



REPÚBLICA DEMOCRÁTICA DE TIMOR LESTE  
MINISTÉRIO DA EDUCAÇÃO, JUVENTUDE E DESPORTO  
BASIC EDUCATION STRENGTHENING AND TRANSFORMATION (BEST)  
Address: Rua de Tuana – Laran, Dili, Timor – Leste  
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Dili, 12<sup>th</sup> October 2022

**REQUEST FOR EXPRESSIONS OF INTEREST  
(INDIVIDUAL CONSULTING SERVICES)  
(RE-ADVERTISEMENT)**

**TIMOR-LESTE**

**BASIC EDUCATION STRENGTHENING AND TRANSFORMATION (BEST) PROJECT**

Grant No.: TF 0B2130

Project ID.: P166744

Procurement Contract Ref. : 086/BEST/TL

Position Types: Individual consultants (One position)

**Assignment Titles: Information Communication and Technology (ICT) Specialist**

The Ministry of Education, Youth and Sport (MoEYS) of the Democratic Republic of Timor-Leste has received financing from the World Bank toward the cost of the Basic Education Strengthening and Transformation (BEST) Project, and intends to apply part of the proceeds for consulting services.

The consulting services (“the Services”) include individual consultant services positions as described above. The candidate is expected to start working in early 1<sup>st</sup> November 2022 until 30<sup>th</sup> October 2023.

The detailed Terms of References (TORs) for these assignments can be obtained at the address given below.

The Ministry of Education, Youth and Sport (MoEYS) now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services (attach curriculum vitae with description of experience in similar assignments, similar conditions, etc.). Firms’ staff may express interest through the employing firm for the assignment and, under such situation, only the experience and qualifications of individuals shall be considered in the selection process. The criteria for selecting the Consultant are described in the Terms of Reference.

The attention of interested Consultants (including firms) is drawn to paragraph 3.14, 3.16 and 3.17 of the World Bank’s *Procurement Regulations for IPF Borrowers* July 2016 (4<sup>th</sup> edition as of November 2020), (“the Regulations”), setting forth the World Bank’s policy on conflict of interest.

Further information can be obtained at the address below during office hours i.e. 8:00 a.m. to 17.00



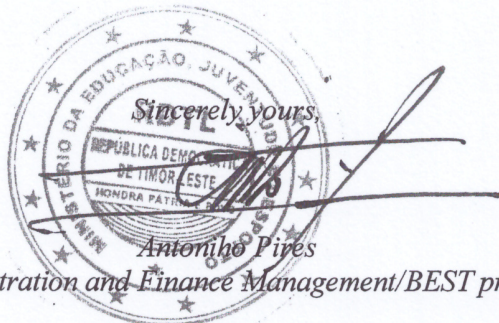
p.m. Mondays to Fridays

Departamento Nacional de Recursos Humanos or  
Project Implementation Management Unit (PIMU)  
Ministério da Educação, Juventude e Desporto (MEJD)  
Rua Villa Verde, Dili, Timor-Leste  
Attention: Sr. Manuel Monteiro

Expressions of interest must be delivered in a written form to the address below in person or by e-mail by Close of Business hours as per the table below: Application documents received after this deadline will not be considered for processing.

No.	Position title	Position Number	Deadline of Application
1	Information Communication and Technology (ICT) Specialist	One position	26 <sup>th</sup> October 2022

Ministério da Educação, Juventude e Desporto (MEJD)  
Rua Villa Verde, Dili, Timor-Leste  
Attention: Sr. Manuel Monteiro  
E-mail: [monteiro.manuel1970@gmail.com](mailto:monteiro.manuel1970@gmail.com) or alternatively to  
[apoli060278@gmail.com](mailto:apoli060278@gmail.com)



*General Director of Administration and Finance Management/BEST project Supervisor-MoEYS*





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Dili, 29 of September 2022

## Terms of Reference (TOR)

### INFORMATION COMMUNICATION TECHNOLOGY (ICT) SPECIALIST

Job Title:	Information Communication Technology (ICT) Specialist
Position Number	1 (One)
Category:	Individual Consultant
Duty Station:	Dili, Timor-Leste
Expected Starting Date:	November, 2022
Duration of Assignment:	One Year contract with possible extension based on outstanding performance

