are not hampered in their civic education activities.</p> <p>Comments/Risk Level</p>
<p>National ownership and</p>	<p>Low/ Medium</p>

<p>commitment</p>	<p>All National partners and Government Counterparts have been carefully consulted in the formulation of this project and have They have reiterated on several occasions their commitment to this project. Nevertheless, the demands these on these organisations from different stakeholders do not always allow them to commit themselves as much as expected.</p> <p>Targets and other incentives will be set by the CEWGs to ensure continued commitment and motivation.</p>
<p>Delays in core and external resource mobilisation</p>	<p>Medium</p> <p>While civic education is a priority for donors in the run up to National Elections, donors do not always prioritise support to civil society.</p> <p>The project will strongly emphasise to donors that neither good governance nor sustainable development can be achieved without the significant contribution of Timorese civil society, which needs as much support as the State Institutions.</p>
<p>Sustainability</p> <p>It takes 10-15 years in the best circumstances to establish institutional capacity for CSOs. It will take time to nourish a vibrant civil society capable of providing inputs in a democratic way in nation building.</p>	<p>Medium</p> <p>The UNDP strategy for partnership with civil society aims to mobilise core and external resources for longer-term involvement with CSOs. The project will initially last for two years and it is envisioned that the partnerships it will form and the seeds these will plant, will form the roots of long term UNDP support to strengthening the institutional capacity of CSOs.</p>
<p>Delays in recruitment of qualified international UNVs with relevant expertise and appropriate local language capacity.</p>	<p>Low</p> <p>Immediate efforts will be made to locate suitably qualified candidates locally, especially those with previous experience in Timor-Leste.</p> <p>UNV Headquarters will expedite a special recruitment effort to support this project through public advertisement.</p>
<p>Capacity of FONGTIL weakened by internal management problems</p>	<p>Medium</p> <p>The evaluation of FONGTIL highlighted the problems it faces in terms of internal management, which have not been addressed</p>

	<p>despite successive advisory services provided by different agencies.</p> <p>The Forum has developed a 3-year strategy to be supported by a pool of donors that should allow it to have greater visibility and to be more strategic in its choices of action. The new director is very well supported both by CSOs, government and donors.</p>
<p>CE/OCD Expert may lack effectiveness as with previous international FONGTIL placements</p>	<p>Low</p> <p>In the past advisors placed with FONGTIL lacked effectiveness and their contribution was not deemed to have been a success in terms of developing the institutional capacity of the Forum. In this case the expert will be recruited specifically to provide support to the CE Programme and develop the capacity of the Forum to administer SGS.</p>

Annex 1: ToRs

Title:	UNV CSO Project Coordinator
Project Name:	Supporting Civil Society Organisations in promoting Citizen Participation – Civic and Voter Education pre and post Elections
Project Number:	
Duty Station:	UNDP/UNV, Dili, Timor-Leste

Preamble:

This post is a United Nations Volunteers Programme Assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organisation that supports sustainable human development globally through the promotion of volunteerism and mobilisation of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organisation you are assigned to.

Project Background:

UNDP has been engaging with Civil Society Organisations in Timor-Leste since 2000 through a number of projects which focused on strengthening the capacity of CSOs for enhanced governance and poverty reduction. The most recent project was a joint UNDP/UNV three year initiative (May 2003 – March 2006) designed to strengthen the involvement of CSOs in local and national development processes for achievement of the national development goals and MDGs in Timor-Leste.

The new project is entitled “**Supporting Civil Society Organisations in promoting Citizen Participation.**” The project will support Timorese Civil Society Organisations (CSOs) in the design and delivery of civic education programmes nationwide in the run up to and in the period following National Elections in Timor-Leste. It has been formulated through consultations with Timorese CSOs working in civic education as well as with Government counterparts. The overall project objective is to **increase the institutional capacity of Timorese CSOS to deliver civic education in the pre and post election period in order to help strengthen and widen the principles of democracy and good governance, enhance participation and contribute to political stabilization nationwide.**

FONGTIL based in Dili is the key partner of the project. Other partners include the National Youth Council (CNJTL) and Rede Feto.

The key Government counterparts are DNAT and STAE in the Ministry of State Administration and the NGO Liaison Unit in NDPEAC in the Ministry of Planning and Finance.

