



**STANDARD LETTER OF AGREEMENT BETWEEN
THE UNITED NATIONS DEVELOPMENT PROGRAMME AND
PROVEDORIA DOS DIREITOS HUMANOS E JUSTIÇA ON THE IMPLEMENTATION OF ADVANCING
EQUALITY AND INCLUSION: FOSTERING HUMAN RIGHTS CAPACITIES IN TIMOR LESTE (28623)
WHEN UNDP SERVES AS IMPLEMENTING PARTNER**

HOW TO USE THIS LETTER

- This Letter is used when a Government ministry/institution or an International Governmental Organization (IGO) cooperates with UNDP to carry out activities as a Responsible Party when UNDP serves as an implementing partner.
- This Letter can be used as a guideline and tailored to different situations where UNDP enters into an agreement with the different Government ministries/institutions/IGOs. Therefore, not every clause would necessarily be applicable. However, any deviation from this standard Letter should be cleared by HQ.

TERMINOLOGY

1. This Agreement utilizes the harmonized terminology in line with the revised financial regulations and rules (FRR) which have introduced new/redefined terms as follows:
 - a. 'Execution' is the overall ownership and responsibility for UNDP programme results at the country level which is exercised by the government, through the Government Coordinating Agency by approving and signing the Country Programme Action Plan (CPAP) with UNDP. Therefore, all activities falling within the CPAP are nationally executed.
 - b. 'Implementation' is the management and delivery of programme activities to achieve specified results, specifically the mobilization of UNDP programme inputs and their use in producing outputs that will contribute to development outcomes, as set forth in the Annual Work Plans (AWPs).

These two terms are elaborated under the Legal Framework section of the Programme and Project Management Section of the POPP.
2. It is important to note that at the level of project management, the terms "execution" under the non-harmonized operational modalities, including global and regional projects and "implementation" under the harmonized operational modalities have the same meaning, i.e. management and delivery of project activities to produce specified outputs and efficient use of resources. Therefore, this Agreement uses the term "implementation" in line with the "harmonized operational modalities" to cover also at the project level the term "execution" under the non-harmonized operational modalities. More specifically, all references to "Executing Agency" have been replaced with "Implementing Partner".
3. When using this Letter of Agreement in non-harmonized or non-CPAP countries, change the following terms as follows:
 - a. Execution instead of Implementation
 - b. Executing Entity instead of Implementing Partner

Your Excellency,

1. Reference is made to the consultations between officials of the United Nations Development Programme (hereinafter referred to as "UNDP") in Timor Leste and officials of Provedoria dos Direitos Humanos e Justiça with respect to the realization of activities by the Provedoria dos Direitos Humanos e Justiça in the implementation of the project Advancing Equality and Inclusion: Fostering Human Rights Capacities in Timor Leste (28623), as specified in Attachment 1: Project Document, to which UNDP has been selected as implementing partner.

