



PARLAMENTO  
NACIONAL  
República Democrática de Timor-Leste

**STANDARD LETTER OF AGREEMENT  
BETWEEN**

**THE UNITED NATIONS DEVELOPMENT PROGRAMME  
AND  
THE NATIONAL PARLIAMENT OF TIMOR-LESTE**

**ON THE IMPLEMENTATION OF PROJECT: STRENGTHENING INTEGRAL LOCAL  
DEVELOPMENT BY BUILDING THE CAPACITIES OF THE MUNICIPAL AUTHORITIES IN  
TIMOR-LESTE (00126960) WHEN UNDP SERVES AS IMPLEMENTING PARTNER**

Your Excellency,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Timor-Leste and officials of *the National Parliament* of Timor-Leste with respect to the realization of activities by *the National Parliament* in the implementation of the project- Strengthening Integral Local Development by Building the Capacities of the Municipal Authorities in Timor-Leste (00126960), as specified in Attachment 1: Project Document.
2. In accordance with the Project Document and with the following terms and conditions, we confirm our acceptance of the activities to be provided by *the National Parliament* towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between *the National Parliament* and UNDP on all aspects of the Activities.
3. *The National Parliament* shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial regulations, rules and other directives, only to the extent they are consistent with UNDP's Financial Regulations and Rules. In all other cases, UNDP's Financial Regulations and Rules must be followed.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of *the National Parliament* shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of *the National Parliament* or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by *the National Parliament*, and its personnel as a result of their work pertaining to the Activities.
5. Any subcontractors, including NGOs under contract with *the National Parliament*, shall work under the supervision of the designated official of *the National Parliament*. These subcontractors shall remain accountable to *the National Parliament* for the manner in which assigned functions are discharged.

6. Upon signature of this Letter, UNDP will make payments to *the National Parliament*, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.

7. *The National Parliament* shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. *The National Parliament* shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when *the National Parliament* is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment-2. UNDP shall have no obligation to provide *the National Parliament* with any funds or to make any reimbursement for expenses incurred by *the National Parliament* in excess of the total budget as set forth in Attachment 3.

8. *The National Parliament* shall submit a cumulative financial report each quarter (31 March, 30 June, 30 September and 31 December). The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident Representative within 30 days following those dates. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by *the National Parliament* in the financial report for project : -Strengthening Integral Local Development by Building the Capacities of the Municipal Authorities in Timor-Leste (00126960).

9. *The National Parliament* shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.

10. *The National Parliament* shall furnish a final report within 6 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by *the National Parliament* and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.

11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and *the National Parliament*.

12. Any changes to the Project Document/Description of Activities which would affect the work being performed by *the National Parliament* in accordance with Attachment 2 shall be recommended only after consultation between the parties.

13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Project Document and any revisions thereof and in accordance with the respective provisions of the Financial Regulations and Rules of *the National Parliament* and UNDP.

14. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of activities of *the National Parliament* according to Attachment 2, or until terminated in writing (with 30 days notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by *the National Parliament* unless it receives written indication to the contrary from UNDP.

15. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP.

16. Any amendment to this Letter shall be affected by mutual agreement, in writing,

17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to Munkhtuya Altangerel, Resident Representative, UNDP Timor-Leste, UN House, Caicoli Street, Dili, Timor-Leste.

18. *The National Parliament* shall keep the UNDP Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.

19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.

20. Any dispute between the UNDP and *the National Parliament* arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for *the National Parliament* participation in the implementation of the project.

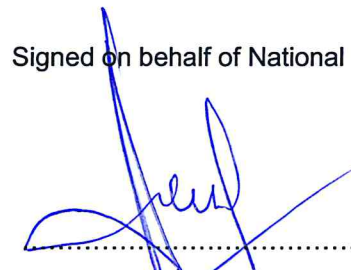
Yours sincerely,

Signed on behalf of UNDP

*Munkhtuya Altangerel*

.....  
**Munkhtuya Altangerel**  
**Resident Representative, UNDP**  
Date: 05-Jun-2021

Signed on behalf of National Parliament



.....  
**Adelino Afonso de Jesus**  
**Secretary General, National Parliament**  
Date:

**Attachment 1**

PROJECT DOCUMENT



PARLAMENTO  
NACIONAL  
República Democrática de Timor-Leste

## Attachment 2

### DESCRIPTION OF ACTIVITIES

**Project number:** 00126960  
**Timeframe:** 14 June to 13 November 2021  
**Project title:** “Strengthening Integral Local Development by Building the Capacities of the Municipal Authorities in Timor-Leste”

#### Results to be achieved by the National Parliament

The results to be achieved by the National Parliament are:

- Informed discussion and debate on the legislative package in decentralization
- Increased awareness on the importance of the implementation of the decentralization in Timor-Leste among the Timorese population

By approving this package, the National Parliament is contributing to a better democratic representation, modernization of the public service at a local level and the establishment of better economic development opportunities in the municipalities.

