



MINISTÉRIO DA  
**AGRICULTURA  
E PESCAS**

**SUSTAINABLE AGRICULTURE PRODUCTIVITY PROJECT (SAPIP)  
HASA'E PRODUTIVIDADE AGRIKULTURA SUSTENTAVEL (HAPAS)  
GASP GRANT# TF OA2869**

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**TERMS OF REFERENCE**

**Small Grants Officer**

**1. Background**

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) has established a unit for managing the SAPIP project. The Project Management Unit (PMU) will be tasked for ensuring the effectiveness of SAPIP implementation. Then under the PMU, MAF will also create a Project Implementation Unit (PIU) which will be tasked to assist the PMU for managing and coordinating the Implementation of SAPIP project in four selected Municipalities: Lautem (Raumoco-watershed), Liquica (Loes-watershed), Ainaro (Belulik-watershed) and Oecusse (Tono-watershed).

**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**

The development and strengthening of farmer groups is a priority area under the MAFSP. Component 2 will therefore 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 has created a unified Project Management Unit (PMU) 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 assigned as Project Director for the coordination PMU, and a coordinator will be assigned for each project/program. Given SAPIP's size and geographic scope, it will be coordinated and managed by a separate SAPIP PMU, but will also report to the overarching coordination PMU.

The SAPIP PMU will include seconded staff from the National Directorate for Policy and Planning (NDPP), Research and Special Services, and Agriculture and Community Development. MAF's staff assigned to the SAPIP PMU 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 a Deputy Project Director, a Monitoring and Evaluation and Compliance Officer, a Finance/Accounts Officer, a Procurement Officer, a Planning/Administrative Officer and an Accountant. A facilitation team 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 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.

**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 Small Grant Officer (SGO) will be responsible for overseeing and administering the activities under component 3.2. Support to farmers groups for production, storage, and processing technologies. particularly in: (i) ensuring the effective management and disbursement aspects of the sub-grants; (ii) upholding of standards of sub-grant management required by Government and the World Bank; and (iii) ensuring that adequate funds are available in a timely manner to achieve sub-grants' objectives.

#### **3.1. Coordination**

- The SGO 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 activities under sub-Component of 3.2 are implemented according to sub-grant manual.

#### **3.2. Core Objective**

- The main role of the SGO is to enable PMU to handle the sub-grant management requirements of SAPIP.

#### **3.3. Specific Objectives**

- With support from World Bank Finance Officer, the SGO will provide guidance to Project Management team to ensure high quality outputs, including transparency in the processing of sub-grant documents and subsequent management and control of assets.
- The SGO will support the SAPIP team regarding financing of sub-grants 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 SGO will be required to become familiar with the processes, policies and relevant project documentation of MAF, MoF, the Grant Agreement, Sub-Grant Manual and the Project Implementation Manual (PIM)
- The SGO will develop a close working relationship with MAF Finance Officers to address problems related to sub-grant management issues, to facilitate the smooth and speedy execution SAPIP's Budget allocated for Component 3.2.

### 3.4. Key Responsibilities

- The primary mechanism for providing financial and compliance support local sub-grantees;
- Be responsible to ensure that all procurements and sub-grants are provided in full compliance with government of Timor-Leste's rule and the World Bank requirement and SAPIP implementation manual and sub-grant manual;
- Maintains complete files of all documents evidencing compliance with these rules, regulations, and procedures;
- Works with technical staff and relevant directorate to design procurement and grant agreements that ensure that the beneficiary is accountable, that capacities to implement Sub-grant-funded activities are adequate and documented, and that deliverables against which payment can be claimed are clearly defined and appropriately timed;
- Cooperates closely with technical teams and the Finance Officer to ensure that no advances are made prior to fulfillment of all conditions per Sub-Grant Manual;
- Works with prospective beneficiaries, and implementing partners serving beneficiaries, to build their capacities in applying/bidding for and properly managing their sub-grants or procurements. Particularly important will be building the procurement and sub-grant management capacities of targeted municipalities;
- The position reports to the Program Officer

### 3.5. Specific Tasks

Tasks of the Small-Grant Officer are:

- Supervises and administers all activities of the Sub-Grants Fund
- Establishes standard operating procedures that fulfill all of the requirements of Government Procurement Operations Manual and Sub-Grant Manual;
- Ensures that no disbursements are made from SAPIP bank accounts for procurements or sub-grants unless all prior evaluation, documentary, and delivery requirements are fulfilled;
- Establishes and maintains a database with comprehensive and detailed information on every individual procurement and sub-grant;
- Establishes and maintains complete documentary records on all small-grants and procurements in electronic and/or hard copy, as required;
- Trains and advises technical directorates, SAPIP PMU as to procurement and sub-grant requirements and the capacities of prospective beneficiaries to fulfill them;
- Assists relevant directorates, extension agents and beneficiaries in the structuring of procurements and sub-grants;
- Plans and contributes to institutional and professional capacity-building in the area of procurement and sub-grants management with particular focus on the targeted municipalities;

- Collaborates with the Technical Directorates and the M&E Officer to ensure the collection and recording of quantitative and qualitative data required by the SAPIP Performance-Based Management / Monitoring & Evaluation system related to sub-grant-funded activities;
- Facilitates review and audit of sub-grant and procurement activities.

#### 4. Language

- The working language of the assignment will be English.

#### 5. **Expertise and Experience Required**

The Small-Grant Officer will be expected to have the following qualifications and experience:

- Bachelor Degree in finance related discipline or bachelor degree in agriculture with experience and knowledge in financial and sub-grant management;
- Not less than 2 years of senior professional financial management or some level of sub-grant management experience with large public sector organizations, preferably in a rural development context.
- Managerial skills, particularly in grant 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 donor's agencies 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.
- This Position is open for Timorese Nationals only.

#### 6. **Location and Duration**

The Small-Grant 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 February 2018. The assignment will be for two years depending upon performance evaluation which will be conducted on annual basis.

#### 7. **Reporting**

The Small Grant Officer will submit the following reports in English:

- 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 Sub-Grant Management related report per request from the Project Manager or Program Officer.

#### 8. Submission of application

Interested persons can send their application letter, CV and references stating the subject **“Small Grant Officer”** before or latest on **22<sup>nd</sup> of January 2018** to SAPIP Project Management Unit, MAF-Comoro *Dili, Timor-Leste* or via email: [mica.freitas@maf.gov.tl](mailto:mica.freitas@maf.gov.tl)

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