2. In accordance with the Project Document and with the following terms and conditions, we confirm our acceptance of the activities to be provided by Provedoria dos Direitos Humanos e Justiça towards the project, as specified in Attachment 2: Description of Activities (hereinafter referred to as "Activities"). Close consultations will be held between Provedoria dos Direitos Humanos e Justiça and UNDP on all aspects of the Activities.
3. Provedoria dos Direitos Humanos e Justiça shall be fully responsible for carrying out, with due diligence and efficiency, all Activities in accordance with its Financial regulations, rules and other directives, only to the extent they are consistent with UNDP's Financial Regulations and Rules. In all other cases, UNDP's Financial Regulations and Rules must be followed.
4. In carrying out the activities under this Letter, the personnel and sub-contractors of Provedoria dos Direitos Humanos e Justiça shall not be considered in any respect as being the employees or agents of UNDP. UNDP does not accept any liability for claims arising out of acts or omission of Provedoria dos Direitos Humanos e Justiça or its personnel, or of its contractors or their personnel, in performing the Activities or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by Provedoria dos Direitos Humanos e Justiça, and its personnel as a result of their work pertaining to the Activities.
5. Any subcontractors, including NGOs under contract with Provedoria dos Direitos Humanos e Justiça, shall work under the supervision of the designated official of Provedoria dos Direitos Humanos e Justiça. These subcontractors shall remain accountable to Provedoria dos Direitos Humanos e Justiça for the manner in which assigned functions are discharged.
6. Upon signature of this Letter, UNDP will make payments to Provedoria dos Direitos Humanos e Justiça, according to the schedule of payments specified in Attachment 3: Schedule of Activities, Facilities and Payments.
7. Provedoria dos Direitos Humanos e Justiça shall not make any financial commitments or incur any expenses which would exceed the budget for the Activities as set forth in Attachment 3. Provedoria dos Direitos Humanos e Justiça shall regularly consult with UNDP concerning the status and use of funds and shall promptly advise UNDP any time when Provedoria dos Direitos Humanos e Justiça is aware that the budget to carry out these Activities is insufficient to fully implement the project in the manner set out in the Attachment 2. UNDP shall have no obligation to provide Provedoria dos Direitos Humanos e Justiça with any funds or to make any reimbursement for expenses incurred by Provedoria dos Direitos Humanos e Justiça in excess of the total budget as set forth in Attachment 3.
8. Provedoria dos Direitos Humanos e Justiça shall submit a cumulative financial report at the conclusion of each tranche. The report will be submitted to UNDP through the UNDP Country Director or UNDP Resident Representative within 30 days following those dates. The format will follow the standard UNDP expenditure report [a model copy of which is provided as Attachment 4]. UNDP will include the financial report by Provedoria dos Direitos Humanos e Justiça in the financial report for Advancing Equality and Inclusion: Fostering Human Rights Capacities in Timor Leste (28623).
9. Provedoria dos Direitos Humanos e Justiça shall submit such progress reports relating to the Activities as may reasonably be required by the project manager in the exercise of his or her duties.
10. Provedoria dos Direitos Humanos e Justiça shall furnish a final report within 12 months after the completion or termination of the Activities, including a list of non-expendable equipment purchased by Provedoria dos Direitos Humanos e Justiça and all relevant audited or certified financial statements and records related to such Activities, as appropriate, pursuant to its Financial Regulations and Rules.
11. Equipment and supplies that may be furnished by UNDP or procured through UNDP funds will be disposed as agreed, in writing, between UNDP and Provedoria dos Direitos Humanos e Justiça.
12. Any changes to the Project Document which would affect the work being performed by Provedoria dos Direitos Humanos e Justiça in accordance with Attachment 2 shall be recommended only after consultation between the parties.
13. For any matters not specifically covered by this Letter, the Parties would ensure that those matters shall be resolved in accordance with the appropriate provisions of the Project Document and any revisions

thereof and in accordance with the respective provisions of the Financial Regulations and Rules of the Provedoria dos Direitos Humanos e Justiça and UNDP.

14. The arrangements described in this Letter will remain in effect until the end of the project, or the completion of activities of Provedoria dos Direitos Humanos e Justiça according to Attachment 2, or until terminated in writing (with 30 days notice) by either party. The schedule of payments specified in Attachment 3 remains in effect based on continued performance by Provedoria dos Direitos Humanos e Justiça unless it receives written indication to the contrary from UNDP.

15. Any balance of funds that is undispersed and uncommitted after the conclusion of the Activities shall be returned within 90 days to UNDP.

16. Any amendment to this Letter shall be effected by mutual agreement, in writing,

17. All further correspondence regarding this Letter, other than signed letters of agreement or amendments thereto should be addressed to Provedoria dos Direitos Humanos e Justiça.

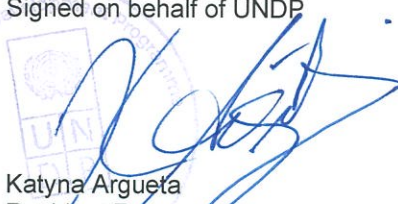
18. Provedoria dos Direitos Humanos e Justiça shall keep the UNDP Resident Representative fully informed of all actions undertaken by them in carrying out this Letter.


19. UNDP may suspend this Agreement, in whole or in part, upon written notice, should circumstances arise which jeopardize successful completion of the Activities.

20. Any dispute between the UNDP and Provedoria dos Direitos Humanos e Justiça arising out of or relating to this Letter which is not settled by negotiation or other agreed mode of settlement, shall, at the request of either party, be submitted to a Tribunal of three arbitrators. Each party shall appoint one arbitrator, and the two arbitrators so appointed shall appoint a third arbitrator, who shall be the chairperson of the Tribunal. If, within 15 days of the appointment of two arbitrators, the third arbitrator has not been appointed, either party may request the President of the International Court of Justice to appoint the arbitrator referred to. The Tribunal shall determine its own procedures, provided that any two arbitrators shall constitute a quorum for all purposes, and all decisions shall require the agreement of any two arbitrators. The expenses of the Tribunal shall be borne by the parties as assessed by the Tribunal. The arbitral award shall contain a statement of the reasons on which it is based and shall be final and binding on the parties.

