



Towards inclusive and assured futures: Unlocking the full potential of Timorese people in all their diversity

Terms of Reference

Consultancy for endline study to explore awareness raising on persons with disabilities (PwDs) and LGBTQI+ among key stakeholders in Dili, Ermera, and Ainaro Municipalities

1. About Plan International

Plan International is a global independent development and humanitarian organization that works to advance children's rights and equality for girls. For over 80 years, we have partnered with children, young people, supporters, and local organizations to challenge the root causes of inequality and injustice. Our work spans from early childhood to adulthood, empowering children to thrive and equipping them to respond to adversity and crises. With presence in over 75 countries, we influence practice and policy at local, national, and international levels to build a just world for all children.

2. Project Background

Timor-Leste is home to over 38,000 people living with disabilities, including 4,421 in Ermera, 4,016 in Dili, and 1,395 in Ainaro, according to the national Population and Housing Census. Despite being among the most vulnerable populations, persons with disabilities (PwDs) face significant barriers to accessing education, healthcare, and livelihood opportunities. The Association of Disabled Persons of Timor-Leste (ADTL) reports that only 25% of PwDs have access to education, limiting their long-term social and economic prospects.

At the same time, individuals who identify as Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, or Intersex (LGBTQI+) also experience widespread marginalization. LGBTQI+ activism in Timor-Leste gained visibility through HIV/AIDS programs in the early 2000s and has since evolved to include efforts in sexuality education, peer support, and advocacy. However, legal and policy frameworks remain restrictive. There is currently no legal recognition of gender identities beyond birth-assigned sex, and transgender and intersex individuals are unable to amend gender markers on official identification documents. This legal gap severely limits their access to essential services and contributes to ongoing discrimination.

People with disabilities and those from the LGBTQI+ community often face compounded marginalization due to discriminatory social norms, stigma, and negative gender stereotypes—particularly in rural and remote communities. There is limited public understanding of their rights, and vocational training centers often lack inclusive programs tailored to the needs of these groups.

In response to these challenges, Plan International Timor-Leste, in partnership with Asosiasaun Halibur Deficiência Matan Timor-Leste (AHDMTL) and Arcoiris de Timor-Leste (ATL), and with funding from the European Union (EU), has been implementing a 2.5-year project to promote inclusion and equality for persons with disabilities and LGBTQI+ individuals.

The project aims to empower PwDs and LGBTQI+ persons—particularly young women in all their diversity, to claim and enjoy their human rights, especially in the areas of social and economic participation. Operating in 12 villages across Ainaro, Dili, and Ermera municipalities, the project supports local civil society organizations and local government structures to understand better, advocate for, and address the unique needs of these marginalized groups.

This initiative works to:

- Strengthen the capacity of local organizations to advocate for inclusive services and policy reform.
- Promote awareness of the rights of PwDs and LGBTQI+ people among community members and service providers.
- Improve access to vocational and life skills training tailored to diverse needs.
- Create safe and inclusive spaces for youth-led engagement and participation.

The endline evaluation of this project will assess the effectiveness, relevance, and sustainability of these interventions, with a focus on outcomes related to inclusion, empowerment, and community engagement.

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Overall objective of the program:

Project Name	<i>Towards inclusive and assured futures: Unlocking the full potential of Timorese people in all their diversity</i>
Project overall objective & outcome	<p>Overall Objective: To support PwDs and LGBTQI+ persons, especially young women in all their diversity, in 12 communities in Ainaro, Dili and Ermera municipalities to take action for and lead the full enjoyment of their human rights, particularly social and economic rights</p> <p>Outcome 1: Families of PwDs and LGBTQI+, duty bearers and the community at large recognize and express willingness to take action to counter discriminatory social norms, gender stereotypes, and drivers of conflict.</p> <p>Outcome 2: PwDs and LGBTQI+ have improved capacity, life skills, and critical thinking, including an understanding of gender equality, to address discrimination and access self-employment opportunities.</p> <p>Outcome 3: Current laws and policies, specifically the law against domestic violence, gender-based violence (GBV), National Adaptation Plan (NAP), PwDs convention, cooperative and business policies are improved, supportive, and sensitive to PwDs and LGBTQI+ rights.</p>
Project Output and Indicator	<p>Output 1.1: Youth, especially young women in all their diversity have improved awareness, knowledge, and capabilities on the rights of PwD and LGBTQI+;</p> <p>Output 1.2: Families, especially parents, of PwD and LGBTQI+ have improved awareness and knowledge on the rights of PwD and LGBTQI+;</p> <p>Output 1.3: Communities and duty bearers have improved awareness on the rights of PwD and LGBTQI+ including stigmatisation and stereotypes reduced;</p> <p>Output 1.4: Collaboration with media to promote positive portrayals of diverse young people and women as economic actors and valuable contributors to community and economic development</p> <p>Output 2.2: PwD and LGBTQI+ have improved access and support for self-employment opportunities</p> <p>Output 3.1: The collaboration among existing networks on PwD and LGBTQI+ is strengthened;</p> <p>Output 3.2: The existing networks like Asosiasaun Defisiénsia Timor-Leste (ADTL), informal gender discussion group, GBV and CP network, Rede Feto, CEDAW working group, SRHR network are supported to advocate for the improvement of current laws and policies that are supportive to PwD and LGBTQI+ rights.</p>
Location	12 villages of Ainaro, Dili and Ermera Municipalities.
Project Period	1st of February 2023-30th July 2025
Targets Groups & Program Participants	People with Disabilities (PwD); LGBTQIA+ community; Youth (female and male); Young women; Women; Men; Community; Local leader and traditional leaders; VSLA groups; Relevant Government Institutions
Key stakeholder groups	Secretary State of Equality (SEI); Minister of Education (MoE); Minister of Social and Solidarity and Inclusion (MSSI); Minister of Justice; Secretary of State for Professional Training and Employment (SEFOPE); National Parliament Comision A & F
Implementing partners and Subgrant Partners	Assosiasaun Halibur Defisiénsia Matan Timor-Leste (AHMDTL); Arcoiris Timor- Leste (ATL); Community-Based Rehabilitation Networking Timor Leste (CBRN-TL); Assosiasaun Naroman ba Futuru (ANBF); Asosiasaun HAK

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3. Scope and Objective of the Endline Evaluation

The endline evaluation aims to assess the overall performance of the project ***“Towards Inclusive and Assured Futures: Unlocking the Full Potential of Timorese People in All Their Diversity.”*** It will examine the extent to which the project achieved its intended outcomes, while capturing key achievements, identifying challenges, drawing lessons learned, and documenting best practices to inform future programming and policy development.

The evaluation also serves to ensure accountability to the European Union (EU), as the project donor, as well as to the project’s primary participants—particularly persons with disabilities (PwDs) and LGBTQI+ individuals. In addition, it provides a valuable learning opportunity for implementing partners, stakeholders, and the broader communities engaged in the project.

The assessment will consider the project's responsiveness to evolving local contexts and its overall contribution to promoting sustainable and inclusive development in the target municipalities of Ermera, Ainaro, and Dili.

3.1 Objective of Endline Evaluation

The purpose of the endline evaluation is to assess the overall impact, effectiveness, and relevance of the project interventions, particularly in advancing the inclusion, economic empowerment, and decision-making of persons with disabilities (PwDs) and LGBTQI+ individuals. This evaluation serves as a critical learning and accountability exercise, generating evidence that will inform future programming and strengthen advocacy efforts. By systematically examining the outcomes of the project and capturing the perspectives of diverse stakeholders, the evaluation aims to ensure that interventions are responsive to the needs of marginalized groups and contribute meaningfully to inclusive development.

3.2 Specific Objectives of the Endline Evaluation

The endline evaluation seeks to provide a comprehensive review of the project’s progress and achievements by comparing baseline and endline data, using a mixed-methods approach. It aims to capture both quantitative and qualitative measures of change as well as insights that explain how and why these changes occurred. Quantitative results emerged through systematic measurement of key indicators using surveys, training records, and participation data. These indicators tracked changes over time in terms of Access to services and opportunities, Awareness and attitudes, Participation in decision-making. Qualitative results were derived from Interviews and focus group discussions especially, Observations in relation to inclusion, Case studies of individuals who experienced transformative change.

Specifically, the evaluation aims to understand the lived experiences and evolving needs of these communities, particularly in the context of decision-making processes and economic empowerment. It will assess the knowledge, attitudes, and practices (KAP) of various stakeholders—such as boys, girls, young women, young men, and adults of all genders—toward marginalized groups, helping to uncover shifts in perceptions and behaviors over the course of the project.

The study also intends to identify key enablers and barriers—whether individual, social, or environmental—that affect the ability of PwDs and LGBTQI+ individuals to access services and economic initiatives, such as savings and loan programs. In doing so, the evaluation will apply Plan International’s six-element Gender and Inclusion to assess social and gender norms, roles and responsibilities, decision-making dynamics, levels of participation, access to and control over resources, and institutional responsiveness.

Furthermore, the evaluation will verify the contextual understanding of the project’s implementation in the target areas of Dili, Ermera, and Ainaro, and provide evidence-based recommendations for future or ongoing programming.