## 1. BACKGROUND

The BEST Project is aligned with Timor-Leste's Education Sector Plan (ESP) 2020–2024 medium- and long-term goals of expanding access to quality basic education for all and improving the efficiency of basic education.<sup>1 2</sup> The key strategies and activities proposed by the ESP for achieving these goals include, among others, building new classrooms based on ranked priorities, developing minimum standards for educational infrastructures, providing training to improve school management,

<sup>1</sup> More specifically, the ESP's goals for basic education include ensuring that 98 percent of all children, boys and girls alike, have access to a full course of quality basic education (quality and equity in access) and reducing basic education dropout rate (efficiency).

<sup>2</sup> The ESP was elaborated under the leadership of the MOEYS and was endorsed by the Local Education Group in late 2019. The preparation of the ESP included multiple levels of consultations with the donor community and other local stakeholders, covering all topics in education, from ECED to higher education. Consultations were held in all the municipalities.



improving the teaching performance evaluation system, ensuring that school directors and other school officials are trained and equipped to use classroom observation tools to monitor classroom processes and provide feedback to all teachers, implementing training programs of excellence, improving printing and distribution systems for teaching learning materials (TLMs), making all learning materials available through an e-library, ensuring that book corners exist and are properly used in Cycle 1 and 2 classrooms, and developing national assessment frameworks and evaluating learning outcomes of students using international quality test instruments. The ESP also includes strengthening school system management, which ultimately contributes to the goal of improving efficiency and enhancing quality and equity of educational outcomes: The activities under the different components and subcomponents of BEST are fully consistent with the above strategies and activities. BEST is also aligned with the World Bank's Country Partnership Framework (CPF) 2020–2024 with Timor-Leste. The 2020–2024 CPF is consistent with the Government's Five-Year Implementation Plan (2018–2023) that supports Timor-Leste's Strategic Development Plan (SDP) 2011–2030. The focus areas of the CPF include (a) strengthening Timor-Leste's foundation for private sector-led growth and economic stability, (b) investing in human capital and service delivery, and (c) raising productivity through investments in connective infrastructure. This project will support interventions aimed at improving areas of quality, equity, and efficiency of education outcomes.

## 2. PROJECT DESCRIPTION

The project supports the implementation of a subset of activities from the ESP, which is in line with the development framework for Timor-Leste as envisaged in the government's Strategic Development Plan 2011-2030.

The project will be implemented over a five-year period of 2020-2025 and is co-financed by the International Development Association (IDA) and the Global Partnership for Education (GPE). The BEST project development objective is to improve the learning environment of basic education schools and increase the efficiency and equity of basic education programs.

The project has five components:

- **Component 1: Developing 21st Century Learning Spaces** which will support the transformation of how school infrastructure investments are made through two sub-components: **Subcomponent 1.1: Standards for 21st Century Schools** to improve the MOEYS's ability to manage the planning, budgeting, designing, financing, construction, and maintenance of basic school infrastructure projects, and **Sub-component 1.2: 21<sup>st</sup> Century Classrooms and Schools** which will finance the construction and



rehabilitation of classrooms, schools, and associated non-academic infrastructure.

- **Component 2: Improving Teacher Effectiveness** which will support the provision of required training to teachers combined with effective observation of the classroom teaching-learning process by school directors, peers and other officials through **Subcomponent 2.1: Classroom and School Diagnostics** that will support upgrading of a classroom observation tool; **Subcomponent 2.2: Supporting School Leaders Training** that supports strengthening of school instructional leadership, and **Subcomponent 2.3: Supporting Teacher Quality Improvements** that will support teacher-focused interventions.
- **Component 3: Improving Teaching-Learning Material and Assessment** through **Subcomponent 3.1: Teaching-Learning Material** which supports the distribution of Cycles 1 and 2 materials and Cycle 3 curriculum revision and the development of its TLMs, and **Subcomponent 3.2: Strengthening Learning Assessments** which supports periodic national student learning assessments on a sample basis, and development of an assessment policy and strategy for enhancing the quality of the national examinations.
- **Component 4: Data Driven Planning, Budgeting, Financing and Implementation** will support the MOEYS to use data more effectively in decision making and program implementation through **Subcomponent 4.1: Integrated Sistema de Gestão Escolar** that will support the development of the system core for an integrated education monitoring and data management system and **Subcomponent 4.2: Strengthened EMIS and Personnel Management Information System**.
- **Component 5: Project Management and Implementation** will support the overall management of the project and put in place mechanisms for monitoring and evaluating the program.