21. If you are in agreement with the provisions set forth above, please sign and return to this office two copies of this Letter. Your acceptance shall thereby constitute the basis for your Provedoria dos Direitos Humanos e Justiça participation in the implementation of the project.

Yours sincerely,

Signed on behalf of UNDP

Katyna Argueta
Resident Representative
17th January 2024

Signed on behalf of Provedoria dos Direitos
Humanos e Justiça

Virgílio da Silva Guterres
Provedor
17th January 2024

Attachment 1

PROJECT DOCUMENT



**Country: Timor-Leste
Initiation Plan**

Project Title: **Advancing Equality and Inclusion: Fostering Human Rights Capacities in Timor-Leste**

Expected UNSDCF/CP Outcome 5: By 2025, the most excluded people of Timor-Leste are empowered to claim their rights, including freedom from violence, through accessible, accountable and gender-responsive governance systems, institutions and services at national and subnational levels.

Expected CPD Output 3.3: People, especially excluded groups and women, benefit from accessible, high-quality rule-of-law institutions and justice services

Initiation Plan Start/End Dates: January 1, 2024 – December 31, 2024 (12 months)

Implementing Partner: UNDP Timor-Leste

Brief Description

Advancing Equality and Inclusion: Fostering Human Rights Capacities in Timor-Leste project aims to support PDHJ in their mandate, with a focus on equality and inclusion. The primary objective of the project entails assisting PDHJ in implementing their Strategic Plan (2021-2025).¹ Per the PDHJ's mandate and their request, the TPP support will include human rights education and promotion, and inspection and recommendation (monitoring of human rights instruments) in line with the Strategic Plan. Institutional strengthening, in particular, the effective communications and visibility of their work, will be the cross-cutting support.

The project will assist the PDHJ in conducting the perception survey on the institution and human rights and also provide visibility support to the regional conference that the PDHJ will host at the end of the year. Per the mandate and the Strategic Plan, the institution will develop training modules and conduct training on human rights and good governance for selected government institutions. For their monitoring activities, the PDHJ would like specifically to focus, through the project, on the implementation of the National Action Plan (NAP) for Persons with Disabilities (2021-2030).

Programme Period: January 1st, 2024 – December 31st, 2024

Quantum Project Number: _____

Quantum Output ID: _____

Gender Marker: 2

Total resources required	USD 81,000
Total allocated resources:	USD 81,000
• Regular	
UNDP (TPP Global Program):	USD 81,000
• Other:	
○ Donor:	
○ Donor	_____
○ Government	
Unfunded budget:	
In-kind Contributions	_____

Agreed by UNDP:

Ms. Katyna Argueta
UNDP Resident Representative

Purpose and Expected Output

Timor-Leste has had a tumultuous history shaped by colonialism, marked by considerable violence and prolonged struggle. Following the Portuguese colonization and the declaration of independence in 1975, the nation faced a challenging period of over 24 years under Indonesian occupation, during which internal and international resistance movements were present. The repercussions were severe, with more than 250,000 casualties during the conflict. In 1999, a United Nations-supervised Referendum marked the end of the Indonesian occupation after the Timorese people voted for independence. However, this historic move was met with devastation, as Indonesia-backed militia destroyed the country's infrastructure. Around 600,000 East Timorese sought refuge in the mountains, while approximately 230,000 pro-Indonesians fled or were coerced into West Timor. Tragically, up to 2,000 pro-independence supporters were reportedly killed.

Following this harrowing episode, the United Nations launched a mission to stabilize the country, a process that continued until 2002, when Timor-Leste had its inaugural democratic election. However, in 2006, the nation faced another security crisis that led to internal conflict between the armed forces and different factions of Timorese. This turmoil resulted in fatalities, forced displacements, and institutional instability.

Since 2006, the situation in the country has notably calmed, and efforts have been ongoing to reinforce and advance democratic institutions. To date, Timor-Leste has ratified eight international conventions, such as International Covenant on Civil and Political Rights (ICCPR), The International Covenant on Economic, Social and Cultural Rights (ICESCR), International Convention on the Elimination of All Forms of Racial Discrimination (ICERD), Convention Against Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (CAT), Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW), Convention on the Rights of the Child (CRC), International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (CRMV) and also the Convention on the Rights of Persons with Disabilities (CRPD).