3.3 Evaluation Questions

3.4 Set the scope of the evaluation by outlining the key criteria to be assessed, which include assessments of:

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Effectiveness and efficiency; relevance; impact; sustainability; equality and non-discrimination; child rights, gender and inclusion. The questions as below

Efficiency

1. How efficiently was the project implemented and managed, considering the use of resources (time, budget, human resources)?
2. Were project activities delivered in a timely and cost-effective manner?
3. To what extent did the project adapt efficiently to challenges or contextual changes during implementation?

Effectiveness

1. How effective was the project in achieving its intended objectives and outcomes, particularly in the areas of inclusion, economic empowerment, and decision-making for PwDs and LGBTQI+ individuals?
2. To what extent did the project benefit diverse target groups, including youth, women, and people with disabilities?
3. How effective were the strategies used to promote inclusive participation and equitable access to project benefits?
4. Were the project's monitoring and evaluation systems effective in tracking progress and supporting evidence-based decision-making and adaptation?

Relevance

1. How relevant were the project objectives and activities to the identified needs and priorities of target communities in Ermera, Ainaro, and Dili?
2. Did the project align with the broader social, cultural, and institutional context, including national priorities for inclusion and gender equality?
3. To what extent did the project address the specific needs of marginalized groups, including young parents, PwDs, LGBTQI+ individuals, and vulnerable women?
4. Were key local actors—including community leaders, traditional authorities, and faith-based organizations—effectively engaged in promoting relevant gender and inclusion outcomes?

Sustainability

1. To what extent are the project's positive outcomes—especially behavioral or systemic changes—likely to be sustained?
2. How effective was the project in building long-term skills and ownership among key groups?
3. What factors supported or limited sustainability, and what lessons can inform future programming?

Equality and Non-Discrimination

1. How did the project promote equality, non-discrimination, and meaningful participation of marginalized groups throughout its implementation?
2. Which groups benefited most from the project, and were any left behind?
3. What strategies were most effective in ensuring the inclusion of PwDs, LGBTQI+ individuals, young parents, and vulnerable women?
4. What were the main barriers to inclusion identified during the project, and how were they addressed?
5. How did the project contribute to challenging harmful social and gender norms, and promoting gender-equal caregiving, decision-making, and participation?
6. What lessons and recommendations can enhance the inclusiveness and equity of future interventions?

Child rights, gender, and inclusion

Plan International prioritizes child rights, gender equality, and inclusion across all its programs and evaluations. This evaluation will specifically assess how the “Towards Inclusive and Assured Futures: Unlocking the Full Potential of Timorese People in All Their Diversity” project applied gender-sensitive and inclusive approaches while striving to improve the rights of children and young people. In alignment with Plan International's Global Evaluation Policy, child rights, gender, and inclusion considerations will be mainstreamed into all evaluation questions (see Section 3.4). This will allow for a holistic assessment of how effectively the project contributed to equitable outcomes for all program participants.

4. Users of the Endline Evaluation

The findings from this evaluation will serve multiple stakeholders, ensuring accountability, learning, and informed decision-making. The primary users include:

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- Plan International Staff and Offices: To guide future programming, policy advocacy, and resource allocation.
- Project Participants : To understand the impact of interventions and contribute to recommendations for improvement.
- Donor EU: To assess project effectiveness, efficiency, and impact in achieving intended objectives.
- Government and Policy Makers: To integrate evidence-based insights into relevant policies and national strategies.
- Civil Society Organizations (CSOs), particularly ARCOIRIS and AHMDTL and Community-Based Organizations (CBOs): To **strengthen internal learning** and evidence-based decision-making within their organizations
- Wider Audiences and Researchers: To contribute to the broader knowledge base on gender-sensitive parenting, nutrition, and child development initiatives.

5. Methods for Data Collection and Analysis

This end-line Evaluation will apply a **mixed-methods approach**, combining **quantitative and qualitative** data collection and analysis.. The final methodology will be developed by the consultant in close consultation with the Plan project team and will align with the project proposal, including the situation analysis, logframe, and objectives related to impact, outcomes, and outputs.

The consultant will be expected to develop a detailed and context-specific evaluation methodology in their proposal, directly responding to the evaluation questions. This should include data collection and analysis plans, tools, ethical considerations, and alignment with Plan International's commitments to gender equality, child rights, and social inclusion.