Specific Duties:

The UNV CSO Project Coordinator will be expected to:

- Oversee the management of the Supporting Civil Society Organisations in promoting Citizen Participation project in line with the objectives set out in the project document and in accordance with UNDP/UNV rules and procedures.
- Become familiar with UNV and UNDP processes, rule and procedures.
- Prepare a detailed work-plan for the project.
- Establish and support the development of a Project Steering Committee (PSC)
- Ensure that project finances are in order and properly managed in conjunction with the UNDP Programme Officer.
- Establish proper procedures for the initiation and management of subcontracts
- Maintain and develop relations with key representatives of State institutions, in particular with the NGO Liaison Unit, the National Direction of Territorial Administration (DNAT), Office of the Prime Minister, Office of the President and the Parliament and government counterparts at the local level
- Maintain and develop relations with other organisations, including donors and INGOs, involved in strengthening CSOs and civic education activities
- Support and supervise project staff, with particular emphasis being placed on capacity building for all national staff.
- Prepare reports as may be necessary for UNV, UNDP and other donors.
- Ensure that gender is mainstreamed in all project activities
- Prepare short briefings on the activities of the project for use in media / public information activities.
- In conjunction with specialist staff prepare monitoring and evaluation procedures for the project, including the development and review of success indicators.
- Be aware of best practice in CSO development in other countries and of emerging UNDP policy towards civil society development.
- Proactively market the values and concepts of volunteering for development and brief national and international partners on the different types of assistance that UNV can provide.
- Promote team-building, experience sharing and learning among UN volunteers and national volunteers
- Ensure that the project activities are integrated with and supportive of broader UNDP initiatives

Time Frame:

The duration of the assignment will be 2 years from October 2006 to October 2008.

Profile of the IUNV:

It is expected that the IUNV candidate will have the following skills and qualifications:

- A Masters in Political Science, International Relations, Gender, Development or other relevant discipline OR at least 5 years relevant experience
- A minimum of 3 years experience in project management
- Previous experience of working with CSOs
- Demonstrated commitment to gender mainstreaming
- Additional training in relevant subject areas such as civic education, citizen participation methodology and with women in particular, M&E would be an asset
- Work experience in Timor-Leste will be a particular advantage.
- Excellent skills in English (spoken and written) with an ability to prepare and present reports.
- Language capacity in Tetum would be a major asset.
- A high level of communication skills, capacity to both lead and work as part of a team and good interpersonal skills are essential
- Previous experience as a volunteer at the local, national or international level
- Commitment to upholding and supporting volunteering in its diversity
- Demonstrate a capacity to innovate and be flexible.

Supervision Arrangements:

The UNV CSO project coordinator will report directly to the UNDP Programme Officers.

S/he will also be expected to report on project implementation to a Project Steering Committee comprising relevant project stakeholders.

Position Title:	IUNV Civic Education (CE) and Organisational Capacity Development (OCD) Expert
Project Name:	Supporting Civil Society Organisations in promoting Citizen Participation – Civic and Voter Education pre and post Elections
Project Number:	
Duty Station:	UNDP, Dili with frequent travel to the districts, Timor-Leste

Preamble:

This post is a United Nations Volunteers Programme Assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organisation that supports sustainable human development globally through the promotion of volunteerism and mobilisation of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

Volunteerism is diverse and is embedded in all cultures and traditions. In this context, as a United Nations Volunteer you are encouraged and expected to relate to local volunteerism and to be identified with the concept. You are expected to regard your national colleagues as peers and together uphold trust as volunteers among yourselves and within the communities and the organisation you are assigned to.

Project Background:

UNDP has been engaging with Civil Society Organisations in Timor-Leste since 2000 through a number of projects which focused on strengthening the capacity of CSOs for enhanced governance and poverty reduction. The most recent project was a joint UNDP/UNV three year initiative (May 2003 – March 2006) designed to strengthen the involvement of CSOs in local and national development processes for achievement of the national development goals and MDGs in Timor-Leste.

The new project is entitled “**Supporting Civil Society Organisations in promoting Citizen Participation – Civic and Voter Education pre and post Elections**” The project will support Timorese Civil Society Organisations (CSOs) in the design and delivery of civic education programmes nationwide in the run up to and in the period following National Elections in Timor-Leste. It has been formulated through consultations with Timorese CSOs working in civic education as well as with Government counterparts. The overall project objective is to **increase the institutional capacity of Timorese CSOS to deliver civic education in the pre and post**

election period in order to help strengthen and widen the principles of democracy and good governance, enhance participation and contribute to political stabilization nationwide.