### 3. OBJECTIVE

The Information Communication and Technology (ICT) Specialist will be a part of the Project Implementation Management Unit (PIMU) and will be responsible for implementation of the ICT related activities under Component 4 and the set up and maintenance of the PIMU IT services and equipment devices. In delivering those, BEST Project requires a qualified Information Communication and Technology for the following objectives:

1. Lead the implementation of activities under component 4 which should include; (i) Review and upgrade of EMIS Core system to be undertaken by a selected firm and integration of school information management system upon core system has been upgraded;



2. Lead the upgrade of hardware infrastructure and its extension to municipality and school level;
3. Lead the training of users and system maintenance and upgrade (source code) training for MOEYS IT Officers;
4. Support PIMU in the acquisition of hardware equipment required for core system upgrade and access extension;
5. Control IT equipment and devices at the PIMU office including software application updates and maintenance;
6. Work with the selected firm to develop ICT Policy, information access (process and procedures/SOPs).

#### **4. SUPERVISION AND REPORTING**

The Information Communication and Technology (ICT) Specialist will be a part of the Project Implementation Management Unit (PIMU), therefore, in carrying out his or her tasks, he or she will report to PIMU Project Manager.

#### **5. CORE RESPONSIBILITIES:**

The ICT Specialist will be a part of the Project Implementation Management Unit (PIMU) and will be responsible for implementation of the ICT related activities under Component 4 and the set up and maintenance of the PIMU IT services and equipment devices.

The ICT Specialist will carry out these activities under the overall policy guidelines of the MOEYS, the World Bank and based on the Result Framework of the project. He/she will work on daily supervision of Project Manager. The key responsibilities of the ICT Specialist shall include, but will not be limited to the following:

##### **5.1. Support on Component 4 activities Implementation**

1. Prepare and implement the ICT Plan, including required actions and timelines, through a participatory process at MOEYS for all ICT related activities required to be carried out under the project;
2. Work with the selected firm on the preparation and implementation of public consultations and workshops with MOEYS relevant directorates and other relevant agencies working in education sector;
3. Lead the implementation of activities under component 4 which should include; (i) Review and upgrade of EMIS Core system to be undertaken by a selected firm and integration of school information management system upon core system has been upgraded;



4. Lead the upgrade of hardware infrastructure and its extension to municipality and school level and ensure an effective use of the software for students, teachers and TLMs data updates;
5. Work with the selected firm on the preparation and delivery of training to EMIS users at national and municipal level and system maintenance and upgrade (source code) for MOEYS IT Officers;
6. Any other tasks assigned by the Project Manager

## **5.2. Support to PIMU IT Equipment Acquisition, Maintenance and Upgrade**

7. Design and prepare specification for ICT equipment and internet connectivity and other IT needs for the project;
8. Set up and maintain IT equipment and services for the PIMU office and ensure all IT equipment and devices are up to date. Develop a guideline for ICT procedure of the project;
9. Procure and install software and needed applications for laptops and other devices when required;
10. Ensure compliance of project with ICT policy and procedures of MoEYS and World Bank;
11. Develop Terms of Reference (TOR) for the Education Management Information System (EMIS) and other ICT related hardware and software of the Project and/or at the Ministry which is financed by BEST;
12. In close coordination with Procurement Specialist, the ICT specialist will be responsible for evaluating the bid submission of ICT potential service providers and suppliers based on procurement regulations of the World Bank;
13. Monitoring the contract performance ensuring smooth implementation of ICT related goods and services are provided to the project based on agreed cost, time and quality standards

## **5.3 Development of ICT Policy and Standard Operating Procedures**

14. Work with EMIS department and Planning, Policy and Inclusion Directorate to identify the existing standard ICT Policy, Process and Procedures



including guideline on the use of Information including data provided through EMIS;

