

Terms of Reference: Study on Gender Equality, Disability and Social Inclusion Competencies, Incentives and Opportunities to Strengthen in Timor-Leste Municipal Administration



DT Global

Location	Remote & Field travel in Timor-Leste
Duration	Completed within one month of commencement (to be negotiated with service provider)
Supervisor / Manager	Program Strengthening & GEDSI Director

Parseria Hametin Dezenvolvimentu Suku no Administrasaun Munisípiu / Partnership to Strengthen Village Development and Municipal Administration Partnership to Strengthen Village Development and Municipal Administration (PARTISIPA)

Applications are encouraged from women, people with disabilities, and people from underrepresented groups. Our workplace is inclusive, accessible, and accommodating and you'll be supported by a diverse and welcoming team

Program Background

PARTISIPA is Australia's flagship sub-national governance and resilience program in Timor-Leste. It works primarily with the Ministry of State Administration, the Ministry of Public Works, municipalities, and communities to strengthen national systems, improve municipal governance, and deliver sustainable and climate-resilient infrastructure. By combining support for policy reform, local government systems, and infrastructure services, PARTISIPA helps Government of Timor-Leste (GoTL) to deliver real benefits for citizens — more effective institutions, stronger community voice, and better access to quality services.

PARTISIPA support is delivered through three mutually reinforcing Pillars that together support a set of End-of-Investment Outcomes (EOIOs) that integrate infrastructure, governance, and resilience:

- EOIO 1: National government better addresses the infrastructure and service needs of villages.
- EOIO 2: Sub-national governments better deliver their mandated infrastructure and services.
- EOIO 3: National and subnational governments have better systems and tools to provide sustainable and resilient subnational infrastructure to communities.

The three Pillars are as follows:

1. **National Systems to Support Municipalities:** focuses on strengthening national policies, standards, and coordination among national level government stakeholders to ensure coherence, resilience, inclusion and clear mandates for municipalities.
2. **Municipal Governance Systems and Processes:** targets the functioning of municipal administrations through improved planning, budgeting, procurement, and participation, embedding citizen voice, GEDSI, and resilience into governance systems.
3. **Sustainable and Resilient Sub-National Infrastructure:** integrates PNDS, rural water, and roads into a single framework for quality and sustainability, enhancing infrastructure coordination, embedding resilience and accessibility in design and operations and maintenance, using infrastructure as a governance entry point to build trust in municipal service delivery.

PARTISIPA mainstreams Gender Equality, Disability and Social Inclusion (GEDSI) across all components to ensure that government policies, planning and implementation processes continue to increase the visibility, voice, participation and agency of women, people with disabilities and other marginalised groups.

About DT Global Asia Pacific

At DT Global Asia Pacific, we aim to positively impact people's lives through delivery excellence. As a leading implementing partner across Asia and the Pacific, we co-create locally led solutions in partnership with governments, communities, and stakeholders. We bring together talented teams and deep regional expertise to deliver initiatives that promote inclusive economic growth, essential services, and resilient, secure communities. With over 1,500 staff, experts in 22+ countries and more than 60 years of development experience, we tackle complex community, national and transnational challenges — from governance and justice systems to climate resilience, infrastructure and social equity — with innovative thinking and a commitment to long-term impact.

For more information, please see www.dt-global.com

Objectives of Role

While Timor-Leste has made significant progress in gender equality, disability, and social inclusion (GEDSI) since independence with strong legal frameworks, it is recognised that there is a gap in the implementation of these laws, policies and commitments. This is due to limited awareness, commitment, and understanding among government actors, including on how and what to implement that is meaningful. There is also a lack of clarity around GEDSI related municipal competencies vs line ministries, including overlapping resources allocations. There is an interest to better understand this at the municipal level, including what can be done to clarifying these competencies and strengthen GEDSI approaches, commitment and capacity moving forward. This is particularly relevant in the context of decentralisation with the shift to greater power to municipalities being an opportunity to embed better practice in new systems.

Expected Outcomes

- Increased clarity on competencies related to GEDSI in municipalities and relevant line ministries, and understanding of how this could be strengthened by Municipal authorities, MAE, relevant line ministries and development partners for Government (Municipalities and relevant line ministries/entities) and other development actors, including PARTISIPA audience.
- Increased understanding of current and potential future incentives and opportunities to strengthen GEDSI in municipalities moving forward for Government (Municipalities and relevant line ministries/entities) and other development actors, including PARTISIPA.
- Practical recommendations for strengthening GEDSI commitment, approaches, capacity and tools at municipal level.

Roles and Responsibilities

- Undertake research and present findings and report to key stakeholders

Proposed Timeline

Proposed timeline will be negotiated with consultants. Below is an indication of expectations:

- Kick off meeting and development of study plan – 2 days
- Desk review – 5 days
- Field study (in country – Dili and approximately 5-6 municipalities) – 11 days
- 1 or ½ day Validation workshop in Dili (including preparation) – 2 days
- Data analysis and report drafting and finalisation, including incorporating feedback – 10 days

Deliverables

- Plan for the study and presentation reviewed by MAE and approved by PARTISIPA
- Desk review undertaken
- Field study undertaken
- Draft Report reviewed by PARTISIPA
- Validation workshop with Australian Embassy representatives, PARTISIPA, Municipal representatives, MAE, SEI, MSSSI and possibly other relevant ministries.
- Final report including long version of no more than 25 pages in English, and summary version in English and Tetum, approved by PARTISIPA.