FONGTIL (FONGTIL) based in Dili is the key partner of the project. Other partners include the National Youth Council (CNJTL) and Rede Feto.

The key Government counterparts are DNAT and STAE in the Ministry of State Administration and the NGO Liaison Unit in NDPEAC in the Ministry of Planning and Finance.

Specific Duties:

Based in FONGTIL Office and reporting to the Director but under the direct supervision of a Project Coordinator as well as a UNDP Program Officer the CE Expert will provide support to FONGTIL and Civic Education Working Groups (CEWGs) in 13 districts in the implementation of a civic education programme. Working closely with a national counterpart, S/he will be expected to:

- Provide support to CEWGs in all 13 districts, in particular the preparation of civic education modules, small grant proposal writing and in the implementation, monitoring and evaluation of activities.
- Carry out regular consultation visits to CEWGs in the districts
- Ensure active participation of women and young women in all CEWGs activities
- Be a member of the CEWG Steering Committee and hold plenary CEWG meetings twice yearly to discuss progress, form action plan and ensure maximization of inter-district linkages
- Introduce relevant training techniques to support civic education delivery
- Provide support to the CEWG SGS Manager on proposal writing and grant management for SGS applicants and recipients as required
- Produce quarterly reports on work activities for FONGTIL and UNDP
- Prepare short briefings on the activities of the project for use in media / public information activities
- Attend the Project Steering Committees and the monthly staff meeting
- Ensure that the project activities are integrated with and supportive of broader UNDP initiatives
- Perform other duties as required.

Timeframe:

The duration of the assignment will be for 2 years from October 2006 to October 2008.

Profile of the IUNV Civic Education (CE) and Organisational Capacity Development (OCD) Expert :

It is expected that the candidate will have the following skills and qualifications:

- A Masters in Political Science, International Relations, Gender, Development or other relevant discipline OR at least 5 years relevant experience
- Additional training in civic education and citizen participation methodology, and in particular women's participation.
- At least 3 years experience in the area of civic education and/or organisational Capacity Development, preferably at a grassroots level
- Experience of working in Timor-Leste previously, particularly with local CSOs
- Demonstrated commitment to gender mainstreaming
- Excellent English skills in both spoken and written and an ability to prepare and present reports
- Language capacity in Tetum will be essential
- A high level of communication skills, capacity to work as part of a large team and good interpersonal skills are essential

Position Title:	National Civic Education (CE) Expert
Project Name:	Supporting Civil Society Organisations in promoting Citizen Participation – Civic and Voter Education pre and post Elections
Project Number:	
Duty Station:	UNDP, Dili with frequent travel to the districts, Timor-Leste

Project Background:

UNDP has been engaging with Civil Society Organisations in Timor-Leste since 2000 through a number of projects which focused on strengthening the capacity of CSOs for enhanced governance and poverty reduction. The most recent project was a joint UNDP/UNV three year initiative (May 2003 – March 2006) designed to strengthen the involvement of CSOs in local and national development processes for achievement of the national development goals and MDGs in Timor-Leste.

The new project is entitled “**Supporting Civil Society Organisations in promoting Citizen Participation – Civic and Voter Education pre and post Elections**” The project will support Timorese Civil Society Organisations (CSOs) in the design and delivery of civic education programmes nationwide in the run up to and in the period following National Elections in Timor-Leste. It has been formulated through consultations with Timorese CSOs working in civic education as well as with Government counterparts. The overall project objective is to **increase the institutional capacity of Timorese CSOS to deliver civic education in the pre and post election period in order to help strengthen and widen the principles of democracy and good governance, enhance participation and contribute to political stabilization nationwide.**

FONGTIL (FONGTIL) based in Dili is the key partner of the project. Other partners include the National Youth Council (CNJTL) and Rede Feto.

The key Government counterparts are DNAT and STAE in the Ministry of State Administration and the NGO Liaison Unit in NDPEAC in the Ministry of Planning and Finance.