These international instruments promote inclusivity, respecting human rights and fundamental freedoms, emphasizing the global demand for 'no one left behind'. Inclusive public policies are seen as pivotal in promoting social justice, fostering a fair, prosperous, solidary, and fraternal country. However, the current situation is not devoid of challenges; many communities lack suitable conditions to conduct economic activities, agricultural production suffers, and patriarchal thinking dominates society. Public facilities are inaccessible and unresponsive, lacking effectiveness and transparency, leading to discrimination against women, children, and minority groups.

Additionally, many youths face unemployment due to political influences or minimal opportunities to adequate education. The low family income leads to social insecurity. Despite ratifying numerous conventions and treaties, the state has not maximally implemented them. Timor-Leste lacks a law protecting those under 16 involved in violence and crime. Disappeared Timorese citizens during the conflict did not receive due recognition; hence, the International Convention for the Protection of All Persons from Enforced Disappearance remains unratified.

Moreover, specific laws in Timor-Leste do not consider the existence of certain religious cultures, and the ratified conventions implementation is not optimal. Those with mental disabilities often don't exercise their political rights. Healthcare and public education have disparities, and there's unequal treatment in public services. The ongoing challenges impact public service provision, with issues like nepotism in state institutions, imbalance between rights and duties of public servants, and lack of proper recruitment procedures.

Some of the other significant human rights concerns included arbitrary killings, government corruption, insufficient investigation and accountability for gender-based violence, abuse against people with disabilities, and the occurrence of severe child labour. The government-initiated actions to prosecute individuals from the security services involved in corruption or excessive use of force, yet public perceptions of impunity remained prevalent¹.

These prevailing social conditions in Timor-Leste depict a life of injustice that results from discriminatory public policies, exclusivity, and unresponsive governance, leaving behind many citizens and yielding unfair and ineffective public services. PDHJ stands as a state institution with the sole mission to advocate for and protect

¹ Available: <https://www.state.gov/reports/2022-country-reports-on-human-rights-practices/timor-leste/>

the human rights and fundamental freedoms of citizens while promoting governance founded on principles of good governance. The PDHJ seeks to take a firm position and fulfil its responsibilities in accordance with the constitution and applicable legislation.

In light of these circumstances, the following are the expected outputs and associated activities of UNDP's Initiation Plan:

- Output 1. Institutional visibility is increased to amplify the people's awareness of the PDHJ and their rights.
 - Activity 1.1 Conducting the Public Perception Survey for PDHJ's 20th Anniversary.
 - Activity 1.2 Enhancing PDHJ's relevance and collaboration in the regional platform through supporting the SEANF annual meeting.
- Output 2. Capacity of the civil service on human rights principles and good governance is strengthened through PDHJ's training service.
 - Activity 2.1 Developing the informational and educational materials on Human Rights and Good Governance
 - Activity 2.2 Conducting the Human Rights Training and Good Governance for Civil Service
- Output 3. The government's implementation of the public policies for Persons with Disabilities are ensured through the PDHJ's monitoring and advocacy.
 - Activity 3.1 Monitoring of the government's implementation progress of National Action Plan for Persons with Disabilities
 - Activity 3.2 Organizing a national workshop to present the monitoring results with recommendations to the public entities
 - Activity 3.3 Developing and publishing the Impact Assessment Report on the Implementation of the National Action Plan for Persons with Disabilities

Theory of Change

If PDHJ visibility is increased to amplify the people's awareness of the institution and their rights, if civil service has a deeper understanding of human rights principles and good governance through training, If the implementation of government's public policies for person with disabilities are guaranteed via monitoring and advocacy, then PDHJ services and role will be strengthened and trusted as a human rights advocate, the civil service understanding on human rights, inclusion, and good governance can be enhanced and Person with disabilities are ensured with the good implementation of Government public policies.

Output 1. Institutional visibility is increased to amplify the people's awareness of the PDHJ and their rights.

Conducting a comprehensive survey to gauge the perceptions of Timorese citizens regarding the PDHJ is as part of the institution's 20th-anniversary celebrations in 2024. The survey aims to gather feedback on how the PDHJ is perceived by the public in terms of its effectiveness, services, and impact within Timor-Leste's society, as well as their understanding of human rights and good governance. The insights obtained will be used to enhance the institution's services, improve public engagement, and strengthen trust in the PDHJ's role as a human rights advocate. It is planned, according to the PDHJ, to cover 5% of populations/citizens from 18-60 years old in 13 municipalities with the random sampling method.