Reporting Lines and Performance Management

This consultancy will be managed by the Program Strengthening and GEDSI Lead

Working closely with PARTISIPA Leads, LGAs, GEDSI team and Municipal and MAE authorities.

Selection Criteria

Essential Experience and Knowledge

- Advanced academic qualification (or equivalent experience) in Governance, Gender Equality and disability and social inclusion, international development or equivalent.
- Substantial demonstrated expertise in governance and Gender Equality and disability and social inclusion.
- Extensive experience and familiarity with the Timor-Leste context, governance systems and gender equality, disability and social inclusion.
- High level research expertise and analysis.
- Ability to write short concise, robust, and accessible to different audiences, research reports.
- High level written communication skills in Tetum and English, with at least one or more team members with fluency in Tetun and English.
- **Health and Safety Requirement**
For roles requiring travel, particularly to rural or remote areas, candidates must be willing to comply with program health and safety requirements, including participation in safety briefings, adherence to risk mitigation measures, and, where applicable, vaccination requirements (e.g. rabies).

Desirable

- Experience in decentralisation in Timor-Leste or other similar contexts.
- Experience working on DFAT programs.

DT GLOBAL | Terms of Reference:

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www.dt-global.com

Application

This consultancy is open to individuals or teams of consultants. If a team of consultants, at least one member of the team must be Timorese. To apply for this role please submit:

- Cover letter outlining experience related to the role and availability to undertake the role
 - CVs of all proposed people that will work on the consultancy
 - Draft proposed plan for the work
 - Proposed budget for the work that includes all costs for undertaking the consultancy except for internal travel, accommodation and per diem within Timor-Leste which the program will cover (which will follow PARTISIPA's rates and policy). Please include any travel to Timor-Leste for one visit if any consultants are based overseas in the budget and any other costs including insurance, per diems, communications, translation/interpretation, etc required to undertake the work. Please include a completed budget in your submission using the linked template → [PARTISIPA Budget Template GEDSI Study.xlsx](#)
 - Example of similar research report written solely by the proposed lead report writer.
 - if applying as an organisation or team please complete the [Due Diligence Preliminary Supplier Statement](#) and upload together with your proposal.
- **Submit proposals to:** [Upload link](#). Please include all parts of your proposal in a single submission. The form accepts multiple attachments.
 - **Closing Date:** 20 July 2026 (11:59 pm Timor-Leste time)
 - **Questions and Clarifications:** Please submit any questions or requests for clarification regarding this Request for Proposals to gedsi@partisipa.tl no later than 10 July 2026.
 - Responses to questions will be anonymised and, where relevant to all applicants, shared with all interested bidders to ensure a fair and transparent procurement process.

Standard Requirements for All PARTISIPA Staff

All PARTISIPA team members are expected to adhere to the following standards as part of their engagement with the program

Area	Description
Confidentiality	Due to the sensitive nature of program information, all staff are required to maintain strict confidentiality of information obtained during the course of their engagement and must not disclose such information to third parties without prior approval.
Conflict of Interest	Staff are required to take all reasonable steps to avoid any actual, potential, or perceived conflict of interest. Any such conflict must be disclosed promptly in accordance with program procedures.
Performance and Learning	Staff are expected to contribute to program performance and continuous learning through accurate reporting, participation in data collection, and contribution to knowledge sharing and program improvement.
Diversity, Equity and Inclusion (GEDSI)	PARTISIPA is committed to inclusive development. All staff are expected to promote and integrate GEDSI principles in their work and contribute to a respectful, inclusive, and equitable workplace.

Code of Conduct	All staff must comply with DT Global policies, DFAT requirements, and applicable laws and regulations, and uphold the highest standards of professional and ethical conduct.
Policy Compliance	Staff must adhere to all relevant program policies and DFAT guidelines, including safeguarding, child protection, PSEAH, and anti-corruption requirements.

Other Information

Amendments to the position's terms of reference may be made during the period of the engagement as required.

DT Global is deeply committed to safeguarding, which refers to how we keep people and the environment safe from harm. This includes children and vulnerable groups that we interact with as beneficiaries; partners who we collaborate with to deliver our programs; government stakeholders who we support; and importantly, our own personnel.

We take a zero-tolerance approach to sexual exploitation, abuse and harm of adults and children; fraud, corruption and bribery; modern slavery; and any form of exploitation across our operations, partnerships, and supply chains. We uphold the highest standards of integrity and expect the same of those we work with.

Engagement with DT Global is subject to formal background screening, criminal record checks, employment verification, and periodic compliance checks. All DT Global staff receive safety, compliance, safeguarding and integrity training, and we expect our personnel and partners to always act in alignment with our company values.