15. Work with EMIS department and Planning, Policy and Inclusion Directorate to review and develop the non-existence standard ICT Process and Procedures including guideline on the use Information including data provided through EMIS;
16. Hold workshops and seminars to generate input in finalizing the draft set of standard operating procedures, including guidelines governing access to information and use of information;
17. Work with EMIS department and Planning, Policy and Inclusion Directorate to define access privileges for users and management of MOEYS;
18. Work with EMIS department and Planning, Policy and Inclusion Directorate to develop a standard reporting format using data from EMIS for annual action and budget plans;
19. Work with BEST Project M&E in the development of M&E Framework to regularly track the implementation of annual action plans using data provided through EMIS and assist in the elaboration of an annual report based on data collected from EMIS;
20. Work with EMIS department and Planning, Policy and Inclusion Directorate to ensure a full compliance of the ICT standards, procedures and guidelines which have been developed and adopted.

## **6. EXPECTED OUTPUTS AND DELIVERABLES**

With the period of engagement, the Information Communication and Technology (ICT) Specialist will deliver the following expected outputs and deliverables:

1. An ICT work plan outlines details of activities to be implemented as listed in the scope of work along with timeline and expected result to be approved within 2 weeks upon signing of contract;
2. Workshops and other public consultations with the relevant MOEYS directorates and relevant agencies on the upgrade of EMIS core system and integration of other school management information system which should include Teacher attendance, Communication, content sharing, school report card, E-Library, PMIS and TLM Tracking applications;



3. EMIS Core system revised and upgraded based on the evaluation undertaken by the selected firm and integration of other school information management applications as listed in point 2 above;
4. Hardware equipment and infrastructure including internet connections are properly purchased, installed within first year of assignment to support the extension of access of EMIS to municipalities and schools;
5. Training of EMIS users and IT Officers are provided upon deployment of EMIS Core system;
6. BEST PIMU IT Equipment and devices are properly purchased, installed, maintained and upgraded as needed;
7. ICT Policy, SOPs and guidelines are revised, developed and adopted within first year of assignment with the involvement of relevant MOEYS directorates and other agencies;
8. ICT Policy, SOPs and guidelines for Information access and use are regularly monitored and complied;
9. M&E Framework to measure MOYES annual performance is developed within first year of assignment including a standard report capturing data from EMIS, a report which could be used as a basis for planning and budgeting;

## **7. REQUIRED SKILLS AND COMPETENCIES**

The Consultant will possess the following minimum qualifications and experience:

1. A postgraduate degree in ICT related disciplines.
2. At least 7 years of relevant experience with up to two or more years working on ICT under International donor funded development or educational projects;
3. Previous experience working on ICT projects supported by the World Bank or equivalent international organizations is an additional asset;
4. Proficiency in the use of office software packages (Word, Excel, and Power Point), and information management systems;
5. Strong written and oral communications skills.
6. Proven writing skills in Tetum and English and Portuguese is a bonus;



7. Strong interpersonal and communication skills, and ability to work effectively within teams and with people from different backgrounds, and across disciplines;
8. Ability to take initiative and deliver results on time, even under pressure, and willing to visit sites in remote areas.

**8. OTHER RELEVANT REQUIREMENT:**

1. Timorese nationals and permanent resident are eligible to apply
2. Women and people with disability are highly encouraged to apply

**9. APPLICATION DOCUMENTS REQUIRED:**

1. Letter of Application clearly mentioning about job title and position number;
2. Latest Curriculum Vitae with at least two traceable references;
3. A copy of the latest academic diploma/certificate obtained
4. A copy of an ID

The closing date for applications submission is October, 26, 2022. Late and incomplete applications will not be accepted.

**10. SUBMISSION OF APPLICATION DOCUMENTS:**

BEST Project Procurement - Ministério de Educação, Juventude e Desporto Vila-Verde, Dili Attention:

Mr. Manuel Monteiro – Procurement Specialist or alternatively to  
Mr. Apolinario Marcal Maia do Rego – BEST Project Manager

By email to [monteiro.manuel1970@gmail.com](mailto:monteiro.manuel1970@gmail.com) or alternatively to

[apoli060278@gmail.com](mailto:apoli060278@gmail.com)