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PROJECT DOCUMENT

Timor-Leste's National Human Development Report:
Youth, Wellbeing and Demographic Dividend

*A collaborative project between the Government of
Timor-Leste, UNDP and Flinders University, Australia*

**PROJECT DOCUMENT
UNDP Timor-Leste**

Project Title : Timor-Leste's National Human Development Report - Youth, Wellbeing and Demographic Dividend: A collaborative project between the Government of Timor-Leste, UNDP and Flinders University, Australia

Project Number : 00095716

Executing Entity : Ministry of Finance, Government of Timor-Leste

Implementing Agency : UNDP Timor-Leste

Responsible Parties : Flinders University, Australia and National Statistics Department, Timor-Leste

Start date: March 2016 **End date:** February 2018 **PAC Meeting Date:** 2 May 2016

Brief Description

The objective of this Project is to produce Timor-Leste's National Human Development Report (NHDR) to contribute to the national policy making, strategic planning and programming in sustainable development and the attainment of the SDGs. The NHDR is expected to provide concrete policy options for the Government and be used as a tool for monitoring human development and wellbeing particularly among the youth. The report will also promote policy dialogue and advocacy. Three outputs will be produced to achieve the outcome:

- **Output 1:** The National Human Development Report with a focus on youth, wellbeing and demographic dividend is published in consultation and collaboration with national stakeholders addressing human development issues in Timor-Leste, and disseminated widely within the country.
- **Output 2:** A number of policy papers/briefs that address the theme of NHDR are produced and disseminated among development partners through workshops and seminars.
- **Output 3:** Civil servants, representatives from academia, civil society and development agencies will be trained in conducting well-being type surveys, HDI and Well-being index measurement and reporting.

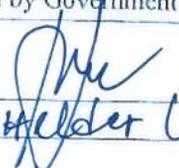
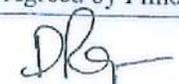
A full version of the NHDR will be produced complying with the UNDP minimum standards addressing the issues around youth and its families for promotion of human wellbeing and its development in Timor-Leste. The Report will be disseminated to key stakeholders, including the government, donors, CSOs, research institutions, educational institutions, the media and partners abroad. The NHDR is expected to provide substantive and realistic policy recommendations and promote public discussions to ensure that the NHDR messages are reflected in Government's policies and planning to improve overall human development situation in Timor-Leste. At the same time, the project will build capacity of the government and other national actors in statistical and analytical skills to improve monitoring and reporting in human development and wellbeing.

UNDAF Outcome: By the end of 2019, people of Timor-Leste, especially the most disadvantaged groups, benefit from inclusive and responsive quality health, education and other social services and are more resilient to disasters and the impacts of climate change.

Expected Output: National and sub-national systems and institutions enabled to achieve structural transformation of productive capacities that are sustainable and employment – and livelihood- intensive

Indicator: Number of national strategies and policies/systems adopted focusing on generation of employment through SME development and employment generation programmes.

Total Resources required:	US\$ 344,785	
Total resources allocated:	US\$ 153,240	
	UNDP TRAC	US\$ 25,000
	Government of Timor-Leste	
	Parallel	US\$ 52,100
	In kind	US\$ 41,140
	Flinders University	
	In kind	US\$ 35,000
Unfunded:	US\$ 191,545	

Agreed by Government	Agreed by UNDP	Agreed by Flinders University
		
Print Name HELDER LOPES	Print Name CECILIO TROPICAS	Print Name DUNCAN RAYNER

I. DEVELOPMENT CHALLENGE

Timor-Leste is the second most oil-dependent country in the world. In 2011, almost 80% of Gross Domestic Product originated from the petroleum sector, while only 21.5% originated from the non-oil sector. Total Petroleum Fund savings are in excess of US\$ 14 billion. The non-oil economy is reported to have grown at 10.8% in 2011 and 10.4% in 2012, respectively. The increase of 1.3 percentage points in 2011 from the previous year was due to strong growth in the construction activity, mainly driven by Government-funded projects. Whilst agriculture suffered dramatic decrease in 2011, this was off-set by the growth in the construction sector. The estimates for 2012 point to a modest increase in the primary sector, as production of both rice and maize (the main staple crops in Timor-Leste) recovered. In the meantime, the share of the secondary sector has grown steadily and in 2010 contributed 10.4% to the non-oil GDP of the country. The steady decline of the primary sector has now shifted to the tertiary sector whose share was 68.4% of the non-oil GDP in 2010. The outlook for 2013 is for a lower growth rate of 10.4% for the non-oil economy, according to the estimates made by the Ministry of Finance¹, with approximately 70% of the funding from the Petroleum Fund.

Despite the double-digit growth of the non-oil economy, driven mainly by public expenditure, the country still faces the challenge of double-digit inflation, reaching 11.7% in 2012 y-o-y. Partly, this is due to the country's high dependence on the imported goods and services, as well as the depreciation of the US Dollar (Timor-Leste's currency). With total expenditure in 2013 of US\$1,997.9 million (including US\$200.4 million from Development Partners), the inflationary pressures will likely to continue to be at double digit. It is clear that reliance on aid has significantly reduced as a result of substantial increases in revenues originating from taxes and royalties and export of oil. With persistent inflationary pressures at double-digit level since 2010, combined with high population growth rate of 2.4% per annum, and a modest increase in agricultural production (where more than 70% of the population derive its livelihood), poverty might have increased and reached above the 2007 level of 49.9%. Although it is not possible to provide the absolute numbers at this stage, it is worth referring to a recent study published by the Asian Development Bank on the impact of a double-digit inflation in food prices on poverty incidence. According to the study, a 10% rise in food prices in Timor-Leste could increase poverty incidence by 2½ percentage points.² From the Multidimensional Poverty Index (MPI), which identifies multiple deprivations in the poor households in education, health and standard of living, in Timor-Leste 68.1% of

¹ Republica Democratica de Timor-Leste, 2012 *Orsamento Geral do Estado 2013: Panorama Orsamental*, Livro1, p.20.