#### Work to be performed by the National Parliament

The activities to be carried out by the National Parliament are:

- Issue and manage the contract of the international legal advisor and supervise their work in accordance with the terms detailed in their employment contract and Terms of Reference in Annex 2.
- The National Parliament will share all documentation related to the recruitment of the International Legal Advisor with UNDP.

The National Parliament will submit to UNDP an approved monthly progress report about the work performed by the International Legal Advisor (as per format attached in Annex 3). The National Parliament will also submit request for direct payment together with FACE form.

Lastly, the National Parliament will submit to UNDP an approved end of year report on the achievements and outcomes of the work undertaken (as per format attached in attachment 5).

#### Description of inputs:

Inputs from the National Parliament:

- Office space and furniture;
- Administrative support;
- IT equipment and support;
- Vehicles, as needed to perform official functions;
- Substantive supervision & monitoring of the advisor;
- Attendance and leave administration of the advisor.

Inputs from the UNDP:

UNDP will cover the salary of the International Legal Advisor in accordance with the payment schedule as set out in Attachment 3 (schedule of activities, facilities, and payments) and the contract;

**Annexes:**

Annex 1: Work Plan Annex-2: Terms of Reference (ToR)- International Legal Advisor Annex 3: Monthly Progress Report Templates
--

Attachment 3

Scheduled of Activities, Facilities and Payments

Year 2021

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Timeframe				Planned Budget		Schedule of payments by UNDP				
		Q 1	Q 2	Q 3	Q 4	Budget Description	Total Amount	Q1	Q2	Q3	Q4	
Output 1: Enhanced capacity of the National Parliament members to promote informed discussion regarding the Decentralization framework	Renew and manage the contract of the international legal advisor and supervise their work.		X		X	Salary of International Legal Advisor (14 Jun to 13 Nov 2021)	\$50,050			\$30,030		\$20,020
Indicator 1.1: Baseline (year): 2020 Target (2021):	Submit to UNDP an approved monthly progress report submitted by the International Legal Advisor (as per format attached in Annex 2)					(Direct payment to Legal Advisor)	(\$10,010 * 5 months)					
<b>Total</b>							\$50,050			\$30,030		\$20,020

Note:

- Expenditures for personnel services may be limited to salary, allowances and other entitlements, including the reimbursement of income taxes due and travel costs on appointment to the project, duty travel within the programme country or region and repatriation costs.
- The National Parliament should implement activities as specified in the description of activities/work plan and TOR. UNDP will pay directly to the contract holders on monthly basis based on the financial report submitted to the UNDP in format of attachment-4. The National Parliament will also submit request for direct payment together with FACE form.
- Adjustments within each of the sections may be made in consultation between UNDP and the National Parliament. Such adjustments may be made if they are in keeping with the provisions of the Programme Support and if they are found to be in the best interest of the project.





## **Attachment 5**

### **NARRATIVE REPORT**

- *One report for each activity to be submitted to UNDP upon completion of the activities. The annex of the report should also include the materials used in the activities (e.g. training materials, awareness raising materials, presentation, photos, etc)*

*Sample of format for reporting:*

#### **Executive Summary**

(brief summary of the activities: basic information during the reporting period)

#### **Overview of Activity**

##### **Goals and Objectives**

##### **Details of Activities:**

- *Detail description including the scope of the activities implemented*
- *Period of implementation*
- *Location*
- *Beneficiaries information*
- *For whom: types of participants (i.e. students, chief of suco or aldeia, etc.)*
- *How many participants (Gender/Youth)*

#### **Key Activities and Results**

#### **Challenges and Recommendation**

## Annex 1: Work Plan for Partnership between Decentralization Project and the National Parliament


Project Title: Decentralization Project (Award ID: 00126960)  
Implementation Period :14 June to 13 November 2021

