



MINISTÉRIO DA  
AGRICULTURA  
E PESCAS

## SUSTAINABLE AGRICULTURE IMPROVEMENT PROJECT GAFSP GRANT No. TFOA2869

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### Terms of Reference (TOR) For Finance Officer

#### **1. Background**

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 100,000 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). Spill over 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 unit is called Project Management Unit (PMU) which will be tasked with ensuring the effectiveness of SAPIP implementation both at National and Municipality level. Project Implementation Units (PIUs) will be created by MAF under the PMU with tasks to manage and coordinate the implementation of SAPIP project in four selected Municipalities: Lautem (Raumoco-watershed), Liquica (Loes-watershed), Ainaro (Belulik-watershed) and Oecusse (Tono-watershed).

Since SAPIP will be focusing on farmer-focused sectoral development planning, it is a necessity for MAF to recruit a Finance Officer to assist the Project Management Unit in handling financial aspects of the said Project.

The Finance Officer will be expected to work independently in a small and complementary team for handling all financial aspects of the SAPIP project from inception to conclusion.

#### **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 will be formed, and Watershed Agriculture Development Plans will be prepared to guide planning at the watershed level. Detailed Sustainable Community Agriculture Development Plans will guide investments at the community level.

### **Component 2: Smallholder organization, advisory support and training**

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.

The SAPIP PMU will include seconded staff from all relevant directorates such as National Directorate for Policy and Planning; Research, Statistic, Geographical and Information System;

National Directorate for Forestry and Watershed Management; National Directorate for Livestock; National Directorate for Agriculture and Horticulture and others.

MAF will assign a number of its staff for the SAPIP project and these MAF's 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. These will include one Project Manager; one Program Officer; one Policy Planning and M&E Officer; one Finance Officer, one Procurement Officer, one Administrative Officer and one Administrative and finance Assistant. A facilitation team will be recruited as an NGO/Consulting Service will assist the PMU in the training and outreach to farmer groups.

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 Geography Information System (ALGIS) to record watershed agriculture development plan (WADPs) and (sustainable community agriculture development plan (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.

### **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. ASSIGNMENT DESCRIPTION**

The National Finance Officer (NFO) will be responsible for the provision of advice to the Project Manager regarding financial matters related to SAPIP, particularly in: (i) ensuring the effective management of all financial and disbursement aspects of the project; (ii) upholding of standards of financial management required by Government and the World Bank; and (iii) ensuring that adequate funds are available in a timely manner to achieve SAPIP's objectives.

### 3.1. Coordination

- The NFO will be a member of a small team composed of the above-listed members, plus national counterparts for these positions.
- Coordination with all concerned stakeholders - DPs, DGs, NDs, Regional and Municipal staff, Suco staff, and other GoTL ministries will be important for efficient procurement. Regular contract with MoF will be important to ensure that MAF's budgets are presented in the format required.

### 3.2. Core Objective

- The main role of the NFO is to enable PMU to manage the financial management requirements of SAPIP;

### 3.3. Specific Objectives

- With support from World Bank Finance Officer, the SAPIP Finance Officer will provide guidance to Project Management team to ensure high quality outputs, including transparency in the processing of finance documents and subsequent management and control of assets.
- The NFO will support the SAPIP team regarding financing of goods, works, and services which is consistent with Timor-Leste's financial management guidelines and procedures and also those of World Bank. To ensure that the best advice is given, the NFO will be required to become familiar with the processes, policies and relevant project documentation of MAF, MoF, the Grant Agreement, and the Project Implementation Manual (PIM)
- The NFO will develop a close working relationship with MAF Finance Officers to address problems related to financial issues, to facilitate the smooth and speedy execution SAPIP's budget.. There will be support from the SAPIP's Procurement Officer to ensure overall integration of procurement schedules and logistics management within the Ministry's planning, operations and reports.