² See Asian Development Bank (2011), *Global Food Inflation and Developing Asia*, March.

the population (or 749,000 people) suffer multiple deprivations while an additional 18.2% are vulnerable to multiple deprivations.

Employment opportunities in the formal sector remain generally limited and the creation of new employment opportunities by the private sector falls far short of the demand from those entering the labor force, particularly impacting the population within the young age cohort. From the results of the 2010 Census, the overall unemployment rate for the country was approximately 10% in 2010, which was higher than the 8.5% rate recorded in the 2004 Census, and the unemployment rate has increased for the youthful population aged 15-34.

The Government's priorities for the country in 2015 and beyond include development of social capital, particularly investment in the capacity building of its human resources and in the education and health of the Timorese; development of the basic infrastructure; development of the economy, particularly agriculture, tourism and the petroleum industry, and consolidation of the institutional framework, continuing to promote good governance and starting the decentralization process.

Timor-Leste has one of the Asia-Pacific region's youngest populations with approximately 70 percent of its population being below the age of 30. According to the 2010 census, 42 percent of Timor-Leste's total population is aged below 15 while only 5 per cent of the population is aged above 65. This translates into the very low median age of the total population. The United Nations ranks Timor-Leste the sixth youngest country in the world.

The age distribution of a country relates to the dependency ratio of a population which shows the ratio of the population outside working ages (the number of children aged between 0 to 14 years old and older persons aged 65 years or over) to the population of working ages (between 15 and 64 years). The ratio reflects the pressure put on the potential productive population (workforce) in a given country. A high dependency ratio may cause serious problems for a country if a large proportion of the government expenditure is continuously spent for the youngest and the oldest people in a population, leaving the productive sectors of the economy underinvested with the burden of high costs on health, education and social security costs. However, more productive people in the working age group means that there is more support for schools, health care facilities, pensions and more assistance for the youngest and the oldest members of the population. According to the Regional Human Development Report (2016) Timor-Leste has a very high total dependency ratio of 92 percent, which means that every 100 persons of working ages have to support 92 persons outside the working ages. While many Asian countries are increasingly having

higher dependency ratios due to their increasing number of aged populations, Timor-Leste's high dependency is mainly driven by the large number of children aged under 15.

When numbers of dependent people decline relative to numbers of working-age people, it creates a favorable age-structure and a demographic opportunity that lasts for three to four decades. This happens if couples are producing fewer children each year. If nations realize this opportunity and prepare for it with timely and evidence-based policies on education, health and employment, then the country can enjoy an accelerated productivity growth and achieve impressive economic gains. It is widely acknowledged that demographic changes, together with sound policies have been a key stimulus for the economic success of many Asian and Latin American countries over the last two decades. Many countries in the Asia-Pacific region are challenged by their aging populations and the associated costs to take care of them. Timor-Leste on the other hand has a rapidly growing working age population. If the dependency rate of children decline, then this potential can be tapped into rapid economic gains. This can only be achieved however if sound policies are in place to prepare the children and youth to be educated, highly skilled and productive citizens willing to contribute to the development of their nation.

In Timor-Leste youth³ unemployment is a major challenge and is on the rise. It is particularly high in urban areas with estimated youth unemployment rates ranging between 35 and 50 percent in the capital Dili.⁴ Given the age cohort and the relatively high population growth rate of 2.4 percent per annum, the new entrants into the labor market are as many as 16,000 per year, and they will soon reach 20,000 per year. The paid workers in the private sector are only 40,000, and a third of the population operates entirely outside the cash economy.⁵ This large number of young job seekers simply cannot be absorbed unless effective policies for job creation are in place, aside from improving employment quality in the small and medium enterprise sector which currently employs the majority of the youth.

Skills continue to be a major issue—according to the 2010 Labor Force Survey, where only 2.5 percent of those aged 15 and over who completed university and poly-technique/diploma courses, and 0.79 percent of 20–25 year old Timorese were enrolled in tertiary education. Many of those who are in the labor market (262,000 people) after school are ill-equipped and lack basic numeracy, language and computer literacy skills, communication and networking skills and workplace skills that are required by the private

³ The definition of youth in Timor-Leste according to the new Youth Policy (2016) is 15-24 year olds. Prior to this document, youth was defined as persons aged 15 to 30.

⁴ *Timor-Leste Population and Housing Census 2010*.

⁵ República Democrática de Timor-Leste, 2008. *National Employment Strategy*. Secretaria de Estado de Formação Profissional e Emprego, p. 10

sector.⁶ Skill mismatch—between what young people have acquired in school and that of the labor market requirements—is a very serious issue faced by the youth of Timor-Leste, which is also the cause of their unsatisfactory labor market outcomes. Education and skills development, therefore, need greater attention by the policy and decision makers, and should be complemented with strong industry cooperation, supported by an enabling policy environment focused on employment generation.

An absence of appropriate and decent work options pushes youth towards vulnerable employment, under-employment and labor migration, mainly to the capital.⁷ Yet, none of these options allow the job-seekers or workers to earn a sufficient living—despite the fact that the Government has recently announced the minimum wage of US\$115 for unskilled labor—thus the cycle of poverty in the country remains seemingly unbroken. Added to that, in the case of labor migration, the potential for exploitation, abuse and a range of human rights violations is high. Labor migration ought to be an option for youth rather than the current situation where it is a compelling choice to escape poverty.

The productivity and full employment of the working age population is hence very important to respond to Timor-Leste's demographic challenges and turn them into opportunities. Recognizing the importance of investing in youth to allow them full realization and active participation in the development process, the Strategic Development Plan (2011-2030) sets a Youth Fund to provide support for projects that support young people and their development. The Plan also envisages a number of other strategic interventions up to 2015, such as support to the establishment of youth associations, continued support to the Youth Parliament, leadership training, and construction of youth centers. All these strategic interventions are under the umbrella of social inclusion.⁸

Complementing the efforts being made in the area of youth development, the NHDR will put youth at the center and aim to provide guidance for timely and evidence-based youth specific policies and investments to reap a demographic dividend in Timor-Leste. The underlying assumption for reaping a demographic dividend is conditioned on a youthful population that is not only vibrant and skillful but also physically and mentally healthy, environmentally and socially aware and willing to participate in the development process of its nation.