The project will support the international engagement of the PDHJ at an opportune occasion whereby the PDHJ will host the annual meeting of the Southeast Asia National Human Rights Institution Forum (SEANF) in November 2024 in Dili, Timor Leste. The project will specifically assist in producing communication materials with substantive contents as well as simple handouts and leaflets for the event to strengthen the visibility of their good work as well as to meet the educational purposes. Not only that, but the key issues also addressed in these forums reflect advocacy efforts for specific internal human rights issues. In the 2022 Forum, for example, the key topics brought up by PDHJ related to cybercrimes and youth, a problem that currently affect many Timorese, especially women and children.

Output 2. Capacity of the civil service on human rights principles and good governance is strengthened through PDHJ's training service.

It is the PDHJ's one of the mandates to create public awareness by promoting a culture of respect for the principles of human rights and motivate public authorities to develop policies, conduct training, and create a mechanism to file complaints of human rights violations. With the training module developed, the project will assist the institution to conduct five comprehensive training sessions aimed at major ministries to enhance understanding of human rights, inclusion, and good governance as well as develop training materials for case management involving human rights violations. The target ministries will be determined by the PDHJ and PDHJ's staff will be conducting these training sessions.

Output 3. The government's implementation of the public policies for Persons with Disabilities are ensured through the PDHJ's monitoring and advocacy.

This Output fits in with the institutional mandate, namely Inspection and Recommendations, whereby the PDHJ inspects and monitors acts of human rights violation and provides recommendations to the related public entities to improve services. In 2022, PDHJ, through advocacy efforts, facilitated the ratification of the Convention on the Rights of Persons with Disabilities, marking a significant step toward ensuring rights and support for persons with disabilities (PwD). Timor-Leste's National Action Plan for Persons with Disabilities (2021-2030) is also in place as the Ministry of Solidarity and Inclusion as the implementing body. The PDHJ is entrusted to oversee the NAP's implementation, addressing the substantial barriers faced by PwD in accessing education, employment, healthcare, justice, and mobility.

Given that the majority of Timor-Leste's citizens with disabilities reside in rural areas, the mandate emphasizes inclusivity and equity for this vulnerable group with a territory sensibility. This support fills a gap in ensuring inclusivity and safeguarding the rights of persons with disabilities. It also underscores a commitment to placing the rights and needs of PwD at the forefront through not only ensuring the NAP's effective execution but also by providing essential training and opportunities for international exposure, thus empowering the PDHJ to serve its mandate more effectively and inclusively.

The project clearly pinpoints the specific contributions that the TPP support will make, effectively addressing existing gaps and needs within the PDHJ's current operational environment. This assistance underscores the importance of strengthening human rights advocacy, promoting good governance, and reinforcing the PDHJ's crucial role in Timor-Leste.

Management Arrangements

This project will be anchored in the Access to Justice project under *Accessible, accountable and gender-responsive governance systems, institutions and services*, in the new Country Programme Document (CPD, 2021-2025). The project will be implemented responsibly by the National Project Manager for the Access to Justice project, who will be assisted by an International Gender and Criminal Justice Analyst for technical inputs. A national project officer, M&E specialist, finance/admin officer, and a driver will assist the National Project Manager. Support will also be provided by Country Office's Communications Team to strategically communicate the activities and results of this project.

Throughout the project lifecycle and beyond, the TPP members—PDHJ, UNDP, GANRHI, APF, and OHCHR—will maintain a collaborative approach. PDHJ will be spearheading the project implementation. UNDP, in its role, will oversee the project and provide support in capacity building for the activities. OHCHR, despite not having a physical presence in the country starting from 2024, will be involved as advisor on human rights monitoring and reporting, while APF will assist the institution as part of its ongoing engagement on human rights in Timor-Leste. These institutions have established a history of effective collaboration with the PDHJ. It is anticipated that this joint effort might pave the way for potential future projects, fostering a continued relationship among the partners and advancing their collective mission in the field of human rights and governance. With relevance to Output 3, UNDP will coordinate and collaborate with the Disability Working Group led by the Resident Coordination Office in Timor-Leste and comprised of OHCHR, UNICEF, and UN Women.