EXPECTED OUTPUTS	PLANNED ACTIVITIES AND TARGETS		TIMEFRAME		Responsible Party	PLANNED ANNUAL BUDGET							
	Activity Result (these are the activities that, when combined, create the outputs)	Actions (these are the actions project will take to achieve the activity results)	Q3	Q4		Funding Source (code)	Donor name	Budget Code	Budget Description	Category	Unit Cost	No. of Units	Amount USD
<b>Output 1:</b> Enhanced capacity of the National Parliament members to promoted informed discussion regarding the Decentralization framework  <b>Indicator 1.1:</b> Baseline (year): 2020 Target (2021) :	<b>Activity Result 1.1:</b> Provide technical support to Parliament in facilitating outreach programme and producing materials.	<b>1.1.1:</b> Recruitment of International Legal Advisor	X	X	National Parliament	30079	EU-10159	71200	International consultancy service	Int. consultant	10,010.00	5	50,050.00
<b>Total</b>													
												<b>50,050.00</b>	

Submitted by

Approved by

  
Adelino Atonso de Jesus  
General Secretary  
The National Parliament, Timor-Leste

  
Munkhtuya Altangerel  
Resident Representative  
UNDP, Timor-Leste

## Annex 2

**TERMS OF REFERENCE  
FOR INDIVIDUAL CONTRACT**

<b>Post Title:</b>	Legal Adviser to the Standing Committees (Decentralization - Committee A and C)
<b>Project Title</b>	Strengthening integral local development by building the capacities of the municipal authorities in Timor-Leste
<b>Agency or Project Name:</b>	UNDP Timor-Leste
<b>Period of Assignment/ Services:</b>	5 Months (14 June – 13 November 2021)
<b>Country of Assignment:</b>	Timor-Leste
<b>Location:</b>	UNDP Governance Unit
<b>Duty Station:</b>	Dili, Timor-Leste

#### A. Project Description

Since the beginning of the country, decentralization has been considered a tool for the nation's development. Initial steps towards this process began nearly 10 years ago with the territorial administrative division of Timor-Leste and the initiation of the deconcentrating process.

In 2016, progress was seen with the establishment of four Municipal Authorities (Baucau, Bobonaro, Ermera, and Dili) and eight Municipal Administrations (Aileu, Ainaro, Cova Lima, Lautem, Liquica, Manatuto, Manufahi, and Viqueque) in the country. This was further reinforced by the adoption of a new Suco Law in 2016 and the Decree Laws 4/2014 and 3/2016. In 2019, with the Government Resolution N 11/2019, the government reaffirmed its "commitment and determination to implement the Strategy for Decentralization". To make this process possible and further consolidate local development in the country, new skills and capacities need to be built, particularly in the areas of finance, administration, procurement, management, transparency, as well as data collection and analysis.

In order to address the abovementioned challenges, the Government of Timor-Leste, with the support of EU, has launched a national programme on Deconcentrating and Decentralization called "**Supporting Programme to Deconcentration and Decentralisation process in Timor-Leste (SPDD-TL)**." This project "**Strengthening integral local development by building the capacities of the municipal authorities in Timor-Leste**", also supported by EU, is a component of that national programme whereby UNDP will facilitate to provide technical support.

This project will promote informed policy development and capacity building of municipal public servants. The overall objective of the project is to contribute to Timor-Leste's sustainable development. More specifically, it aims to support the deconcentrating and decentralization process, bringing governance, public administration and services closer to people, for both women and men, giving special attention to the needs and priorities of people living in vulnerable situations.

The project activities were designed around three different components which will contribute to three main expected results:

- Result 1: Strengthened capacity of the National Parliament in Timor-Leste.

- Result 2: Improved capacity of municipal public servants to deliver services at local level.
- Result 3: Improved capacity of local institutions to collect, analyse and use reliable and timely socio-environmental disaggregated data (development of a Municipal Portal).

For the support to the National Parliament (Result 1), UNDP is hiring a Legal Adviser to the Standing Committees (Decentralization). The Legal Adviser will provide technical support to the work of the standing committees, especially Committee A (Constitutional Affairs and Justice) and Committee C (Public Finance Committee), to the discussion and debate of all deconcentrating and decentralization policies and legislation.

In addition, his/her role will include to provide all necessary professional advice, as required, to Committee for and individual members of Parliament in all its portfolio. Additionally, where appropriate, the legal adviser will also support the capacity building of the Secretariat staff assigned to the committees to prepare them to assume full responsibility for functions.