⁶ The Labor Force Survey 2010 shows that 49.2 percent of persons aged 15+ in employment have no formal education or did not complete primary education, and only 3.5 percent have a first degree or a poly-technique diploma

⁷ Secretaria de Estado da Formação Profissional e Emprego, 2009. *Timor-Leste: National Youth Employment Action Plan. Youth Employment Promotion*, Australian Government, International Labor Organization, p. 4.

⁸ Strategic Development Plan, 2011-2030, Chapters 2 and 7.

The National Strategic Development Plan (NSDP), 2011-30 takes up employment as a frontline issue. The NSDP prioritizes, “*core infrastructure, human resources ... the growth of private sector jobs in strategic industry sectors – a broad based agriculture sector, a thriving tourism industry and downstream industries in the oil and gas sector*”. While earning an income through a job is fundamentally important for one’s wellbeing, it is only a part of the equation. Policy makers often fail to explore how being a part of a community or society could have positive contributions to one’s capabilities and functionings. Cultivating a value system that encourages trust and cooperation, compassion and empathy, self-reliance and persistence, and working toward a common purpose is not only conducive for building strong social foundations, but also underpins economic success.

Before suggesting purely economic solutions for the Timorese youth, it is only far-sighted to look at the values, cultural traits and the historical context in which today’s youth live. The Timorese, having successfully emerged from a prolonged struggle for independence, have a strong sense of national identity and pride. It would be important to work with such values, especially toward building a stronger and more resilient economy. It is hence imperative that social, cultural and historic dynamics be given adequate attention in identifying causes of problems and proposing solutions.

II. STRATEGY

UNDP is committed to promoting progress towards achieving SDGs by advocating, monitoring and campaigning for the same. It has also been the promoter of human development in Timor-Leste, publishing three National Human Development Reports since 2002; the first National Human Development Report (NHDR), Ukun Rasik A’an, The way ahead, was published in 2002, the second NHDR, Paths out of Poverty, was launched in 2006, and the third National Human Development Report (NHDR-3) which was launched in 2011. These reports have successfully promoted policy discussions for national planning and policy formulation, and raised public awareness concerning human development situation in Timor-Leste.

The consultative process for the theme selection for Timor-Leste’s NHDR started in April 2015 when a technical team from Flinders University visited Dili at the invitation of the Government of Timor-Leste. The process included a series of presentations delivered to i) civil society organizations, academia and civil servants ii) the Council of Ministers, and iii) a group of parliamentarians on the unique demographic structure of Timor-Leste and the need to focus on the youth and their wellbeing as an innovative approach to understand the level of human development in a holistic manner for sustainable development. After

these consultations, consensus was reached that Timor-Leste's 4th NHDR will put youth at the core of its focus and use the wellbeing approach as an innovative tool to track their human development and identify the pathways for achieving a demographic dividend. This process will be further strengthened by an intensive week of various consultations with the public servants, civil society representatives and academia in May 2016. These consultations will be done in the format of a seminar and scoping workshop which will be organized by the UNDP with the participation of representatives from Flinders University.

The NHDR will contribute to further enhance human development in Timor-Leste, serving as a powerful tool for policy making, strategic planning and raising public awareness and discussions regarding on of the critical areas of development i.e. employment. Aligning with the Integrated Work Plan (IWP), the NHDR will contribute to developing capacities to formulate policies within the government based on strengthened institutional capacity for human development and wellbeing reporting.

The report will seek to promote public discussion around youth wellbeing, identifying socially inclusive and innovative ways to diversify the workplace and finally the realization of a potential youth dividend. It will explore ways to mobilize the youth toward building a sustainable economy and active citizenship through creating a sense of trust, self-confidence and cooperation among the youth and between the youth and the government.

Project Deliverables: Outcomes and outputs

Outcomes:

- By 2020, policy frameworks and institutions enabled at national and sub-national levels for supporting equitable and inclusive social policies for youth ensuring social cohesion and decent work opportunities.
- National statistical and analytical capacity for wellbeing monitoring and reporting developed through the NHDR process.
- Government policies, plans and investments incorporate NHDR findings and recommendations through a monitoring mechanism.

The above mentioned outcomes will be achieved through the following outputs:

- Output 1: The National Human Development Report with a focus on youth, wellbeing and demographic dividend is published in consultation and collaboration with national stakeholders

addressing human development issues in Timor-Leste, and disseminated widely within the country.

- Output 2: A number of policy papers that address the theme of NHDR are produced and disseminated among development partners.
- Output 3: Civil servants, representatives from academia, civil society and development agencies will be trained in conducting well-being methodology based surveys, HDI and Well-being index measurement and reporting.

A full version of the NHDR will be produced complying with the UNDP minimum standards addressing the issues around youth and its families for promotion of human wellbeing and its development in Timor-Leste. The Report will be disseminated through seminars and publications to key stakeholders, including the government, donors, CSOs, research institutions, educational institutions, the media and partners abroad. The NHDR will be socialized through simple-to-understand versions of the summaries of the report at the municipality, sub-district and village level.

The NHDR is expected to provide substantive policy recommendations and promote public discussions to ensure that the NHDR messages can be reflected in Government policies and planning to improve the overall human development situation in Timor-Leste. At the same time, the project will aim to build capacity of the government and other national actors in statistical and analytical skills to improve monitoring and reporting on human development and wellbeing.

Intended beneficiaries

The NHDR will serve as a policy tool for the Government of Timor-Leste, Parliament and other national actors in promoting human development. The project will also benefit NGOs, CSOs, Academia and UN agencies by providing evidence-based analysis. The report also intends to enhance domestic capacities in statistics, research, analysis and report writing through the process, e.g., statistical training, training on wellbeing concepts and measurement, and writing technical background papers. Above all, the ultimate beneficiaries will be the young people of Timor-Leste, who will have their views included in the report, and benefit from the overall promotion of human development in the country.