Monitoring

The project will have a dedicated Monitoring & Evaluation Specialist (UNV) who will closely collaborate with the PDHJ's Planning, Monitoring, and Evaluation Unit (PMEU). The M&E specialist will develop the results tracker aligned with the Annual Work Plan and disaggregated by sex/gender, PwD, geographics, and any others required. The project will closely collaborate with the PDHJ to have other tools, such as the pre and post-tests and support their analysis, if needed. Mid-term and annual reports, along with the financial summary, will be drafted and submitted.

The planned learning and knowledge opportunities supported by this project include:

- **Perception survey** to assess people's perception on PDHJ existence and mandate, as well as their own understanding about human rights and good governance. This survey will be later produced and publicized online and a relevant event will be organized to promote discussion with civil society, government and stakeholders.
- **National Action Plan for Persons with Disabilities Impact Assessment and National Workshop** to present and discuss the findings.

- **Training curriculum** about human rights and good governance for the **training** that will be conducted for 5 ministries.
- **SEANF Conference** where knowledge exchange will be one of the core functions and the project will help produce the knowledge/communication products.

WORK PLAN

Period: January 17th, 2024 – December 31st, 2024

EXPECTED OUTPUTS	PLANNED ACTIVITIES <i>List all activities including M&E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		2024					Source of Funds	Budget Description	Amount
		Q 1	Q 2	Q 3	Q 4				
Output 1. Institutional visibility is increased to amplify the people's awareness of the PDHJ and their rights Indicator 1.1: Number of knowledge and communication products (findings of the survey, communication materials and results of the regional conferences) produced and disseminated through online and offline publications <i>Baseline: 0 Target: 3 Source/verification:</i> PDHJ's social media account and website	Activity 1.1 Conducting the Public Perception Survey for PDHJ's 20th Anniversary	X	X			PDHJ (Letter of Agreement)	UNDP (TPP)		20,000
	Activity 1.2 Enhancing PDHJ's relevance and collaboration in the regional platform through supporting the SEANF annual meeting			X	X	UNDP	UNDP (TPP)	Communication/ Knowledge products for the event	5,000
Subtotal for Output 1									25,000
Output 2. Capacity of the civil service on human rights principles and good governance is strengthened	Activity 2.1 Developing the informational and educational materials on Human Rights and Good Governance	X	X			PDHJ (Letter of Agreement)	UNDP (TPP)		10,000

EXPECTED OUTPUTS	PLANNED ACTIVITIES <i>List all activities including M&E to be undertaken during the year towards stated CP outputs</i>	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET		
		2024					Source of Funds	Budget Description	Amount
		Q1	Q2	Q3	Q4				
through PDHJ's training service Indicator 2.1: PDHJ's training materials developed for public institutions on human rights and good governance. Baseline: 0 Target: 5 Source of data: PDHJ Indicator 2.2: Percentage of the knowledge increase of the public servants trained on human rights and good governance Baseline: 0 Target: 20% Source of data: pre and post-test analyses of the training	Activity 2.2 Conducting the Human Rights Training and Good Governance for Civil Service		X	X	X	PDHJ (Letter of Agreement)	UNDP (TPP)		20,000
Subtotal for Output 2									30,000
Output 3. The government's implementation of the public policies for Persons with Disabilities are ensured through the PDHJ's	Activity 3.1 Monitoring of the government's implementation progress of National Action Plan for Persons with Disabilities		X	X	X	PDHJ (Letter of Agreement)	UNDP (TPP)		7,000

Attachment 2

DESCRIPTION OF ACTIVITIES

Project number: 28623

Project title: Advancing Equality and Inclusion: Fostering Human Rights Capacities in Timor Leste

Results to be achieved by Provedoria dos Direitos Humanos e Justiça

Provide a summary of the results to be achieved by Provedoria dos Direitos Humanos e Justiça, particularly the outputs they are expected to produce.

The main results expected involve strengthening the capacity of the Provedoria dos Direitos Humanos e Justiça, and its mandate, to ensure a society more compliant with Human Rights. More specifically, the outputs are as follows:

Output 1: Institutional visibility is increased to amplify the people's awareness of the PDHJ and their rights.

Output 2: Capacity of the civil service on human rights principles and good governance is strengthened through PDHJ's training service.

Output 3: The government's implementation of the public policies for Persons with Disabilities are ensured through the PDHJ's monitoring and advocacy.

Work to be performed by Provedoria dos Direitos Humanos e Justiça

Explain the activities to be carried out by Provedoria dos Direitos Humanos e Justiça.

