ANNEX I – Terms of Reference (TOR)

1. **Background**

UNESCO Jakarta has been implementing the project “Strengthening the Media’s Self-Regulatory Mechanisms in Timor-Leste” with the support from the Kingdom of the Netherlands since 2017. The project aims to foster an enabling environment for a free, independent, and professional media in the country.

In Timor Leste, the Media Law No.5/2014 (Lei da Comunicação Social No.5/2014) was adopted in 2014 and the Timor Leste Press Council was established in May 2016. This is the first step in creating a self-regulatory system of the media in the country. As such, there is a need to support the key media actors in the country with expertise, knowledge as well as resources to carry out their role and responsibilities.

Within the framework of this project, UNESCO has supported key media actors, including the Timor-Leste Press Council (TLPC), journalist association and journalism departments at national universities, through:

- Capacity building activities, including peer-to-peer learning from established international or regional press councils, to enhance the knowledge of TLPC Members of the effective management and daily operation of a press council;
- Facilitating exchanges among TLPC and established regional and international press councils in South-South and North-South modalities, in particular through participation in relevant international and regional events;
- Training of young Timorese journalists and journalism students and providing technical assistance to journalism departments at national universities
- Awareness-raising activities for the public about the role of media’s self-regulatory mechanisms and the importance of free, independent and professional media.

2. **Objectives**

The overall purpose of this final evaluation is to determine the relevance and the fulfilment of objectives, development efficiency, effectiveness, and sustainability of this project. Furthermore, the evaluation should inform programme stakeholders on the status of implementation, output delivery, and progress towards its objectives and generate recommendations for potential future projects in a new framework agreement framework. More specifically, the evaluation will:

1. Assess the efficiency of output delivery and related achievements and challenges in the implementation of the project to meet its objectives under the ultimate vision;
2. Assess the effectiveness in achieving the defined objectives and to what extent conditions are put in place that facilitate sustainability or a longer-term impact, and;
3. Review the project’s strategies and identify opportunities, challenges, good practices, and lessons learnt that will be useful for strengthening and enhancing similar interventions for the design of the potential next phase of the project.

3. Outputs
The expected outputs under this contract are:
   1. Inception report on the proposed evaluation framework and detailed evaluation methodology
   2. Draft evaluation report
   3. Final evaluation report

4. Scope
The evaluation of the project requires a structure consisting of certain criteria depending on the resources of evaluation, such as relevance, efficiency, effectiveness, impact and sustainability of the project outcomes. The following questions are indicative and shall be refined during the inception phase of the evaluation:

1. Relevance
   • To what extent are the projects in the Timor Leste and outputs aligned with UNESCO’s Major Programme V’s Communication and Information outlined in document 38 C/5 (2016-2017) and document 41 C/5 (2022-2023)?
   • To what extent are the project outputs contributing to Sustainable Development Goals (SDG 16.10), and UNESCO’s global priority on Gender Equality?
   • To what extent do the project’s activities and outputs align with the needs and demands of key stakeholders and target groups in the Timor Leste as stated in Media Law No.5/2014 particularly in Article 16 (related to press council task on examine intern journalist) and Article 21 (related to press council task on approving journalistic code of ethic)?

2. Efficiency
   • What have been the key outputs of this project in terms of capacity building, sharing of good practices and peer-to-peer learning in South-South and North-South modalities, awareness-raising about the importance of free, independent, pluralistic and professional media in Timor Leste?
   • Is output delivery on schedule? How did the COVID-19 pandemic impact the implementation of the project, and were there any (unforeseen) delays? What have been the main challenges in delivering the projects’ outputs?
   • What has been the nature and quality of interaction and collaboration at the national, regional and international levels?

3. Impact
   • What have been the key outcomes resulting from the project?
- Which activities and use of the produced output were the most effective in contributing to the project’s objectives and why? What are their common quality aspects and challenges?
- Are adequate monitoring tools, quality assurance, and mechanisms in place and functional? Do they allow communication and exchange of lessons learned between the project and related initiatives?

4. Sustainability
- What main factors facilitate or threaten the project’s financial, political, and institutional outcomes?
- More specifically, what are the main challenges in safeguarding the sustainability of regional institutional partnerships through the project?
- What is the potential for mobilising further partners and donors and synergies/complementarities with initiatives undertaken by other development agencies and partners?

5. Activities and Methodology

Under the overall supervision of the Director of UNESCO Jakarta and direct supervision of the Programme Specialist for Communication and Information, the Contractor shall build blocks of evaluation of this project. The contractor will assess the interventions according to the following criteria: Relevance, Efficiency, Impact, and Sustainability. Cross cutting issues such as gender, accountability, and do no harm will also be part of the analysis.