Theory of Change of the Program

Inputs	Activities	Outputs	Outcomes	Impact
<ul style="list-style-type: none"> • Funding for NHDR - Academic Expertise from Flinders University • Partnerships with National Statistic department and Secretary State for Youth and Sports • Technical knowledge, experience and partnership from civil society organizations and development partners through workshops and trainings 	<ul style="list-style-type: none"> - Scoping workshop on HD and well-being concept - Training on HD and well-being concept - Youth well-being survey - Focus group discussion and in-depth interviews - Technical background papers - Validation workshop - Production of the NHDR and policy briefs - Lunching of the report - Dissemination and advocacy of NHDR findings through workshops and seminars 	<ul style="list-style-type: none"> - National Human Development produced - Knowledge briefs and policy papers disseminated - NSD staff and representatives from academia and NGOs are trained in conducting well-being type surveys, HDI and Well-being index measurement and reporting. 	<ul style="list-style-type: none"> - Policy frameworks and institutions enabled at national and sub-national levels for supporting equitable and inclusive social policies for youth ensuring social cohesion and decent work opportunities. - National statistical and analytical capacity for wellbeing monitoring and reporting developed through the NHDR process. - Concrete impact achieved on Government policies, plans and investments around the NHDR theme through a monitoring mechanism. 	<ul style="list-style-type: none"> - The poor and vulnerable especially the youth will have improved well-being through formulation and implementation of evidence based policies. - The National Development of Timor-Leste and its achievement toward Sustainable Development Goals will accelerate through a vibrant, productive and skillful population

The NHDR process through its activities (explained detailed in Section VII) will build the institutional capacity in tracking the state of human development and wellbeing among youth. The report will provide the evidence base for decision makers to plan and invest in youth specific areas to ensure that the most disadvantaged youth groups benefit from inclusive and responsive quality health, education and other services and are more resilient to disasters and the impacts of climate change. The NHDR intends to influence Government's policies, plans and investments in a way that improves the wellbeing of youth and allows them to become active citizens willing to contribute toward the national development of their country.

III. RESULTS AND PARTNERSHIPS

Taking into account the Human Development Report (HDR) process suggested in the HDR Toolkit established by HDR Office in UNDP, the following processes of the NHDR will be followed:

The NHDR Processes:

i- Preparatory Stage

a. Theme selection and brainstorming

A concept note has been developed on the theme of youth and wellbeing to kick-start the discussions and conceptualise the broader theme to the national context (see Attachment 1). A consultative process, led by UNDP, and involving Flinders University, the Government of Timor-Leste and key stakeholders will be undertaken to finalise the theme of the NHDR. More specifically, 1) individual consultation will be held with senior government officials, CSOs, donors and other national actors, including the Prime Minister and Minister of State, President of the Council of Ministers to discuss the theme and present the concept paper. 2) A one-day Scoping Workshop will be organised with stakeholders, including senior government officials, the private sector, CSOs, women's organisations, academia, the media, and the donor community. The purpose of the workshop will be to obtain feedback on the theme and gather ideas for sub-themes; to share views, ideas, experiences, data and solutions; to gather suggestions of names for authors of the technical background papers; and crucially, to obtain the buy-in of stakeholders and to ensure participation and ownership from the people of Timor-Leste. 3) Inputs to the concept of the Report will be welcomed throughout the NHDR process. The inputs will be incorporated in the Report if deemed relevant by the NHDR Team.

b. Building the team

A team for research, production and advocacy of the NHDR will be established. The team will consist of a UNDP Programme Officer, a UNDP Project Manager, UNDP Communications Officer, a Team Leader/Lead author and two Technical Advisors from Flinders University, a Survey and Group Discussion Implementing Team (Government of Timor-Leste), Technical Background Paper Authors, Editor, Peer Reviewers and Translators. Once the theme has been conceptualised, the Terms of Reference will be developed, and selection and recruitment processes will follow. The team will be established with a consideration to diverse perspectives, groups and gender balance.

c. Stakeholder Engagement

A half day seminar and a half day consultative Workshop will be organized in Dili to contextualize the selected theme, discuss the proposed report structure and finalize primary data collection tools. The participants of the seminar will be government officials including general directors and directors from each ministry. This seminar is particularly aimed at raising awareness and knowledge about the HDRs among government agencies. In the second half of the day there will be a broader consultation with

participants from Timor-Leste's Youth Council, Youth Parliament, other youth groups, academia, national and international NGOs, UN agencies, donors and research institutions. Following this there will be on-going consultations with the development partners and youth through in-depth interviews and focus group discussions (FGDs). A minimum of 13 FGDs are planned with variety of youth groups. Group discussions are planned to be facilitated through 'forum theatre performance' to better engage with the youth and test out their youth's opinions, beliefs, values and aspirations in innovative ways.

The education institutions and civil society organizations in Timor-Leste and overseas will be approached for their contribution into the conceptualization and development of technical background papers. Ongoing effort will be made to seek expert advice on every stage of the project. Internal peer review will be conducted by the Country Director and Resident Coordinator of UNDP as well as HDR office in Bangkok and HQ. For external peer review, selected individuals will be approached and recruited.

d. Partnerships

The NHDR will be a sole product of UNDP through a collaborative partnership between the Government of Timor-Leste, UNDP and Flinders University, Australia. This partnership is important for national ownership and credibility of the report. The project team will seek further partnerships with other UN agencies and universities in Timor-Leste and also civil society organisations working on youth matters. These partnerships will help utilise available resources and expertise efficiently for the successful production of the report. Involvement of different stakeholders into the process will also help build local capacities in understanding human development concepts and advocating/implementing policies and programs that improve the well-being of the youth.