### 3.4. Key Responsibilities

In close coordination with the National Directorate of Administration and Finance (NDAF) and with the technical assistance from the World Bank Finance Officer , the SAPIP Finance Officer will:

- Uses MAF's standard financial procedures, ensure that SAPIP's accounting and internal control procedures are applied ; and ensure proper planning, budgeting, accounting, reporting and auditing, as set out in the PIM, including integration with the Government Resource Planning (GRP) as required.
- Maintains an subsidiary accounting system for monitoring sub-grants for farmer groups and other advances (such as travel advances)
- Monitors project costs and expenditures periodically and ensure that adequate project funds are available to meet the project commitments and forecast expenditures.
- Prepares withdrawal applications for disbursement of SAPIP trust funds administered by the World Bank for replenishment of the Designated Account (DA) and direct payments.
- Processes payment orders to be made from the DA;
- Ensures that SAPIP's accounts conform with the standards of accounting and auditing, and that financial records (including contracts, orders, invoices, bills, receipts, and other evidence of expenditure) are maintained in good order for potential verification as set out in the PIM;
- Works closely with independent external auditors to ensure audits of projects accounts are carried out in a timely manner in accordance with auditing standards acceptable to the World Bank and are submitted annually no later than six months after the end of the fiscal year (December 31 of each year).

- Prepares Quarterly Interim Financial Reports (IFR) for the grants, , including monitoring Disbursement Linked Indicators, to ensure submission to the World Bank within 45 days of the end of quarter as set out in the PIM.
- Ensures an ‘imprest’ system with proper documentation; and maintaining appropriate accounting records and internal control procedures for authorizing payments and recording of transactions, for petty cash , Municipal Implementing Units, TLAAC, and TLARDI;
- Ensures the effective management of all financial and disbursement aspects of the project;
- Upholds standards of financial management required by Government and the donor agencies;
- Ensures that adequate funds are available in a timely manner to achieve project’s objectives;
- Coordinates with all concerned stakeholders - DPs, DGs, NDs, Regional and Municipal staff, Suco staff, and other GoTL ministries for efficient financial management
- Handles regular contact with MoF and NDAF to ensure that SAPIP budgets are presented in the format required;
- Maintains good working relationship with National Directorate of Administration and Finance-MAF;
- Assists NDAF MAF’s finance staff to solve problems related to financial issues, to facilitate the smooth and speedy execution of SAPIP -sponsored project’s budget.

#### 4. Language

- The working language of the assignment will be English. MAF counterparts will work side by side to prepare documents in Tetum.

#### **5. EXPERTISE and EXPERIENCE REQUIRED**

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

- Bachelor Degree in Financial Management, accounting or equivalent discipline.
- Masters degree and/or membership of a recognized professional accounting organization will be an advantage
- Not less than ten years of senior professional financial management experience with large public sector organizations, preferably in a rural development context.
- Managerial skills, particularly in financial management; working with teams of professionals; and liaising with government and non-government organizations - this requires good facilitation and communication skills;
- Prior working experience with World Bank sponsored project and MAF would be an advantage;
- Flexibility and preparedness to understand the local situation, and a demonstrated ability to establish strong working relationships with national counterparts.
- Good computer literacy and experience in writing planning manuals.
- Fluency in English is mandatory.

## 6. LOCATION AND DURATION

The Finance Officer will be based in Dili, Timor-Leste and is expected to travel regularly to project sites. This position is expected to commence in about May 2017. The assignment will be for three years depending upon performance evaluation which will be conducted on annual basis.

## 7. REPORTING

The Finance Officer will submit the following reports in English and Tetum;

- A short inception report to describe the mission's activities one week after start-up;
- Monthly report outlining progress achieved against the agreed work plan, problems encounter and recommendation of solution as well as work plan for the upcoming month;
- Any other financial related report per Project Manager's request.

## 8. Submission of application

Interested persons can send their application letter, CV and references stating the subject “**MAF-SAPIP-FO**” before or latest on 30<sup>th</sup> of March 2017 to SAPIP Project Management Unit, MAF-Comoro *Dili, Timor-Leste* or via email: [sapip.maf2017@maf.gov.tl](mailto:sapip.maf2017@maf.gov.tl) or [sapip.maf2017@gmail.com](mailto:sapip.maf2017@gmail.com)

Applications from qualified women are encouraged. **Only short-listed candidates will be contacted. Interviews will be held in English.**