To this end, the Contractor shall perform, but not limited to, the following tasks with indicated methodology:

1. Conduct a desk study consisting of reviews of any relevant documents to the project, for instance, but not limited to, strategy documents, mapping of activities, project documents, activity reports, periodic progress reports; UNESCO’s Major Programme V’s Communication and Information outlined in document 38/C5 (2016-2017) and document 41/C5 (2022-2023).
2. Reconstruct the overall Intervention Logic/Theory of Change for the project and how the project contributed efficiently to it;
3. Develop a self-assessment report of the project completed by the relevant project team and based on additional data provided by the responsible programme specialist as necessary;
4. Conduct interviews with representatives from the Donor (i.e. Government of Netherlands), UNESCO Jakarta Office, project partners such as Timor Leste Press Council, National University of Timor Leste, Universidade Oriental (UNITAL), journalists associations representatives, to be arranged either on-site or online;
5. Submit to UNESCO for approval:
a. Inception report – containing the evaluation framework, detailed evaluation methodology, project/programme sample, work plan and logistical arrangements by **21 October 2022**.

b. Draft Evaluation report of a maximum of 30 pages (including annexes) by **25 November 2022** to be structured as follows:
   1. Executive Summary (usually not more than three pages);
   2. Programme description;
   3. Evaluation purpose;
   4. Evaluation methodology;
   5. Findings;
   6. Lessons learnt;
   7. Recommendations;
   8. Annexes (including the list of stakeholders consulted during the evaluation, key documents reviewed, ToR, survey forms and aggregate results, budgetary analysis, etc.)

c. Final Evaluation Report of 30 – 40 pages (including annexes) incorporating the appropriate comments and suggestions received by the reference group on the draft final report by **9 December 2022**.

The methodology must consider the participants’ safety throughout the evaluation process as well as research ethics and quality assurance. The evaluation will follow UNESCO’s evaluation policy and will be conducted in accordance with the principles outlined in the UNEG ethical guidelines for evaluation.

6. Inputs
   - UNESCO will provide the Contractor with information, advice, network access as necessary and relevant to the activities to be provided for this contract.
   - UNESCO will provide feedback and evaluation on the final approach and methodology, findings, conclusions, lessons and recommendations identified during the evaluation process.

7. Logistics

The external evaluation consultant will be responsible for logistics, office space, administrative and secretarial support, telecommunications, printing of documentation and methodological tools such as surveys. UNESCO Jakarta will facilitate the evaluation process to whatever extent possible by providing contact information such as email address.

UNESCO Jakarta will assist the consultant in providing documentation, setting up meetings and providing security clearance documents (if needed). The external evaluation consultant
is responsible for all travel-related costs, including transport to and from interviews. The travel costs should be included and itemised in the financial proposal.

8. Timing and Reporting*

The contract period for this activity will be from **10 October 2022** to **15 December 2022** with the following reporting timeline:

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Reference</th>
<th>Tentative Due Date</th>
<th>Payable Amount</th>
</tr>
</thead>
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<tr>
<td>1</td>
<td>Inception report - containing the evaluation framework, detailed evaluation</td>
<td>5.8.a</td>
<td>21 October 2022</td>
<td>30% of the contract value</td>
</tr>
<tr>
<td></td>
<td>methodology, project/programme sample, work plan and logistical arrangements.</td>
<td></td>
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<tr>
<td>2</td>
<td>Draft Evaluation report</td>
<td>5.8.b</td>
<td>25 November 2022</td>
<td>50% of the contract value</td>
</tr>
<tr>
<td>3</td>
<td>Final Evaluation report</td>
<td>5.8.c</td>
<td>15 December 2022</td>
<td>20% of the contract value</td>
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</table>

*The dates are subject to change, based on the final start date of the contract.*

9. Eligibility

The call for proposal is open to **individual consultants** with the following profile:

- Advanced university degree in education, media, mass communication, communication research, programme management and/or other development-related fields.
- Five years of work experience in project monitoring and evaluation.
- Good knowledge of the Timor-Leste media landscape. Past experience of implementing and/or evaluating projects related to media development will be an advantage.
- Working experience with United Nations agencies, international non-governmental organisations, or similar entities will be an advantage.
- Fluency in English and excellent writing and analytical skills
- No previous involvement in the implementation of activities under review.

10. Minimum Content of Proposal and Submission

The interested applicants should submit:

1. Cover letter and a portfolio of conducting past similar works, including links to the reports when possible.
2. Technical proposal with the work plan, including the short bio of the evaluator.
3. Financial proposal following the format in Annex III.
4. Complete the information required in Annex II to Annex IV.

Your offer proposal should reach the following email address no later than 2 October 2022.

UNESCO - Office of the Director
jakarta@unesco.org
Ref.: JAK/QUO/22/CJ/014
Attn: Ms. Ana Lomtadze (Communication and Information)
Closing Date and Time: 2 October 2022.