## **B. Scope of Work**

The Legal Adviser is expected to work under the supervision of the CTA and in close connection with the Parliamentary Public Outreach Expert, namely in assuming the following responsibilities:

### **A. Parliamentary Legislative Capacity-Building Responsibilities**

- Provide bill drafting/amendment and legal analytical and research expertise to the National Parliament, with primary assignment to assist Committee A and C on the discussion and approval of all draft bills and policies related with the decentralization;
- Provide legal advice and assistance to standing committees other than committee of primary assignment, as work schedule permits and in collaboration with that committee's specialist international Adviser;
- Provide legal analytical and research expertise to the Committee C during the discussion and debate of the local finance law;
- Assist Committee A with the preparation and implementation of committee annual work plans;
- Conduct legislative research for Committee A and C when related to the Local Finance Law, individual members of Parliament, as required.
- Advise Committee President and members of Parliament on the management of committee workloads and revise committee systems and procedures as required.
- Provide legal advice and consultation to other project staff as requested.
- Assist in skills development training of the staff of the Secretariat's Committee in bill drafting, legal analysis and committee record-keeping, filing and archiving.
- Participate in negotiations, as requested by Parliament Project management, as a trainer concerning the possibility of offering tailored training courses to Members of Parliament and staff in the techniques of legal drafting and legal analysis.
- Prepare, in collaboration with the other committee Advisers, committee, legal drafting and procedures manuals as necessary.
- Continually work to strengthen the institutional capacity of the Parliament by focusing on fostering a culture of transparency and on the transfer of technical knowledge and skills to national parliamentary staff through mentoring and coaching.

### **B. Parliamentary Oversight Responsibilities**

- Provide program implementation oversight expertise to the National Parliament and in particular to the Committee A, in conjunction with the budget experts;
- Provide technical Advisory services to Committee A in conducting oversight of government ministries and programs within its jurisdictional areas;

- Provide assistance and guidance in the development of standards and mechanisms to enable the Parliament and in particular Committee A to measure policy performance against national goals and the Sustainable Development Goals;
- Provide support for the development of mechanisms and processes to hold public hearings and secure public input from the Timorese citizens in the work of committees.
- Assist Members of Parliament, committees and Secretariat staff in the understanding and effective utilization of the various oversight tools and mechanisms available to the Parliament;

#### C. Ensuring gender and vulnerability mainstreaming within the project

- Ensure that gender is effectively mainstreamed throughout the activities of the projects, work plans, budgets, reports, researches and, where specifically relevant, analyzed in detail;
- Ensure that gender equality and needs of vulnerable groups are mainstreamed throughout team, consultant and staff management activities.

#### D. Supervision and reporting

- Responsible for producing quarterly activity reports, providing information on the overall planned activities;
- Available to participate in the activities of the Parliamentary Training Center;
- Liaise regularly with the CTA to discuss project progress and provide advice on challenges and further strategies;
- Capture lessons learnt during project implementation – a lessons learnt log can be used in this regard;
- Ensure full compliance of UNDP rules regulations.
- S/he shall work in close co-ordination and collaboration with Parliamentary Human Resources Department;
- All activities shall be closely coordinated with other parliament advisers.

#### C. Expected Outputs, Deliverables and Payment Schedule

Deliverables/Outputs	Target Due Dates	Review and Approvals Required	Percentage of contract price paid on delivery
<b>Deliverable no. 1</b> <ul style="list-style-type: none"> <li>– Support to the organization of the public hearings of the decentralization legislative package.</li> </ul>	13 July 2021	President of Committee A	20%
<b>Deliverable no. 2</b> <ul style="list-style-type: none"> <li>– Submission and approval of the committee draft report of the the decentralization legislative package.</li> </ul>	13 August 2021	President of Committee A	20%
<b>Deliverable no. 3</b> <ul style="list-style-type: none"> <li>– Draft and submission of amendment proposals on the decentralization legislative package</li> </ul>	13 September 2021	President of Committee A	20%
<b>Deliverable no. 4</b> <ul style="list-style-type: none"> <li>– Submission of progress report on the discussion/debate and voting of the decentralization legislative package.</li> </ul>	13 October 2021	President of Committee A	20%

<p><b>Deliverable no. 5</b></p> <ul style="list-style-type: none"> <li>- Book on the describing in detail the legislative process and amendments done during the discussion.</li> <li>- Alternatively, and if the discussion/debate of the legislative package isn't finished the consultant should provide detailed progress report of the legislative process including amendments.</li> </ul>	<p>13 Nov 2021</p>	<p>President of Committee A</p>	<p>20%</p>
--	--------------------	---------------------------------	------------

**D. Institutional Arrangement**

The Legal Adviser is expected to work under the supervision of the CTA and in close connection with the Parliamentary Public Outreach Expert and National Parliament of Timor-Leste.