e. Establishing a Project Board

A Project Board will be established to oversee the process of the NHDR. The main function of the Project Board will be to provide strategic guidance and promote further buy-in for the report. The Project Board will consist of UNDP (Country Director) as an Executive who will represent the project ownership as co-chair the group; Assistant Country Director (Programme) of UNDP as Senior Supplier who will provide guidance regarding the technical feasibility of the project; and the Minister of State, President of the Council of Ministers and the Minister of Finance as Senior Beneficiaries to ensure the realisation of project from the perspective of project beneficiaries and Representative of Flinders University as project technical and implementation assurance.

f. Training on Demographic Concepts and Human Wellbeing Approaches for conducting well-being type surveys and wellbeing analysis

NHDR teams rely primarily on national expertise. The capacity of national experts (from academia, civil society, think tanks and other national institutions) to apply the human development approach is fundamental to ensuring the report has an influence on development debate and policy. NHDRs require up-to-date and reliable data, which are obtained from, or at least used in partnership and consultation with, national statistical agencies. Training on human development and wellbeing concepts, measurements and policy applications will be provided to the NHDR Team and to the relevant government officials. National Statistic Directorate will invite experts on wellbeing from Flinders University to conduct the training sessions. The training should cover aspects of conducting wellbeing type surveys, various dimensions of human wellbeing, monitoring and evaluation based on wellbeing indices and emerging causal influences or triggers points.

ii- Analysis and writing

a. Survey/FGDs & analysis

Once the theme has been conceptualised, detailed chapter outlines and structures will be developed. Analysis of the primary data from the national survey and focus group discussions will be undertaken by Flinders University technical advisors and UNDP project manager in consultation with the National Statistics Department.

b. Technical Background Papers

There will be five independently commissioned Technical Background Papers (TBPs) based on the conceptualised theme. TBPs should capture perspectives of a wide range of the population, including the voices of the voiceless. Quantitative and qualitative sources as well as relevant experiences of other countries should also be examined. The study will not only serve as the basis of the NHDR, but also contribute to support national government projects and programmes and its counterparts.

c. Validation of the Technical Background Papers and Youth Wellbeing Survey analysis

In order to ensure the substantive quality, there is a need to establish an Advisory Group, a Readers group and a reviewer group consisting of youth expertise, CSOs, Government officials, Academia, religious

groups, donors and the media. These groups will be consulted to validate the messages from the preliminary analysis of the youth well-being survey and the draft technical background papers. Women's organisation(s) will be invited to ensure that the gender perspective is included in the NHDR.

d. First full draft

Based on the TBPs and the analysis of the primary data, the first full draft will be produced by the "Lead Author" with assistance from the two Technical Advisors from Flinders University and the UNDP Project Manager. There should be a few broad key messages for the whole Report, and each chapter should have a clear message. The theme will be explored from a wellbeing perspective covering eight dimensions of aspirations and deprivations, the root causes of constraints to quality of people's lives over time and how increased human development could mitigate these constraints. The Report should capture people's view on the theme, draw on relevant experiences of other countries in the region, and suggest alternative and realistic policy recommendations based on data and analysis, as well as government's capacity to implement them.

e. Internal and External Reviews

The first draft will be circulated for internal reviews. The draft should be reviewed by the NHDR Team, the Project Board, experts and advisers within the UN Country Team. The NHDR Team will ensure that survey and data gaps are identified and filled, and all data and figures are checked and sourced properly.

The draft will also be shared with key experts, statistical specialists and stakeholders to discuss the content of the Report. Feedback will be reflected in the draft: fill in research gaps, sharpen arguments and key messages, and make connections among chapters and between the thematic analysis and statistical tables.

External review will be undertaken by the regional Human Development Report office and two to three reviewers who were not involved in the NHDR process. The Terms of Reference for the external reviewers will emphasise efficient and prompt reviews.

f. Validation workshop of the NHDR

A revised draft will be presented at a workshop to validate major findings and the policy recommendations coming out of the NHDR. Stakeholders including government officials, CSOs, religious groups, donors, academia and media will be invited to the workshop.

g. Prepare ‘pre and post’ pages

Front and back matter,' including the preface, overview, acknowledgements, a description of the NHDR preparation process, sources for data and technical notes will be prepared.

h. Final draft

The feedback from the internal and external review and validation workshop will be incorporated into the final draft of the NHDR. Given the level of literacy rates in the country, an editor will ensure that the messages and the texts are presented clearly with tables, graphs and pictures to make the Report visually attractive. There should also be consideration to the appropriateness of the language used in the Report. A simple-to-understand versions of the summaries of the report will be produced to disseminate the findings of the report at the municipality, sub-district and village level.

iii- Final Production

a. Editing

The Report will be presented clearly and creatively, with varied use of text boxes, graphics, messages and data. The editor should check for text consistency, and all facts and data. It is also important that the Report is supported by a visually appealing presentation.

b. Translation

The NHDR will be issued in English, Portuguese and Tetum.

c. Publishing and Printing

After final NHDR is ready, it will be sent out for printing. UNDP will publish the report.

iv- Dissemination

a. Distribution list

A comprehensive distribution list for both hard and soft copies will be prepared.

b. Dissemination of hard and soft copies

The NHDR team will disseminate the Report widely both within and outside Timor-Leste in hard and soft copies and through seminars. Efforts will be made to ensure that the NHDR reach policy makers, ministries and government institutions both national and at the local levels. The NHDR should also be

distributed to CSOs, NGOs, donors, academic and research institutions and UN agencies in the country. Online networks and emails will also be utilised to reach outside Timor-Leste.

v- Knowledge, Advocacy and follow-up

a. Knowledge Products

A minimum of three policy/knowledge briefs will be produced based on the findings of the NHDR. These will be disseminated through seminars and workshops with participation of a wide range of stakeholders. Simple-to-understand versions of the summaries of the NHDR will also be produced to disseminate the findings of the report at the municipality, sub-district and village level.

