



MINISTÉRIO DA
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ZONAS ESPECIAIS DE ECONOMIA SOCIAL DE MERCADO DE
TIMOR-LESTE

SUSTAINABLE AGRICULTURE IMPROVEMENT PROJECT (SAPIP) GAFSP GRANT No. TFOA2869

Terms of Reference For Project Officer – Project Implementation Unit

1. Background

The Sustainable Agriculture Productivity Improvement Project (SAPIP) is designed with an objective to increase the productivity and marketed production of smallholder agriculture in selected geographical locations in Timor-Leste. The Project will directly assist at least 16,500 households reaching approximately 85,000 direct beneficiaries. The Project will also indirectly benefit a larger number of households, by supporting watershed and community-level agricultural development planning that will benefit all households in a watershed (not only those receiving training or small-scale investments). Spillover effects are expected as the adoption of new agricultural practices and technologies by the direct beneficiaries begins to show results. Furthermore, by strengthening MAF's planning, programming, monitoring and evaluation functions, the Project may act as a catalyst for a more effective and responsive agriculture sector for the whole of Timor-Leste.

The Ministry of Agriculture and Fisheries (MAF) intends to establish a unit for managing the SAPIP project. The Project Management Unit (PMU) will be tasked with ensuring effective SAPIP implementation both at National and Municipality level. Project Implementation Units (PIUs) will also be created by MAF under the PMU, with tasks to manage and coordinate the implementation of SAPIP in four selected watersheds: Raumoco, Loes, Belulik and Tono.

The four selected watersheds include seven municipalities: Lautem (Raumoco watershed), Liquiça, Bobonaro and Ermera (Loes watershed), Ainaro and Covalima (Belulik watershed), and Oecusse (Tono watershed). PIUs will be established in Lautem, Liquica, Bobonaro, Ermera, Ainaro and Oecusse municipalities.

MAF is seeking to recruit seven Project Officers for the PIUs to support the implementation of SAPIP program components in accordance with the set objectives and goals.

2. Project description

The Project components will focus on watershed and agriculture development planning, support for smallholder farmers for improved productivity, reduced post-harvest losses and increased marketing of goods, and institutional strengthening of MAF after a recent reorganization and in anticipation of the planned decentralization of Government services.

Component 1: Integrated watershed agriculture development planning

The objective of this component is to improve agriculture development planning within targeted watersheds. Watershed Management Councils (WSMCs) will be formed, and Watershed Agriculture Development Plans (WADPs) will be prepared to guide planning at the watershed level. Detailed Sustainable Community Agriculture Development Plans (SCADPs) will guide investments at the community level.

Component 2: Smallholder organization, advisory support and training

Activities under the Component 2 will facilitate the formation of farmer groups where needed, building on cohesion developed during the SCADP preparation process, and strengthen existing groups formed for other purposes by NGOs and other relevant programs. These farmer groups will be supported by complementary investments in sustainable and nutrition sensitive agricultural production and environmental protection (see Component 3) to implement SCADPs.

Component 3: Sustainable watershed management and support to farmer groups

The objective of this component is to support the implementation of SCADPs through the provision of targeted on-farm investments. These investments will include equipment and technologies promoting reduction of post-harvest losses, increasing value addition, addressing soil erosion and promoting climate resilience. Eligible investments will be defined in the Project Implementation Manual (PIM).

Component 4: Strengthening MAF's Services, Planning, Programming, Coordination and Monitoring and Evaluation Functions

This component will support MAF to strengthen institutional capacity following recent organizational changes. The support will focus on: (i) improved corporate services (including extension); (ii) planning; (iii) more efficient budget programming to increase sectoral investment returns and achieve corporate objectives; (iv) better coordination with development partner activities, and improved alignment of these activities with MAF's annual action plan; and (v) improved monitoring, evaluation and reporting. Component 4 will include support for the Timor-Leste Agriculture Advisory Council (TLAAC) and the Timor-Leste Agriculture Research and Development Institute (TLARDI), which are included in National Strategic Development Plan.

Component 5: Project management and monitoring. The Government is in the process of creating an umbrella unit within MAF to manage and coordinate the implementation of all development partner-financed projects and programs in the agricultural sector. The Secretary General will be tasked for coordinating the said umbrella unit which will be named Development Partners Management Unit (DPSMU). Whereas for managing every project, MAF will establish a Project Management Unit (PMU) which will be coordinated by a Project Manager. In the case of SAPIP, given the size and geographic scope, the project will be coordinated and managed by a separate PMU, but will also report to the DPSMU.

Component 6: Contingency for Disaster Risk Response:

Carrying out a program of activities designed to provide rapid response to disaster, emergency or catastrophic events, as needed. This component will be used in the event that an emergency response is required.

3. SAPIP PMU and MIU roles and implementation arrangements

At the national level, the SAPIP PMU will be responsible for: (i) annual planning and budgeting in compliance with Government requirements; (ii) coordination across Components and other projects/programs to drive complementarity; (iii) support for field-level technical and natural resource planning staff; (iv) support for a governance framework to manage the disbursement of grants to farmer groups; (v) communications, and knowledge management and dissemination; (vi) maintenance of a mapping and planning database in ALGIS to record WADPs and SCADPs; (vii) a special focus on gender and vulnerable group inclusiveness in Project-supported activities; and (viii) monitoring of and reporting on the SAPIP results framework. The project will develop and apply accountability mechanisms through citizen engagement, monitoring and grievance redress throughout the implementation of the project.