To ensure methodological rigor and relevance, the following guidance must be incorporated:

5.1 Tool Consistency and Adaptation

- Where applicable, tools used at **baseline**—such as those for **Key Informant Interviews (KIIs)** and **Focus Group Discussions (FGDs)**—should be reused for comparability, with appropriate modifications to reflect the current project phase and learning objectives.
- The use of the **Washington Group Questions** is required to assess disability inclusion, ensuring alignment with international best practices.

5.2 Qualitative Methods for Deeper Insights

- Qualitative methods should go beyond perception-based responses and aim to capture concrete examples of behavioral change among community members and duty-bearers in the targeted municipalities.
- The use of techniques such as Most Significant Change (MSC) storytelling is encouraged to highlight key changes in norms, practices, or community dynamics.

5.3 Tracking Policy and Legal Change (Outcome 3 and 4)

- The methodology should include specific follow-up strategies for tracking progress against: **(1) OC3:** The extent to which laws and policies have been strengthened in terms of support and sensitivity to the rights of PwDs and LGBTQI+ individuals. **(2) OC4:** Progress towards the implementation of the Convention on the Rights of Persons with Disabilities (CRPD).
- Consultants should outline how these have been monitored throughout the program and propose methods for capturing this progress at endline, such as policy analysis, stakeholder interviews, and institutional assessments.

5.4 Document Review

- A desk review of relevant project and partner documentation—including progress reports from ARCOIRIS, AHMDTL, and other CSOs/CBOs, policy briefs, meeting minutes, and advocacy materials—must be included to triangulate findings and assess contribution to systemic change.

5.5 Inclusive and Ethical Sampling

- The methodology must detail the sampling techniques used to ensure representativeness and inclusion.
- Particular attention should be paid to achieving gender balance and involving marginalized groups (e.g., PwDs, LGBTQI+ individuals, young parents, and vulnerable women), consistent with the principles of inclusion and non-discrimination.
- Sampling must ensure participation from key stakeholder groups across Ermera, Ainaro, and Dili.

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5.6 Data Management and Analysis

- Clear protocols should be outlined for data management, storage, and confidentiality.
- Quantitative data should be analyzed using appropriate statistical techniques, while qualitative data should be coded and thematically analyzed using software or structured frameworks to ensure depth and consistency.

The consultant will be expected to present a draft methodology and tools during the inception phase, which will be refined in consultation with the Plan project team before data collection begins.

6. Sample

The sample size of the endline study will be determined through discussions between Plan International and the consultant, with sampling methodologies that ensure the inclusivity and representativeness of all target groups including youth, women, people with disabilities, lgbtqi+ person, s, relevant CSOs, government, political parties as well as formal/informal duty-bearers, including police unit in targeted areas. The consultant will consider using a random sample based on sample size from baseline study in selecting specific municipalities. Plan International will conduct thorough discussions with the consultant to finalize the sample size and the municipalities to be included.

Additional considerations:

It will include gender-disaggregated data (respondents will self-identify), which will be further disaggregated by project-relevant intersecting identity factors such as gender identity, age group, socioeconomic status, disability status, sexual orientation, religion, ethnicity, or other relevant social categories. To ensure anonymity and confidentiality, all personal data will be de-identified and securely stored, with strict adherence to data protection protocols. This approach guarantees that participants' privacy is maintained, while still allowing for a nuanced understanding of how different identities intersect to influence the experiences and outcomes within the project.

7. Ethics and Child Protection

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected by the Ethical Monitoring, Evaluation, Research, and Learning Framework and our Child and Youth Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process and "do not harm". Specifically, the consultant(s) shall explain how appropriate, safe, and non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how the confidentiality and anonymity of participants will be guaranteed during the process.

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Child and Youth Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

8. Key Deliverables

The expected deliverables/output that needs to be considered by the consultancy are as below:

- An inception report with detailed study methodology, sampling methodology, and target respondents, including an outline of tools and processes to be used for conducting the endline evaluation and a feasible work plan.
- Data collection and analysis.
- Submission of clean datasets for both qualitative and quantitative data from interviews.

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- Draft endline report to be submitted to Plan International (no more than 40 pages), including an executive summary not exceeding 2 pages.
- A validation workshop with partner CSOs and project targeted groups focused on the final draft report
- A final report (max 40 pages), including a cover sheet, executive summary, description of objective, methods, and limitations, a summary of data, findings, and conclusion plus appendices that include the TOR, data collection tools, results framework indicators with endline data and the proposed annual and cumulative target and direct and indirect project participant numbers.
- All materials produced by the study, including Excel datasets, hard and soft copies of the report, and other related materials in the soft form will be submitted to Plan International in line with the Data Privacy policy.
- Conduct a Dissemination of findings workshop during Project completion to the stakeholders.

