



MINISTÉRIO DA
AGRICULTURA
E PESCAS

SUSTAINABLE AGRICULTURE IMPROVEMENT PROJECT GAFSP GRANT No. TFOA2869

Terms of Reference (TOR) for Administrative 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). 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 unit is called Project Management Unit (PMU) which will be tasked for ensuring an effectiveness of SAPIP implementation both at National and Municipality level. A 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).

The Administrative Assistant will be expected to work independently in a small and complementary team and is also expected to support the Administrative officer in handling all administrative 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 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/Accounts Officer, one Procurement Officer, one Administrative Officer and one Administrative 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 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. Function, task and responsibilities

3.1. General Function:

The general function of the Administrative Officer is to assist Project Management Unit for handling administrative aspects of the SAPIP Project, under the general guidance of Project Manager and Program Officer.

3.2. Specific tasks and responsibilities:

- Provides office support services in order to ensure efficiency and effectiveness within the Project Office;
- Assures that general filing system is maintained and including filing all correspondence for the project;
- Maintains electronic document/data files for use by the project team in coordination with hardcopy file system which would include labeling system on files for various documents;
- Prepares travel documents and finalizes travel arrangements, including preparing ground transportation in coordination with Logistic Department;
- Tracks incoming documents and their clearance status;
- Responds to questions about clearance and processing requirements. Liaises with other offices to obtain clearances, information desired by the Project Team;
- Maintains office supply stock ;
- organizes office space and all related logistics for Project team;
- Oversees office equipment : photocopier, printer, computers, air conditioners, lights etc and Reports to the Project Manager of any faults and broken machines and following up of any delays for further action;

- Manages office inventory and prepares inventory list of equipment assigned to the SAPIP PMU and provides an update on the inventory on regular basis;
- Assures that Project Team members have access to supporting facilities for carrying out their daily tasks;
- Assist the PMU with human resources related task such as maintaining position descriptions, advertising vacancies, assisting the project manager in determining salary levels, maintains all personnel records, preparing employment contract including extension of contract, amendment of contract, and termination of contract; and monitoring employment conditions of all project staff.
- Travels to targeted municipalities whenever is required to assist the project team with logistical arrangements for project implementation;
- Supervise administrative assistance if carrying out her/his duties on day-to-day basis;
- Performs other related duties as assigned by the Project Manager and Program Officer.

4. Language

- The working language of the assignment will be English and Tetum.
- This position will assist the PMU to prepare project related documents related to her/his task and responsibilities in English and Tetum.

5. Expertise and Experience Required

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

- Bachelor Degree in Administration and/or equivalent substantial experience with specific training in Administration;
- Not less than 3 years of professional management experience with large public sector organizations in developing countries, preferably in a rural development context.
- Prior working experience with international agencies and MAF would be an asset;
- Managerial skills, working with teams of professionals; and liaising with government and non-government organizations - this requires good facilitation and communication skills;
- 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 and Tetum is mandatory.

6. Location and duration

The Administrative Officer will be based in Dili, Timor-Leste and is expected to commence work in about August 1, 2017. The assignment will be for three years depending upon performance evaluation which will be conducted on annual basis.

7. Reporting

- At the end of every month, the Administrative Officer is expected to produce monthly report outlining output of the specific tasks and responsibilities;
- Weekly update to Project Manager and Program Officer as needed.