Specific Duties:

Based in FONGTIL Office and reporting to the director but under the direct supervision of the Project Coordinator as well as a UNDP Program Officer the National CE Expert will work closely with an international CE and Organisational Capacity Development Expert and will be expected to:

- Provide support to CEWGs in all 13 districts, in particular the preparation of civic education modules, small grant proposal writing and the implementation, monitoring and evaluation of activities.

- Carry out regular consultation visits to CEWGs in the districts
 - Ensure women and young women are actively participating in all CEWG activities
 - Be a member of the CEWG Steering Committee and hold plenary CEWG meetings twice yearly to discuss progress, form action plan and ensure maximization of inter-district linkages
 - Provide support to the CEWG SGS Manager on proposal writing and grant management for SGS applicants and recipients as required
 - Produce quarterly reports on work activities for FONGTIL and UNDP
 - Prepare short briefings on the activities of the project for use in media / public information activities
 - Attend the Project Steering Committees
 - Ensure that the project activities are integrated with and supportive of broader UNDP initiatives
- Perform other duties as required.

Timeframe:

The duration of the assignment will be for 2 years from October 2006 to October 2008.

Profile of the National CE Expert:

It is expected that the candidate will have the following skills and qualifications:

- A degree in development, International Relations or related discipline
- Additional training in civic education and participatory techniques
- At least 3 years experience in the area of civic education and/or organisational Capacity Development, preferably at a grassroots level
- Demonstrated commitment to gender mainstreaming
- Excellent English skills in both spoken and written and an ability to prepare and present reports
- Fluency in Tetum is essential
- A high level of communication skills, capacity to work as part of a large team and good interpersonal skills are essential

Position Title:	Small Grants Scheme (SGS) Manager
Project Name:	Supporting Civil Society Organisations (CSOs) in Civic Education
Project Number:	
Duty Station:	UNDP, Dili with frequent travel to the districts, Timor-Leste

Project Background:

UNDP has been engaging with Civil Society Organisations in Timor-Leste since 2000 through a number of projects which focused on strengthening the capacity of CSOs for enhanced governance and poverty reduction. The most recent project was a joint UNDP/UNV three year initiative (May 2003 – March 2006) designed to strengthen the involvement of CSOs in local and national development processes for achievement of the national development goals and MDGs in Timor-Leste.

The new project is entitled “**Supporting Civil Society Organisations in promoting Citizen Participation – Civic and Voter Education pre and post Elections**” The project will support Timorese Civil Society Organisations (CSOs) in the design and delivery of civic education programmes nationwide in the run up to and in the period following National Elections in Timor-Leste. It has been formulated through consultations with Timorese CSOs working in civic education as well as with Government counterparts. The overall project objective is to **increase the institutional capacity of Timorese CSOS to deliver civic education in the pre and post election period in order to help strengthen and widen the principles of democracy and good governance, enhance participation and contribute to political stabilization nationwide.**

FONGTIL (FONGTIL) based in Dili is the key partner of the project. Other partners include East Timor Student Solidarity Council (ETSSC), the National Youth Council (NYC) and Rede Feto.

The key Government counterparts are DNAT and STAE in the Ministry of State Administration and the NGO Liaison Unit in NDPEAC in the Ministry of Planning and Finance.

Specific Duties:

Based at the office of FONGTIL it is expected that the SGS Manager will:

- Have overall responsibility for the setting up and financial management of the SGS in FONGTIL
- Work closely with the International CE and OCE Expert and the National CE Expert in this regard
- Report regularly to the Finance and Administrative Assistant on matters relating to the SGS
- Set up reporting structure and format in consultation with SGS recipients and liaise with each recipient regularly on matters of financial management

Timeframe:

The duration of the assignment will be for 1 year from January 2006 to January 2007

Profile of the SGS Manager:

It is expected that the SGS Manager will have the following skills and qualifications:

- University degree preferably in a finance related discipline
- Previous experience of SGS management
- Demonstrated commitment to gender mainstreaming
- Good command of the English Language
- Fluent Tetum
- Previous experience of working with CSOs in Timor-Leste
- Previous experience of working within the UN system would be an asset

The SGS Manager will report to the Finance and Administration Assistant and also to the Project Coordinator

Position Title:	Finance and Administration Assistant
Project Name:	Supporting Civil Society Organisations in promoting Citizen Participation – Civic and Voter Education pre and post Elections
Project Number:	
Duty Station:	UNDP/UNV, Dili, Timor-Leste

Project Background:

UNDP has been engaging with Civil Society Organisations in Timor-Leste since 2000 through a number of projects which focused on strengthening the capacity of CSOs for enhanced governance and poverty reduction. The most recent project was a joint UNDP/UNV three-year initiative (May 2003 – March 2006) designed to strengthen the involvement of CSOs in local and national development processes for achievement of the national development goals and MDGs in Timor-Leste.

