



## *Gabinete do Ministro de Estado, Coordenador dos Assuntos Sociais*

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### **SOCIAL SECTORS DEVELOPMENT STRATEGIC PLAN REVIEW ADVISER**

#### **Office of the Ministry of State Coordinating Social Affairs**

#### **I. General information**

*Position* : Social Sectors Development Strategic Plan Review Adviser

*Duty Station* : Dili, Timor-Leste

*Duration* : 4 months, full time (prefers that the successful candidate could start in August 2016)

*Reporting to* : Minister of State Coordinating Social Affairs and Minister of Education, Coordinators of MECAS and Second Chance Education Project (SCEP)

#### **II. General Introduction.**

The National Directorate for Recurrent Education (DNER), within the Ministry of Education (MOE), is the Government of Timor Leste's designated provider of primary education equivalency programs for youth and adults who have left the formal education delivery system. Although there are some NGO programs available that offer non-formal programs, the DNER is the only public education authority serving Timor Leste's primary/secondary school leavers. It provides a number of related primary/secondary level equivalency programs that are primarily delivered through classroom-based, teacher led courses of instruction.

Besides, in 2011, the MoE developed and approved a **National Education Strategic Plan (NESP), 2011-2030**. The NESP has a detailed list of activities for all sub sectors, including Recurrent Education, and several cross cutting issues such as teacher training, social action/equity and management reforms for the period 2011-2015.

In this context, the MoE needs the assistance from a Social Sector Development Strategic Plan Advisor (the Consultant) to support the Office of the Ministry of Coordinating Social Affairs to review the Social Sector Development Strategic Plan and recommend new priorities which includes social action/equity as an area in which NDRE should consider when delivering its programs.

The position will be funded by the Second Chance Education Project (*SCEP*)' whose main focus is on strengthening recurrent education services, particularly Social action/equity, to older youth and young adults who have either never been to schools or dropped out from formal schooling system.

### **III. Supervision and reporting**

The Consultant will work at the Office of MECAS under the lead of the Minister of State Coordinating Social Affairs and Minister of Education. The adviser will be contracted by the Second Chance Education Project (SCEP). The adviser will report to the Minister of State Coordinating Social Affairs and Minister of Education, and Coordinators of MECAS and SCEP.

### **IV. FUNCTIONS AND RESPONSIBILITY**

A key function of the Consultant will be to help office of MECAS in reviewing the Social Sector Strategic Plan including Education Sector where covers Recurrent Education (Social Action/Equity). The consultant will also be required to develop strategic recommendations in for the improvement of Social Sector Strategic Plan that will respond to the actual needs. The position will thus combine advisory, operational and training roles.

The responsibilities of the Consultant will include, but not limited to

#### **A. Support on the Review of Social Sector Strategic Plan**

1. Prepare an effective monitoring and evaluation mechanism for the implementation of Social Sector Development Strategic Plan which covers all social sector including the following areas; Health, education, Social Assistance for youth and sport, promotion of women's Social-economic, National Commission of HIV/SIDA eradication, National Commission of Child rights, and National Commission of Combatants and veterans affairs), to ensure effective attainment of the objectives;
2. Carry out a timely analysis on the implementation of Social Sector Strategic Plan which covers areas of Health, education, Social Assistance to youth and sport, promotion of women's Social-economic, National Commission on the elimination of HIV/SIDA, National Commission of Child rights, and National Commission of Combatants and veterans;
3. Finalize the review of the plan with strategic recommendation considered as second phase of the plan for the Ministry Coordinating of Social Affairs (MECAS) whose scope shall cover priorities and activities of all lines ministries and other relevant social sectors ageincies;

#### **B. *Finalization of Second Phase of Social Sector Strategic Plan***

4. Organize workshops to disseminate findings and recommendation of the analysis with line ministries and relevant social sector agencies;
5. Prepare a draft social sector development strategic plan (Second phase) as a proposal based on the input provided at the previous workshop with line ministries and other relevant agencies;
6. Help MECAS to develop an implementation plan and regular Monitoring and Evaluation mechanism (M&E Instruments and Tools) on the implementation of the revised plan;
7. Help MECAS to define strategies in building the links with other entities and focal points of the line ministries and other relevant agencies to evaluate and monitor the attainment of the pertinent activities included in the Social Sector Strategic Plan;

8. Support MECAS with regular monitoring and evaluation on the implementation of the plan and develop standard report used to report against the achievement for policy decision and improvement purposes;
9. Perform other tasks as required.

## **V. Expected Outputs**

1. Insertion report for the period of the contract;
2. Advisory notes, reviews, assessments and policy papers;
3. Revised (First Phase) Social Sector Strategic with recommendation for second phase available for discussion at first workshop;
4. Revised Social Sector Strategic Plan available with clear indicators of the expected outputs and intermediate outcomes;
5. Developed short- and mid-term action plans to implement the Social Sector Strategic Plan with effective M&E tools and instruments available to support the implementation of the revised Plan;
6. Developed and socialized PAF, a logical framework entailing monitoring, evaluation and reporting systems, and monitoring and evaluation tools, methods and procedures;

## **VI. Qualification Requirements**

1. University level degree in Public Sector Management, Business Administration or other relevant area (a Master's Degree is highly desirable);
2. Demonstrable experience of at least 7 years in implementing or advising on public sector reform processes, management strengthening and leadership development;
3. Experience in the Social Sector, at national and/or regional and district level will be considered an advantage;
4. Profound knowledge and skills for development and managing action plans, and monitoring and evaluation systems;
5. Specific knowledge and skills in monitoring impact of capacity building/organizational change programs;
6. Proficiency in English, Portuguese and Tetun;
7. Ability to manage work in a high pressure environment.

## **VII. Duration**

The contract Period of this position will be 4 months, full time and expecting to start in August 2016. The position will be financed by the Second Chance Education Project (SCEP).