b. Media and communications

Press materials such as press-kits, opinion editorials, videos, CD's, and websites will be prepared to effectively disseminate messages of the NHDR through media. Press materials should avoid jargon, and present clearly and concisely key messages in a simple language. Events to brief print, radio, TV and electronic media will be organised. Press materials and the NHDR will also be available online.

c. Launch and outreach strategy

The report will be launched locally. The launch event can take the forms of press conferences, policy seminars and public debates. Outreach strategy is also important to promote messages of the NHDR and to ensure they are reflected in policies and actions of the government, UN agencies and donors. Outreach events will be organised to advocate the messages to the society. Outreach events can take forms of individual meetings with relevant entities, public discussions, public events, and the involvement of the youth parliament, and will be entertaining to draw people's attention.

d. Monitoring the impact and follow-up

There will be monitoring of "influence" on policies, plans, legislation, budget allocations, parliamentary debates and public discussions. Monitoring & Evaluation Consultant will be recruited to assess the impact of the NHDR and compile an evaluation report. Media coverage will also be collected and assessed. If the impact on policies is limited, there will be follow-up from UNDP to relevant ministries. After assessing the impact, follow-up events will be organised to further ensure that the NHDR messages and human development concepts are accepted in Timor-Leste. The targeted groups will also be provided a platform to raise/submit their opinions/concern about social and environmental impact of the project

e. Sustainability and Scaling Up

The project intends to build the institutional capacity of the National Statistics Directorate of the Ministry of Finance of Timor-Leste so that the well-being type monitoring and reporting can be integrated into the national system and done periodically. In terms of scaling up, the wellbeing type reporting can also be undertaken at the national level with representation of the whole population and at the district level.

IV. PROJECT MANAGEMENT

Cost Efficiency and Effectiveness

The project is expected to deliver maximum results by using available local resources and knowledge and the technical expertise from Flinders University, Australia and the National Statistics Department in Timor-Leste. To improve cost effectiveness, a portfolio management approach will be used to minimise the cost of NHDR activities through merging some of the initiatives of the UNDP country office. Partnership with the National Statistics Directorate will provide the means for timely and effective implementation of primary data collection activities and enable joint ventures including the dissemination of the report through seminars/workshops.

Project Management

The project will be implemented and operationized in Dili, Timor-Leste. In compliance with UNDP Execution auditing rules, UNDP will contract an auditor in post publication period to undertake a review of the programme. More information on project management is provided in Section VIII.

V. RESULTS FRAMEWORK

Intended Outcome as stated in the Country/Regional/Global Programme Results and Resource Framework:

UNDAF: By the end of 2019, people of Timor-Leste, especially the most disadvantaged groups, benefit from inclusive and responsive quality health, education and other social services and are more resilient to disasters and the impacts of climate change.

SP Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that creates employment and livelihoods for the poor and excluded

Outcome indicators as stated in the Country/Regional/Global Programme Results and Resources Framework, including baseline and targets:

Number of jobs/livelihoods created through income generation solutions and management of natural resources, ecosystem services and waste, disaggregated by sex/vulnerable groups and rural/urban; Baseline: 300 and Target: 30% increase

Applicable Output(s) from the UNDP Strategic Plan: National and sub-national systems and institutions enabled to achieve structure transformation of productive capacities that are sustainable and employment and livelihood intensive.

Project outcomes: (i) By 2020, policy frameworks and institutions enabled at national and sub-national levels for supporting equitable and inclusive social policies for youth ensuring social cohesion and decent work opportunities. (ii) National statistical and analytical capacity for wellbeing monitoring and reporting developed through the NHDR process. (iii) Government policies, plans and investments incorporate NHDR findings and recommendations through a monitoring mechanism.

Project Title: NHDR- 5 / Timor-Leste's National Human Development Report: Youth, Wellbeing and Demographic Dividend

Project ID : 00095716 ATLAS Award : 00089589

Expected Outputs	Output Indicators (*the baseline data for the below output indicators are 0)	Data Source	Baseline		Targets		Data Collection Methods & Risks
			Value	Year	2016	2017	
Output 1: The National Human Development Report with a focus on youth, wellbeing and demographic dividend is published in consultation and collaboration with national stakeholders addressing human development issues in Timor-Leste, and disseminated widely within the country.	1.1 Number of consultation meetings with government, civil society, academia, and youth group conducted on the NHDR theme	N/A	0	2015	3	1	Literature Review- Low risk
	1.2 Percentage of the 800 targeted youth (393 female and male 407) participated in the well-being survey		0%	2015	100%		Quantitative Data - Medium Risk (financial and logistics)
	1.3 Number of focus group discussion (FGD) and in-depth interviews held for qualitative analysis on the NHDR theme		0	2015	17 FGD & 20 Interviews		Qualitative Data - Medium Risk (financial & logistics)
	1.4 Number of technical background papers commissioned and produced			2015		5	Medium Risk
	1.5 NHDR launched and NHDR shared with number of high level government officials, NGOs, and academia		N/A	0	2015		100
Output 2: A number of policy papers/briefs that address the theme of NHDR are produced and disseminated among development partners through workshops and seminars.	2.1 Number of Policy Briefs disseminated through workshops and seminars/ and at the municipality level.		0	2015	1	3	Medium Risk
	2.2 Number of seminars conducted to discuss the findings of the NHDR		0	2015		5	Medium Risk
Output 3: Civil servants, representatives from academia, civil society and development agencies get trained in conducting well-being type surveys, HDI and Well-being index measurement and reporting.	3.1 Number of enumerators get trained in conducting well-being survey		0	2015		30	Low Risk
	3.2 Number of MoF staff get trained in understanding demographic concepts, analysis of HDI and youth well-being index		0	2015		10	Low Risk
	3.3 Number of Representatives from academia and civil society organisations get trained in understanding demographic concepts, and interpreting HDI and Youth Well-being Index		N/A	0	2015		20

VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

Throughout the project implementation period, the UNDP Country Office will monitor the progress of the project through regular project team meetings. In addition, Monitoring & Evaluation consultant will be recruited. The consultant will examine the activity results and impact of the project towards the end of the project. Project evaluation will be undertaken in accordance with the evaluation plan of the Country Office and standard UNDP policies and procedures. In compliance with UNDP Execution auditing rules, UNDP will contract an auditor in post publication period to undertake a review of the programme. A Monitoring Schedule Plan shall be updated quarterly to track key management actions/events. This will include the collection of monitoring data as determined in the plan.