The Provedoria dos Direitos Humanos e Justiça ensure:

Activity 1.1.: Conducting the Public Perception Survey for PDHJ's 20th Anniversary.

Activity 2.1.: Developing the informational and educational materials on Human Rights and Good Governance.

Activity 2.2.: Conducting the Human Rights Training and Good Governance for Civil Service.

Activity 3.1.: Monitoring of the government's implementation progress of National Action Plan for Persons with Disabilities.

Activity 3.2.: Organizing a national workshop to present the monitoring results with recommendations to the public entities.

Activity 3.3.: Developing and publishing the Impact Assessment Report on the Implementation of the National Action Plan for Persons with Disabilities.

Description of inputs:

Provide a detailed description of the project inputs by activity. This may include personnel, contracts, training, equipment, miscellaneous and micro-capital grants.

The Provedoria dos Direitos Humanos e Justiça is responsible for the following:

- Transparent and fair selection process for consultants and organizations;
- Conducting the public perception survey about PDHJ and Human Rights perception of the population in all municipalities;

- Publicizing the content of the survey with the public, both online and offline;
- Developing the informational and educational materials for the public institutions, including gender, human rights and good governance;
- Conducting the training on Human Rights and Good Governance for at least 5 public institutions with up to 40 participants each;
- Monitoring the implementation of the NAP PwD with relevant institutions, supporting the National Council;
- Organizing the national workshop to present the monitoring results with recommendations to the public entities with broad representation;
- Develop an Impact Assessment Report on the implementation of the NAP PwD;
- Publish the Impact Assessment.
- Administrative and logistical support.

UNDP is responsible for the following:

- UNDP will provide the budget in accordance with the payment schedule as set out in the Attachment 3;
- UNDP will monitor the Provedoria dos Direitos Humanos e Justiça's activities;
- Supporting the SEANF's annual meeting with PDHJ's visibility and knowledge products (Activity 1.2.).

Annexes:

Attach, as appropriate, job descriptions for consultants, terms of reference for contracts, technical specifications for equipment items, training nomination forms, etc.

N/A

Attachment 3

Scheduled of Activities, Facilities and Payments

Year 2024

EXPECTED CP OUTPUTS and indicators including annual targets	PLANNED ACTIVITIES <i>List all activities to be undertaken during the year towards stated outputs</i>	Timeframe				Planned Budget		Schedule of payments by UNDP			
		Q1	Q2	Q3	Q4	Budget Description	Amount	Q1	Q2	Q3	Q4
<p>Output 1. Institutional visibility is increased to amplify the people's awareness of the PDHJ and their rights</p> <p>Indicator 1.1: Number of knowledge and communication products (findings of the survey, communication materials and results of the regional conferences) produced and disseminated through online and offline publications</p> <p><i>Baseline: 0</i> <i>Target: 3</i> <i>Source/verification:</i> PDHJ's social media account and website</p>	Activity 1.1 Conducting the Public Perception Survey for PDHJ's 20th Anniversary	X	X			<ul style="list-style-type: none"> Consultancy for conducting the survey (including logistic costs, such as transport, DSA etc) Venue and catering for launch event 	\$20,000	X			
<p>Output 2. Capacity of the civil service on human rights principles and good governance is strengthened through PDHJ's training service</p> <p>Indicator 2.1: PDHJ's training materials developed for public institutions on human rights and good governance. <i>Baseline: 0</i> <i>Target: 5</i> <i>Source of data:</i> PDHJ</p>	Activity 2.1 Developing the informational and educational materials on Human Rights and Good Governance	X	X			<ul style="list-style-type: none"> Consultancy for developing the materials 	\$10,000	X			
<p>Indicator 2.2: Percentage of the knowledge increase of the public servants trained on human rights and good governance <i>Baseline: 0</i> <i>Target: 20%</i> <i>Source of data:</i> pre and post-test analyses of the training</p>	Activity 2.2 Conducting the Human Rights Training and Good Governance for Civil Service		X	X	X	<ul style="list-style-type: none"> Venue, catering, DSA, stationary Consultancy for training delivery 	\$20,000			X	

