



MINISTÉRIO DA
EDUCAÇÃO

Ministry of Education of Timor-Leste

Terms of Reference for the

Joint Action for Education in Timor-Leste

1. Context

1.1. The Strategic Development Plan 2011-2030 states that: “...our Vision is that all our Timorese children should attend school and receive a quality education that gives them the knowledge and skills to lead healthy, productive lives and to actively contribute to our nation’s development¹...”.

1.2. The 1st national Dialogue of the Joint Action for Education (ACETL²) that gathered all education stakeholders in Dili on 31 January 2013 revealed the need to integrate and consolidate the multiple initiatives in the education sector, at national and district levels.

1.3. Considering the fact that the National Education Strategic Plan 2011-2030 affirms the leadership role of the Ministry of Education (METL) in sector co-ordination, the present document is aimed to establish the basis for an harmonized, simplified and country-specific system - the ACETL - for coordination of education partners inputs as well as a mechanism to monitor sector-wide execution of the Annual Education Plan.

1.4. The ACETL Terms of Reference (ToRs) were developed by the Ministry of Education of Timor-Leste with the support of its partners and under the guidance of the Global Partnership for Education. The ToRs reflect the Ministry commitment to implement the Aid Effectiveness agenda, as articulated in the New Deal for Engagement in Fragile States (the “New Deal”), to further promote harmonization, alignment and integration with national systems, management for results, and mutual accountability, while being supported by predictable and timely contributions from partners.

1.5. It is intended that the ACETL will also play a role in ensuring that education-sector programs and activities are designed and implemented in ways consistent with the principles of human rights, gender equality, disability and environmental sustainability, expressed in the agreed international commitments adopted by Timor-Leste, namely the Millennium Development Goals, the Education for All goals, and the Education First Initiative.

2. Objectives

2.1. Promoting inclusive and participatory dialogue amongst key education stakeholders.

2.2. Establishing country-led and country-owned system over annual planning, delivery and monitoring of well coordinated annual development assistance to the education sector.

2.3. Encouraging harmonization and simplification within the Education sector, while promoting transparency, trust and mutual accountability in managing for results.

3. Guiding Principles

3.1. Ministry leadership, active management-level engagement, and development partner participation.

3.2 Harmonization of, and alignment to, the Ministry procedures and systems and integration into the Ministry Annual Plan implementation and monitoring frameworks in the spirit of the New Deal.

¹ As per Page 14, Strategic Development Plan 2011-2030

² ACETL is the acronym for “Ação Conjunta para a Educação em Timor-Leste”

4. Mechanisms

4.1. The ACETL comprises of three levels of coordination:

4.1.1. **Strategic level:** to provide strategic direction through broad dialogue and endorsement of decisions. Chaired by the Minister of Education and held once a year, preferably during the first quarter.

4.1.2. **Technical level:** to provide a forum for refining coordination on technical issues relating to the whole sector. Chaired by the DG for Corporate Services and held on a quarterly basis. The last technical level meeting of the year takes the form of an annual technical joint sector review.

4.1.3. **Local level:** to provide an opportunity to coordinate implementation and monitoring at the sub-national level. Chaired by Education District Directors and held minimum on a quarterly basis.

4.2. The chairs of all ACETL meetings will always be a representative of the METL. Co-Chairs roles will be undertaken by representatives of Education Development Partners. The Chair and the Co-Chair will, prior and after each ACETL meeting, jointly agree on the agenda and approve the draft meeting minutes. The term for Co-Chairs will be annual and following which the position will be open for rotation to a new Co-Chair. The nomination and approval for the Co-Chairs position will be determined at the technical level ACETL meeting.

4.3. The methodology should be problem/solution-oriented to ensure 'hands-on' dialogue and participation. It is a collaborative forum, which seeks to ensure that all parties are kept fully apprised of the progress and challenges in the sector, and it collates and disseminates information on domestic and external resources in the education sector.

4.4. All ACETL discussions and documents will be in the official languages of Timor-Leste.

5. Expected Outputs

5.1. To ensure that the ACETL remains results-orientated and focused on achieving objectives of an annual prioritized, costed sector plan, the following indicative yearly process and related outputs are envisaged:

5.1.1 At **ACETL Strategic Meetings** (held at least once a year)

- Presentation of the Annual Progress Report.
- Discussion and agreement on the educational priorities of the ACETL for the upcoming year.
- Agenda items from Technical level ACETL for endorsement.

5.1.2. At **ACETL Technical Meetings** (held at least four times a year)

- Inputs from partners.
- Presentation of domestic and external support to the education sector.
- Monitoring of the annual sector plan implementation.

5.1.3. At **ACETL Local Meetings** (held at least four times a year)

- Local Coordination and monitoring on key issues, including school feeding and school grants program, school management and teaching.

6. Membership

6.1. Membership of the ACETL is open to all relevant education stakeholders, namely, governmental institutions, national and international development partners, NGOs, civil society organizations, private sector and teachers' organizations.

6.2. Other stakeholders can be invited to participate in the ACETL meetings on specific request of the chairs and co-chairs.

7. ACETL Summarized Structure

ACETL LOCAL Meetings	Objective – monitor and coordinate project activities
	Participants – District Directors, School Directors, Development partners, NGOs, CSOs, etc.
	Frequency – quarterly
	Output – approved District Directors' reports
ACETL TECHNICAL Meetings	Objective – ensure coordination to Annual Plan implementation needs
	Participants – Directors-General, National and International partners' representatives
	Frequency –quarterly
	Input – Activities progress report
	Output – approved Meeting Report with decision on further steps
ACETL STRATEGIC Meetings	Objective - provide a wide view of the state of the education sector
	Participants – Ministry, public agencies, international and national development partners, civil society etc.
	Frequency – annually
	Input – Annual Sector Plan and annual reports
	Output – feedback on annual progress and recommendations to address imbalances in the areas selected for discussion