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
Track results progress	<p>Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.</p> <p>Quarterly progress reports submitted to UNDP by project Consultants/Advisors based on a template reflecting both results and inputs.</p>	Quarterly	Slower than expected progress will be addressed by project management.		
Monitor and Manage Risk	<p>Identify specific risks that may threaten achievement of intended results.</p> <p>Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards.</p> <p>Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.</p>	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.		\$1000

			<p>Relevant lessons are captured by the project team and used to inform management decisions.</p>		
Learn	<p>Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.</p>	<p>At least annually</p>			
Annual Project Quality Assurance	<p>The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.</p>	<p>Annually</p>	<p>Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.</p>		\$1000
Review and Make Course Corrections	<ul style="list-style-type: none"> Internal review of data and evidence from all monitoring actions to inform decision making. Interact with designated national coordinators in each activity area to confirm implementation of activities and progress. Interview randomly selected participants from capacity development activities to acquire feedback on the activities. Solicit the project management board's feedback on each activity phase. 	<p>At least annually</p>	<p>Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.</p>		\$1500
Project Report	<p>A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation</p>	<p>Annually, and at the end of the project (final report)</p>			

	measures, and any evaluation or review reports prepared over the period.				
Project Review (Project Board)	<p>The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project.</p> <p>In the project's final year, the Project Board shall hold an end-of-project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.</p>	At least annually)	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.	Flinders University, Ministry of Finance, General Director of Statistic	\$1000
Media Monitoring	Monitor, if needed, the media (press, radio, television, relevant internet sites) for relevant information reflecting the achievement of targets.	At least once quarterly	Any concerns raised by stakeholders/media will be raised to project management		\$5120

In addition to the ongoing monitoring outlined above, an external final evaluation will be carried out in accordance with UNDP's results-oriented monitoring and evaluation planning cycle. A comprehensive final report (both narrative and financial) describing the process, approach, implementation results and lessons learned will be submitted upon completion of the project.

The table below identifies the potential risks to be monitored in order to mitigate and / or counteract any resulting negative impacts should they materialize.

OUTPUT 1: The NHDR published in consultation and collaboration with the Government of Timor-Leste and Flinders University as well as national stakeholders addressing human development in Timor-Leste, and disseminated widely within the country		
Activity Result 1 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i> 1.1. Data collection and statistical analysis 1.2. Prepare the draft Report 1.3. Edit and print the Report 1.4. Disseminate hard/soft copies 1.5. Organise launch event	Start Date: March 2016 End Date: May 2017
Purpose	<i>What is the purpose of the activity?</i> 1.1. To update the Human Development Indicators 1.2. To consolidate all the texts and produce the final version of the NHDR 1.3. To produce the NHDR ready for distribution 1.4. NHDR message to reach a wide range of readers 1.5. To present the NHDR to the public	
Description	<i>Planned actions to produce the activity result.</i> 1.1. Recruit NHDR team, conduct data collection and analysis, organise validation workshop 1.2. Commission technical background papers, and consolidate as a Report. 1.3. Edit the Report, and print in three languages 1.4. Create distribution list, and disseminate NHDR through post and emails 1.5. Plan an effective launch event, inviting key stakeholders	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured.</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
1.1. Human Development and Youth Wellbeing Indicators updated	1.1. Renewed Human Development Indicators	September 2016
1.2. Final draft prepared	1.2. Peer reviews	February 2017
1.3. NHDR printed in three languages	1.3. Requested number of copies printed on the proposed date	May 2017
1.4. Hard/soft copies disseminated to all the key stakeholders on the distribution list	1.4. Check the distribution list.	June 2017
1.5. National and international media coverage	1.5. Monitor national and international media coverage	June 2017

OUTPUT 2: A number of policy papers/briefs that address the theme of NHDR are produced and disseminated among development partners through workshops and seminars		
Activity Result 2 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i> 2.1. Develop policy papers 2.2. Organise outreach events 2.3. Monitor the NHDR impact 2.4. Organise follow-up events	Start Date: September 2016 End Date: June 2017
Purpose	<i>What is the purpose of the activity?</i> 2.1. To present detailed policy recommendations to the Government prior to the launch 2.2. To promote public discussions around the NHDR theme 2.3. To ensure the NHDR messages are well-accepted by the people	
Description	<i>Planned actions to produce the activity result.</i> 2.1. Develop TBPs into policy papers and present them to the Government 2.2. Organise public discussions and individual meetings 2.3. Monitor the impact on Government policies and media coverage 2.4. Based on the monitoring, plan follow-up events	
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>
2.1. Policy papers developed and presented to the Government	2.1. Feedback from the Government	November 2016 March-May 2017
2.2. Outreach events organised (Sub-Theme)	2.2. Number of people attended	May - Sept and Nov 2016
2.3. National and international media coverage	2.3. Number of national and international media coverage	June 2017
2.4. Follow-up events organised	2.4. Number of people attended	December 2017

OUTPUT 3: National statistical and analytical capacity for Human development and Wellbeing report system and indices through facilitate monitoring and reporting developed through the NHDR process		
Activity Result 2 (Atlas Activity ID)	<i>Short title to be used for Atlas Activity ID</i> 2.1. Training on Demographic and Human Development/Wellbeing concepts and measurement	Start Date: May 2016 End Date: October 2016
Purpose	<i>What is the purpose of the activity?</i> 2.1. For the NHDR Team and the government officials to familiarise themselves in demographic and Human Wellbeing concepts and measurements 2.2. For the National Statistics Directorate staff to improve their skills in understanding and analysing HDI/ youth well-being index 2.3. For academia and civil society representatives to improve their skills in understanding demographic concepts and interpreting/advocating HDI/ youth well-being index	