**E. Duration of the Work<sup>1</sup>**

The assignment will be for a period of **five months** starting on **14 June to 13 November 2021**.

**F. Duty Station**

Dili, Timor-Leste

**G. Qualifications of the Successful Individual Contractor**

Recruitment Qualifications	
<p>Education</p>	<ul style="list-style-type: none"> <li>• Bachelor or master's degree in Law and qualification in, or/and experience of working in a municipality or regional government desirable.</li> <li>• Background in Civil Law highly desirable</li> </ul>
<p>Experience</p>	<ul style="list-style-type: none"> <li>• Minimum ten (10) years of professional of relevant experience or other relevant activities which demonstrate a deep understanding of the nature of parliamentary legislative and oversight responsibilities;</li> <li>• Substantial work experience in a government context essential;</li> <li>• Work experience in Timor-Leste in a government institution is an asset;</li> <li>• Work experience and a municipality or/and regional government is highly desirable;</li> <li>• Experience of working in developing and post-conflict country environment and rural areas is highly desirable;</li> <li>• Excellent drafting and communication skills; good editorial capacity;</li> </ul>

<sup>1</sup> The IC modality is expected to be used only for short-term consultancy engagements. If the duration of the IC for the same TOR exceeds twelve (12) months, the duration must be justified and be subjected to the approval of the Director of the Regional Bureau, or a different contract modality must be considered. This policy applies regardless of the delegated procurement authority of the Head of the Business Unit.

	<ul style="list-style-type: none"> <li>• Experience in staff development preferably in a developing country environment a plus;</li> <li>• Ability to work under pressure in a multicultural and complex environment;</li> </ul>
<p>Language requirements</p>	<ul style="list-style-type: none"> <li>• Excellent command of written and spoken Portuguese</li> <li>• Knowledge of English;</li> <li>• Preparedness to learn Tetum is essential.</li> </ul>
<p>Competencies:</p>	<p><b>Corporate Competencies:</b></p> <ul style="list-style-type: none"> <li>• Demonstrates integrity by modelling the UN’s values and ethical standards.</li> <li>• Promotes the vision, mission, and strategic goals of UNDP.</li> <li>• Maturity combined with tact and diplomacy.</li> <li>• Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.</li> <li>• Treats all people fairly without favoritism.</li> </ul> <p><b>Knowledge and skills requirement:</b></p> <ul style="list-style-type: none"> <li>• Shows ability to communicate and to exercise advocacy skills in front of a diverse set of audience.</li> <li>• Focuses on impact and result for the client and responds positively to feedback.</li> <li>• Demonstrates openness to change and ability to manage complexities.</li> <li>• Consistently approaches work with energy and a positive, constructive attitude.</li> <li>• Ability to work collaboratively with colleagues in a multi-cultural and multi-ethnic environment.</li> <li>• Builds strong relationships with clients and external actors.</li> <li>• Ability to work independently with strong sense of initiative, discipline and self-motivation.</li> <li>• Knowledge of Timor-Leste’s social, political and economic situation</li> <li>• Knowledge of UNDP and its mandate in the area of democratic governance and programme development</li> <li>• Excellent analytical/conceptual thinking</li> <li>• Excellent interpersonal/communication skills</li> </ul>

**Annex 3: Monthly Progress Report Templates**

<b>Month of reporting:</b>
<b>What activities have been done in the past month?</b> (please describe in detail what has been done, who participated, how many participated (gender disaggregated data), and any other relevant information).
<b>What has been the impact of the activities conducted?</b> (please describe in detail, and using evidence if possible, to outline what impact the activities have had on the function of the National Parliament, including Committee A, or any other participants).
<b>In the past month, what has been done on the legislative processes for the revision of the Penal Code and other relevant legislation?</b> (please describe in detail, and using evidence if possible, to outline the support provided throughout the legislative processes to the relevant stakeholders, including the Committee A).
<b>What has been the main success of activity implementation during the past month?</b>
<b>What has been the main challenges in activity implementation during the past month?</b>
<b>Please outline any lessons learned during the past month.</b>
<b>What activities are planned for the upcoming month?</b>

**Report by:**

[name]

[position]

[date]

[signature]

**Report approved by:**

[name]

[position]

[date]

[signature]