The new project is entitled “**Supporting Civil Society Organisations in promoting Citizen Participation – Civic and Voter Education pre and post Elections**” The project will support Timorese Civil Society Organisations (CSOs) in the design and delivery of civic education programmes nationwide in the run up to and in the period following National Elections in Timor-Leste. It has been formulated through consultations with Timorese CSOs working in civic education as well as with Government counterparts. The overall project objective is to **increase the institutional capacity of Timorese CSOS to deliver civic education in the pre and post election period in order to help strengthen and widen the principles of democracy and good governance, enhance participation and contribute to political stabilization nationwide.**

FONGTIL (FONGTIL) based in Dili is the key partner of the project. Other partners include the National Youth Council (CNJTL) and Rede Feto.

The key Government counterparts are DNAT and STAE in the Ministry of State Administration and the NGO Liaison Unit in NDPEAC in the Ministry of Planning and Finance.

Specific Duties:

- Interpret and implement programme financial procedures and ensure their compliance
- Prepare detailed plan of action and budget estimates for workshops, seminars, trainings etc. and assist in monitoring of the Project budget
- Prepare Requests for Payment, ensuring all the supporting documents are available and according to rules
- Process payments in Atlas
- Prepare proper supporting documents related to the finance issues and monitor payment status

- Prepare proper supporting documents related to administrative issues and monitor further status
- Prepare progress financial reports to be submitted to UNDP and donors
- Maintain Petty Cash and prepare financial reports in accordance with the established UNDP procedures
- Handle correspondence related to administrative and financial matters
- Assist the Programme Associate in preparation of necessary documents for Audit
- Keep a filing system of general administration and personnel matters, on financial documents and reports
- Supervise Drivers, certify Vehicle Daily Log and control the fuel consumption
- Perform the duties of updating and maintaining the inventory records and receiving goods. Monitor the inventory records and prepare the report for Programme Administrative Assistant and provide advice on procurement of goods to avoid unnecessary purchase.
- Develop systems to streamline the procedures which will facilitate cooperation within Programmes
- Any other duties as required

Perform other administrative and finance related duties as required

Timeframe:

The duration of the assignment will be for 2 years from October 2006 to October 2008.

Profile of the Administrative and Finance Assistance

- Educated to degree level preferably with a finance related qualification
- Excellent finance and administrative skills including computer proficiency
- Good command of the English language
- Fluent in Tetum
- Preferably have at least 2 years experience working with CSO related activities in a finance and administration capacity
- Some experience of working within the UN system would be an asset
- Demonstrated ability to work both on own initiative and also as part of a team

The Finance and Administrative Assistant will report to the Project Coordinator

Position Title:	Civic Education Working Group (CEWG)
Project Name:	Supporting Civil Society Organisations in promoting Citizen Participation – Civic and Voter Education pre and post Elections
Project Number:	

Project Background:

UNDP has been engaging with Civil Society Organisations in Timor-Leste since 2000 through a number of projects which focused on strengthening the capacity of CSOs for enhanced governance and poverty reduction. The most recent project was a joint UNDP/UNV three year initiative (May 2003 – March 2006) designed to strengthen the involvement of CSOs in local and national development processes for achievement of the national development goals and MDGs in Timor-Leste.

The new project is entitled “**Supporting Civil Society Organisations in promoting Citizen Participation – Civic and Voter Education pre and post Elections**” The project will support Timorese Civil Society Organisations (CSOs) in the design and delivery of civic education programmes nationwide in the run up to and in the period following National Elections in Timor-Leste. It has been formulated through consultations with Timorese CSOs working in civic education as well as with Government counterparts. The overall project objective is to **increase the institutional capacity of Timorese CSOS to deliver civic education in the pre and post election period in order to help strengthen and widen the principles of democracy and good governance, enhance participation and contribute to political stabilization nationwide.**

FONGTIL (FONGTIL) based in Dili is the key partner of the project. Other partners include the National Youth Council (CNJTL) and Rede Feto.