<p>Output 3. The government's implementation of the public policies for Persons with Disabilities are ensured through the PDHJ's monitoring and advocacy</p> <p>Indicator 3.1: Number of the PDHJ's monitoring reports on the government's implementation of the National Action Plan for Persons with Disabilities</p> <p>Baseline: 0 Target: 4 (quarterly reports) Source of data: PDHJ</p> <p>Indicator 3.2: Number of knowledges sharing events to advocate for the implementation of the public policies for persons with disabilities.</p> <p>Baseline: 0 Target: 2 Source of data: PDHJ</p>	<p>Activity 3.1 Monitoring of the government's implementation progress of National Action Plan for Persons with Disabilities</p>	X	X	X	X	<ul style="list-style-type: none"> Travel to municipalities, fuel, DSA Consultancy for assessment 	\$ 7,000	X			
	<p>Activity 3.2 Organizing a national workshop to present the monitoring results with recommendations to the public entities</p>			X		<ul style="list-style-type: none"> Venue, catering 	\$5,000			X	
	<p>Activity 3.3 Developing and publishing the Impact Assessment Report on the Implementation of the National Action Plan for Persons with Disabilities</p>			X	X	<ul style="list-style-type: none"> Design, printing 	\$3,000			X	
Total							\$65,000	\$37,000		\$28,000	

Note:

- The total budget for the project is USD 81,000, however only USD 65,000 will be transferred for PDHJ for their direct implementation of activities. The remaining USD 16,000 will be used by UNDP for management costs and implementation of activities.
- Expenditures for personnel services may be limited to salary, allowances and other entitlements, including the reimbursement of income taxes due and travel costs on appointment to the project, duty travel within the programme country or region and repatriation costs.
- UNDP shall be responsible for providing miscellaneous services such as secretarial assistance, postage and cable services and transportation as may be required by Provedoria dos Direitos Humanos e Justiça in carrying out their assignment.

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- Adjustments within each of the sections may be made in consultation between UNDP and Provedoria dos Direitos Humanos e Justiça. Such adjustments may be made if they are in keeping with the provisions of the Programme Support/Project Document and if they are found to be in the best interest of the project.

Attachment 5
NARRATIVE REPORT TEMPLATE

The mid-term report is to be completed and submitted to UNDP upon the halfway point of the implementation timeline. The final report is to be submitted on the final day of the project implementation timeline. Ensure that all relevant information and progress updates are included in both reports.

1. **Summary of report:** Provide a summary of progress achieved during the project reporting period (mid-term or final project report).
 - *Highlight the key results and changes the project has achieved in the protection and promotion of human rights.*

Insert text here

2. **Impact and results:** Outline the key results/progress achieved with TPP support.
 - *Provide both qualitative and quantitative data for each of the results.*
 - *Include sex-disaggregated data and links to relevant online materials e.g., resources developed, news articles, blogs, communication campaigns, etc.*
 - *Describe in what ways the project has advanced gender equality and/or women's empowerment.*
 - *Describe the project's impact on other groups at risk of being left behind (e.g., youth, persons with disabilities, indigenous peoples, displaced populations, etc.)*
 - *Highlight, if any, innovative tool, approach or practice that the project has applied.*

Insert text here

3. **Monitoring, evaluation, and learning**

- *Provide a summary of the approach (including tools, frameworks and processes) and activities that have been developed or*

Insert text here

conducted to effectively monitor, evaluate and learn from activities. (This may include but not limit to any surveys, studies, assessments, evaluations, field monitoring missions, reviews, etc. that have been developed and/or implemented.)

4. Budget and activities

- *Attach the completed Budget and Activity Tracker (Annex II) approved alongside the project concept note, outlining the budget allocated, expenditure, and unspent funds (if any) for each activity.*

Insert text here

5. Partnerships

- *Explain how other key partners and stakeholders (UN entities, government institutions, civil society, private sector, other NHRIs etc.) have been engaged in project activities.*
- *Describe, if there is any, challenges and opportunities for further*

Insert text here

partnership building.

6. Good practices and lessons learned

- *Share good practices that have emerged from the project and how they have contributed to the project's success.*
- *Describe any challenges faced during implementation and how they have been resolved.*

Insert text here

7. Next Steps

- *Describe the implementation plan for the rest of the project including the tentative timelines for key activities.*
- *Explain and justify any changes needed to the original project proposal (scope or timing)*
- *Describe how the project will be sustainable beyond the project*

Insert text here

closure.

8. Photos

- *Attach high-resolution photos (at least 300 dpi) related to the TPP support/ project goals (**required for final report**)(Provide caption and credit information for each photo.)*
- *Note that the photos will be used for reporting and communications purposes by TPP partners including UNDP, OHCHR, and GANHRI.*