The SAPIP PMU will include seconded staff from relevant MAF directorates such as National Directorate for Policy and Planning; Research, Statistics, Geographical and Information System; National Directorate for Forestry and Watershed Management; National Directorate for Livestock; National Directorate for Agriculture and Horticulture, National Directorate of Irrigation and water Utilization Management and others. These MAFs staff will be supported by a team of technical specialists with skills in: (i) project planning, coordination and management; (ii) institutional reform and capacity building; and (iii) monitoring and evaluation, and impact assessment.

The SAPIP PMU will include one Project Manager; one Program Officer; one Policy Planning and M&E Officer; one Finance Officer, one Procurement Officer, one Administrative Officer, One Grant Officer, One Watershed and Group Formation Officer, one Farmer Field School Coordinator and one Administrative Assistant. A facilitation team will also be recruited as an NGO/Consulting Service to assist the PMU in the training and outreach to farmer groups. The PMU will be based at MAF Headquarters in Dili.

At the municipal level, the SAPIP PIUs will be responsible for implementing the project activities at field level, in close coordination with the PMU. PIUs will be established in Lautem, Liquica, Bobonaro, Ermera, Ainaro and Oecusse municipalities. Each MIU will be headed by the existing Municipality Agriculture Director, who will be supported by a SAPIP Project Officer. A second Project Officer will be recruited for the Belulik watershed to cover the Covalima municipality, which will not have a separate PIU. Only selected sucos in each municipality (44 sucos in total) will benefit directly from the project.

4. Task and responsibilities

4.1 Overarching Responsibilities

The Project Officer is responsible for supporting MAF to implement SAPIP at the field level and meet the project objectives in each targeted municipality. This will include:

- Under Component 1, supporting the PMU to facilitate the creation and/or capacity building of Watershed Management Councils, and to facilitate the development of WADPs and SCADPs;
- Under Component 2, working with the PMU to create and support farmer groups;

- Under Component 3, working with the PMU to ensure that farmer groups are undertaking activities that are in alignment with the WADPs and SCADPs; and
- Under Component 4, providing appropriate information to the PMU for monitoring purposes in relation to the above areas.

4.2. Specific Objectives

- Ensure that the approved work plan is executed;
- Assure that the implementation of SAPIP activities of all project components are in line with the PIM and Small Grants Manual;
- Ensure that the design of the activities are in compliance with the SAPIP Environmental and Social Management Framework (ESMF) and in line with World Bank safeguard policies.
- Provide advice on the technical and professional aspects of the SAPIP project;
- Assists the Municipal Agriculture Director to identify innovative ideas / concepts that can improve SAPIP implementation, and transmit them within the team, to stakeholders and the target groups;
- Integrates results experiences and lessons learnt into team efforts and transfer them to stakeholders and the target groups;
- Assists with conceptualising and conducting, as part of a team, workshops, seminars and other events at the Municipality level;
- Identifies bottlenecks in project implementation after considering monitoring data, and other information and recommends options for resolving these;
- Carries out other tasks as assigned by the Project Manager or Municipal Agriculture Director.

4.3 Coordination

- Act as primary liaison point between the target sucos in each municipality, the Municipal Agriculture Director, and the project team;
- Participate in regular field visits in accordance with the project needs;
- Coordinate closely with the SAPIP PMU to ensure effective implementation;
- Share lessons learned and recommendations with Project Officers in other PIUs to improve implementation across the project;
- Maintain a good flow of information between the PIU and PMU.

5. Language

- The working languages of the assignment will be Tetum and English. The Project Officer will assist the PIU to prepare project documents related to her/his task and responsibilities in English and Tetum.

6. Expertise and Experience Required

The Project Officer will be expected to have the following qualifications and experience:

- Bachelor Degree in Agriculture/forestry/natural resource management, and/or areas related to Agriculture and community development;
- At least 3 years of experience with project management in an agricultural or natural resource management context- previous experience with donor-funded projects will be highly desirable
- Managerial skills, particularly in project management; working with teams of professionals; and liaising with government and non-government organizations - this requires good facilitation and communication skills
- Good understanding of Timor-Leste government policies and procedures of flexibility and preparedness to understand the local situation, and a demonstrated ability to establish strong working relationships with project counterparts and municipal and national level;
- Good computer literacy including with Microsoft Word, Excel and Power Point.
- Good writing skills and the ability to prepare clear, concise reports
- Fluency in Tetum and a good level of English are mandatory.

7. Location and duration

The Project Officer will be based in one of the targeted municipalities of SAPIP (Ainaro, Liquica, Oecusse, Lautem, Bobonaro and Ermera) and is expected to travel regularly to project sites. The Project Officer covering Covalima will be based in Covalima but will cover additional targeted sucos of Ainaro, depending upon arrangement between MAF Ainaro and Covalima. This position is expected to commence in about October 2017. The assignment will be for three years with a probation period of three months. The extension of contract will be depending upon satisfactory performance.

8. Reporting and outputs

The Project Officer will report directly to the Municipal Agriculture Director and will agree on an individual work plan at the commencement of the assignment. He/she will support the Municipal Agriculture Director in ensuring the timely submission of project reports and documentation as outlined in the Project Implementation Manual, including with respect to monitoring and evaluation, fiduciary matters, annual workplans and budgets, etc.

An important part of this role will be assisting the Municipal Agriculture Director in tracking the implementation of the Annual Work Plan and Budget, and therefore the Project Officer will also support the PMU in the preparation of the six- monthly reports to be submitted to the SAPIP Project Steering Committee (PSC).

The Project Officer will be required to submit the following outputs:

- A short inception report to describe activities one week after start-up;
- Monthly report;
- Regular updates whenever requested by the PMU.