The key Government counterparts are DNAT and STAE in the Ministry of State Administration and the NGO Liaison Unit in NDPEAC in the Ministry of Planning and Finance.

Objective of CEWG:

The primary objective of the CEWGs is the coordination and harmonization of Civic Education activities across the 13 districts. The Working Groups will aim to ensure that certain minimum standards of Civic Education are adhered to throughout the country.

The 13 district based CEWGs will be guided by a CEWG Steering Committee which will provide advice and support to enable each of the 13 district groups carry out their duties to the best of their abilities. (see ToR CEWG Steering Committee)

Terms of Reference:

- The CEWGs will :
 - Compile the CE modules in collaboration with the CEWG Steering Committee
 - Determine the most effective methods for delivery of CE in each of the districts and define measurable targets for this delivery in collaboration with the CEWG Steering Committee
 - Write a proposal to the CEWG Steering Committee for funding under the SGS for a schedule of CE activities in their respective districts
 - Work closely with the SGS manager placed with FONGTIL in managing their SG
 - Collaborate closely with the SGS Manager in developing reporting formats and report accordingly as necessary
 - Assist partner CSOs in the implementation of their activities
 - Ensure women and young women are actively participating in CEWGs activities
 - Meet together with the CEWG Steering Committee twice per year to report on activities and develop action plans based on these reports
 - Liaise with the CEWG Steering Committee on the development of a code of conduct and promote adherence to it among CSOs involved in the delivery of civic and voter education

Time Frame:

The duration of the assignment will be approximately 2 years from October 2006 to October 2008.

Membership:

The 13 CEWGs will be comprised of at least 4 members in each of the 13 districts; one from each of the following: FONGTIL, CNJTL and Rede Feto

Position Title:	Civic Education Working Group Steering Committee (CEWGSC)
Project Name:	Supporting Civil Society Organisations (CSOs) in Civic Education
Project Number:	

Project Background:

UNDP has been engaging with Civil Society Organisations in Timor-Leste since 2000 through a number of projects which focused on strengthening the capacity of CSOs for enhanced governance and poverty reduction. The most recent project was a joint UNDP/UNV three year initiative (May 2003 – March 2006) designed to strengthen the involvement of CSOs in local and national development processes for achievement of the national development goals and MDGs in Timor-Leste.

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FONGTIL (FONGTIL) based in Dili is the key partner of the project. Other partners include the National Youth Council (CNJTL) and Rede Feto.

The key Government counterparts are DNAT and STAE in the Ministry of State Administration and the NGO Liaison Unit in NDPEAC in the Ministry of Planning and Finance.

Objective of CEWGSC

The CEWG Steering Committee will :

- Compile the CE modules in collaboration with the 13 district CEWGs
- Assist the CEWGs in determining the most effective methods for delivery of CE in each of the districts and define measurable targets for this delivery

- Provide guidance to the CEWGs in writing proposals for CE activities in their respective districts under the SGS
- Work closely with the SGS manager placed with FONGTIL in managing the SGS for the CEWGs
- Collaborate closely with the SGS Manager in developing reporting formats for the SGS
- Assist the CEWGs and their partner NGOs in the implementation of their activities and carry out regular field visits to monitor activities
- Ensure women and young women are actively participating in all CEWG activities
- Meet together with the CEWGs twice per year to discuss their reports on activities and collaborate with them to develop action plans based on these reports
- Be responsible for the development of a code of conduct for CSOs engaging in civic education and ensuring adherence to it by the CEWGs

Time Frame:

The duration of the assignment will be 2 years from October 2006 to October 2008.

Membership:

The CEWG Steering Committee will be composed of one representative from each of the following; UNDP CSO Project, FONGTIL, Rede Feto, CNJTL. The International Civic Education and Organisational Capacity Development Expert and the National Civic Education Expert will share overall joint responsibility for the coordination of this group. Other interested parties may also send representatives to this Steering Committee based on a consensus from the standing members.