9. Timeline

the selected consultant is required to submit a timeline with the example as bellow

Task	Days of work	Responsible	Individuals Involved
Tendering / Interview Candidate	2	Plan	HR, Project team
Background Checks and Contracting; Endline evaluation Consultant	1	Plan	HR & Security Focal point
Initial meeting: Update from Project team and Desk review: review relevant project documents, project proposal, & relevant documents	1	Plan	MERL Team, Project Team, and partner
Preparations for Data Collection / Orientation (Develop tools And Enumerator Training)	2	Consultant	MERL Team, Project Team, and partner
Data collection in the field	18	Consultant	MERL Team, Project Team, and partner
Compile & analyses the data both in quantitative & qualitative	4	Consultant	MERL Team, Project Team, and partner
Draft evaluation report for comments and inputs	2	Consultant	MERL Team, Project Team, and partner
Final Report	2	Consultant	MERL Team, Project Team, and partner
Workshop presentation Endline evaluation report	1	Consultant	MERL Team, Project Team, and partner
Total days	30 days (not included HR process)		

Note:

1. The consultant will be based in Dili and have the possibility to travel to Municipality (Ainaro and Ermera)
2. Travel will be mostly by a vehicle which will be arranged by Plan TL.

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10. Payment

- **Tranche 1: 40% of the Consultant's fee on Plan approval of Inception Report** (Methodology, desk review, drafts of questionnaires, FGD, interview formats)
- **Tranche 2: 30% of the Consultant's fee on delivery of draft report. The draft report should reflect preliminary finding, analysis of both quantitative and qualitative data, and any identified gaps for further investigation.**
- **Tranche 3: 30% of the Consultant's fee upon the Plan's approval of the Final Report, including the incorporate of feedback, finalize analysis, and recommendations. All supporting documents such as raw data, tools, and other relevant materials should also be submitted along with the final report.**

11. Qualifications and experience of the Consultant

Formal qualifications (required):

Masters level degree (or undergraduate level coupled with appropriate practical experience) in a relevant field, such as Social and culture, Gender, Inclusive and ideally with an additional qualification in M&E.

Technical competencies and experience requirements:

- Substantial experience in evaluation using both participatory and qualitative approaches and quantitative methods
- Should have a minimum of 5 years' experience working in the development context.
- At least 3 years' experience in gender-sensitive programming
- Proven experience in the participatory monitoring and evaluation of development programs and projects, ideally also with international NGOs.
- Ability & commitment to meet deadlines and respond to requests and feedback appropriately and promptly
- Experiences in qualitative and quantitative participatory M&E methods
- Experience with participatory data analysis and data presentation
- Good understanding of gender knowledge, child protection, education, health, nutrition, parenting and community related issues in Timor-Leste. All these competencies and experiences should be reflected in consultant or consultant team's CV(s).
- Ability to write high-quality, clear, concise reports in English
- Understanding of country-level policies and context, framework, and strategy on child development.
- Flexible and able to adapt to a multicultural environment and complex situations, with demonstrable high-level interpersonal and cross-cultural skills, such as building collaborative relationships internally and externally.
- Self-driven, strong organizational and planning skills, with the ability to work independently or in a group, as well as under pressure
- Knowledge of Bahasa Indonesia or Tetum is an added advantage
- The working language is English and Tetum

12. Management & Reporting

The Consultant will report to Plan International. Additionally, the MERL Manager will be involved to support reviewing of evaluation tools and reports. All reports must be written in English & Tetum and provided in an electronic format (Microsoft Word for draft, PDF for final).

All tools created and data collected for this project is expected to be provided in an electronic format that allows future editing, as the midline and endline evaluation will be utilizing the same tools created during the baseline

- Submission of invoice for services based on timesheet. Or otherwise, would be negotiated before the contract signing.



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- The payment will include 10% tax

13. Submission of Proposals

Interested applicants should provide a proposal covering the following aspects:

- Detailed response to the TOR
- Proposed methodology
- Proposed timelines
- CVs
- Example of previous work
- Detailed budget, including daily fee rates, expenses, etc.
- Police Certificates of Good Conduct – especially where there is primary data collection

Note: The financial proposal should specify a total lump sum amount and breakdown of daily professional fee and communication cost etc. Applications without a financial proposal will be regarded as incomplete and will not be considered for further assessment

Please send queries and applications to Plan International through email to:

- PlanTL.Jobs@plan-international.org
- Aurelia.Soaes@plan-international.org
- CC:
- Livania.Gomes@plan-international.org
- Etha.Mota@plan-international.org

The submission deadline: Friday, 27 June 2025