Description	<i>Planned actions to produce the activity result.</i> 2.1. Invite people from the National Statistic Directorate and from UNDP Human Development Report Office, or universities in the region to provide training. 2.2. Statistician to provide training on statistics and Human wellbeing Indicators to the staffs at the National Statistics Directorate and UNDP		
Quality Criteria <i>How/with what indicators the quality of the activity result will be measured?</i>	Quality Method <i>Means of verification. What method will be used to determine if quality criteria has been met?</i>	Date of Assessment <i>When will the assessment of quality be performed?</i>	
2.1. Human Wellbeing concepts and measurements understood by the NHDR Team and the relevant government officials.	2.1. Evaluation from the NHDR Team and the government officials who attended the training	December 2016	
2.2. Statistical capacity within the National Statistics Directorate developed to produce Human Development Indicators	2.2. Evaluation from the staffs at the National Statistics Directorate who attended the training	December 2016	

VII. MULTI-YEAR WORK PLAN
Year: 2016 - 2017

EXPECTED OUTPUTS and indicators including annual targets	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				
		2016				2017					Source of Funds	Source Type	Budget Description	Amount (US \$)	
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4						
1. The NHDR published in consultation and collaboration with the Government of Timor-Leste and Flinders University as well as national stakeholders addressing human development in Timor-Leste, and disseminated widely within the country	1.1 Develop concept note on relevant theme.	X	X								UNDP and Flinders University (FU)	0	
	1.2 Design the terms of reference for the NHDR team and the most appropriate coordinating mechanisms for the selected theme	X									UNDP/FU	0	
	1.3 Establish the NHDR team: Project Manager, Two Technical Advisors, Team Leader, Programme Officer (UNDP focal point) and Project Officer (National Statistic Directorate) and develop the terms of reference, identify and recruit the most appropriate candidates for the selected theme.	X									GoTL/UNDP/FU	FU	In kind	Team Leader (100 days= \$35,000)	35,000
												UNDP	TRAC 1	PM (5,500 x 18 months)	25,000
												unfunded	PM (5,500 x 18 months)	74,000	
												unfunded	TAs 1&2 (27,000 for two years)	27,000	
											GoTL	In kind	Project Advisor x2 /Coordinator x1/ Government resources & equipment (41,140 for two years)	41,140	
	1.4 Introduce Human Wellbeing Concepts through a Scoping Workshop with Stakeholders and conceptualise the theme and gather ideas.	X									GoTL/UNDP/FU	GoTL	Government parallel fund	Room Hire/ Catering/ Translation/Stationary for 50 participants	3,700

1.5 Establish the Project Board to oversee the NHDR process.	X									GoTL/UNDP/ FU	0
1.6a. Data Collection/measurement tool developed and conceptualized	X									FU	0
1.6b. Enumerator's travel to participate in the Survey training	X									GoTL	GoTL	Government parallel fund	\$3,120
1.6c. National Survey on youth and wellbeing conducted in 13 municipalities	X									GoTL	GoTL	Government parallel fund	\$14,245
										GoTL	GoTL	Government parallel fund	\$1,430
										GoTL	GoTL	Government parallel fund	\$375
1.6.d Focus Group Discussions (FGDs)						X	X					Unfunded	10,000
1.7 Technical Background Papers						X	X			UNDP and FU	unfunded	10,000
1.8 Finalize the first full draft.						X	X			PM/FU	0
1.9 Conduct internal review within UN Country Team							X			FU/UNDP	0

1.10 Share the first draft with experts and advisors for external review								NSD and NHDR Team	Unfunded	Reviewers 500 x 3 peers	1,500
1.11 Organize two workshops with stakeholders to validate messages and findings of the NHDR (one following the preliminary analysis of the youth wellbeing survey, second following the first draft of the report inclusive of the technical background papers)								PM	unfunded	Room Hire/ Catering/ Translation/Stationary for 50 participants	6,500
1.13 Prepare the final draft.								PM /FU	0
1.14 Conduct peer review.								PM/Reviewers	Unfunded	Reviewers 500x 2 peers	1,000
1.15 Edit the NHDR and design the layout and the cover for the Report								PM/FU	Unfunded	Editor 12,000 x 1.5month	12,000
1.16 Translate the NHDR into Tetum and Portuguese.								Translators	Unfunded	Translators 6,000 x 2 languages	12,000
1.17 Print the NHDR in three languages.								NHDR Team	Unfunded	Printing	5,000
1.18 Prepare distribution list								PM	0
1.19 Develop media kit.								PM/Reviewers	Unfunded	Printing	3,000
1.20 Disseminate hard & soft copies of the NHDR within Timor-Leste								NHDR Team	Unfunded	Mailing (abroad) 12.50 x 50	1,425

	1.2.1 Organise the launch event.											Media Officer/ NHDR Team	Unfunded	Room Hire/ Catering/ Translation/Stationary for 100 participants Travel cost for NHDR team (PM, Team Leader and 2 technical Advisors) to participate in the event. 4 x 1,500	5,000 6,000
	2- National statistical and analytical capacity for Wellbeing report system and indices through facilitate monitoring and reporting through the NHDR process.	X	X									FU	GoTL	Government parallel Fund	Room Hire/ Catering/ Translation/Stationary for 50 participants (30 participants for 3 days in the first stage and 3 days in the second stage) Training Course fee to be paid to FU Certificate Printing	5,000 4,830 200
	3- Ensure concrete impact on the government policies, and public discussions promoted around the NHDR Team through monitoring mechanism.								X			Media officer/UNDP	Unfunded	Travel (international) 3 members of NHDR to travel to Dili twice at \$1500 Per diems for 3 travelling technical advisors (17 days) Printing	9,000 10,200 1,500
	3.2. Organize outreach events		X						X			Media officer/UNDP	Unfunded	3,000 x 2	6,000