Title:	NUNV Community Exchange Worker
Project Name:	Supporting Civil Society Organisations in promoting Citizen Participation – Civic and Voter Education pre and post Elections
Project Number:	
Duty Station:	UNDP/UNV, Dili, Timor-Leste

Preamble:

This post is a United Nations Volunteers Programme Assignment and based on the values of free will, commitment, engagement and solidarity, which are the foundations of volunteerism. Volunteering brings benefit to the individual volunteer. It makes important contributions, economically, as well as socially. It contributes to creating social cohesion and capital, through helping to build trust and reciprocity among citizens.

The United Nations Volunteers is the UN Organisation that supports sustainable human development globally through the promotion of volunteerism and mobilisation of volunteers. It serves the causes of peace and development through enhancing opportunities for participation by all peoples. It is universal, inclusive and embraces volunteer actions in all its diversity.

The National United Nations Volunteer (NUNV) scheme was developed in the early 1990s as an innovative and experimental approach to promoting national volunteerism and national volunteer contributions to development and humanitarian programmes. The NUNV programme provides an expanded opportunity for individuals to devote a period of their professional life to serve others without concerns for financial gain which is a key principle of volunteering. It is also seen as an opportunity to combine the knowledge and skills of National UNVs with those of International UNVs and other development workers.

Project Background:

UNDP has been engaging with Civil Society Organisations in Timor-Leste since 2000 through a number of projects which focused on strengthening the capacity of CSOs for enhanced governance and poverty reduction. The most recent project was a joint UNDP/UNV three year initiative (May 2003 – March 2006) designed to strengthen the involvement of CSOs in local and national development processes for achievement of the national development goals and MDGs in Timor-Leste.

The new project is entitled “**Supporting Civil Society Organisations in promoting Citizen Participation – Civic and Voter Education pre and post Elections**” The project will support Timorese Civil Society Organisations (CSOs) in the design and delivery of civic education programmes nationwide in the run up to and in the period following National Elections in Timor-Leste. It has been formulated through consultations with Timorese CSOs working in civic education as well as with Government counterparts. The overall project objective is to **increase the institutional capacity of Timorese CSOS to deliver civic education in the pre and post**

election period in order to help strengthen and widen the principles of democracy and good governance, enhance participation and contribute to political stabilization nationwide.

FONGTIL (FONGTIL) based in Dili is the key partner of the project. Other partners include the National Youth Council (CNJTL) and Rede Feto.

The key Government counterparts are DNAT and STAE in the Ministry of State Administration and the NGO Liaison Unit in NDPEAC in the Ministry of Planning and Finance.

Specific Duties:

The 13 NUNV Community Exchange Workers will be a member of the CEWG to which s/he is assigned and will be expected to:

- Work directly with the district based CEWG to support the delivery of their civic education programmes
- Participate in the CEWGs civic and voter education activities
- Prepare Small Grants proposals for the civic and voter education activities
- Assist in the monitoring and evaluation of civic and voter education activities
- Maintain and develop relations with key representatives of State institutions at the district level
- Maintain and develop relations with other organisations, including donors and INGOs, involved in strengthening CSOs and civic education activities in their particular district
- Report to UNV and UNDP periodically
- Prepare short briefings on the civic and voter education activities of the project in their district
- Proactively market the values and concepts of volunteering for development and brief national and international partners on the different types of assistance that UNV can provide
- Meet three times yearly with other NUNVs on the project to promote harmonisation between the district civic education activities, team-building, share experiences and benefit from peer support
- Meet regularly with the CEWG Steering Committee to report on activities and ensure coordination with the other CEWGs
- Perform other duties as requested by the CEWGs or the CEWG Steering Committee

Time Frame:

The duration of the assignment will be 2 years from October 2006 to October 2008.

Profile of the NUNV:

It is expected that the NUNV candidate will have the following skills and qualifications:

- Secondary level education
- Previous experience of working with CSOs in Timor-Leste
- Work experience in civic or voter education and experience in participatory methodology and in particular with women at the community level would be an advantage
- A high level of communication skills, capacity to work as part of a team and good interpersonal skills are essential
- Working knowledge of English desirable
- Previous experience as a volunteer at the local or national level would be an advantage
- Commitment to upholding and supporting volunteering in its diversity
- Demonstrate a capacity to innovate and be flexible

Supervision Arrangements:

The NUNV Community Exchange Worker will report directly to the Project Coordinator and will be supported by the UNV Programme Officer and UNDP Programme Officer.