

1. Terms of Reference.

PMU- Project Manager - Individual Consultant (National)

Objective and Purpose of the Assignment

The engagement of an Individual Consultant (National) as Project Manager familiar with managing donor-financed projects of agricultural and rural development in Project Management Unit (PMU) of Ministry of Agriculture, Livestock, Fisheries and Forestry (MALFF) will facilitate smooth implementation of TIM: Coffee and Agroforestry Livelihood Improvement Project ("the project")¹.

Scope of work

The Project Manager will report to the National Director at National Directorate for Coffee and Industrial Crops (DNCPI) and the project steering committee (PSC). The Project Manager will be responsible for day-to-day administration of the project, including procurement and supervision of consulting services, coordination of project activities, liaison with DNCPI and Timor Coffee Association (ACT) staff and implementation of the stakeholder communication plan. The Project Manager will ensure the timely submission of project reports and documentation as outlined in the Project Administration Manual, prepare annual work-plans and budgets, provide strategic plans for project activities and prepare reports to be submitted to ADB and PSC.

Detailed Tasks and Expected Outputs

- i. Oversees the operations of the project management unit;
- ii. Manages day-to-day implementation of the project;
- iii. Ensures the approved Procurement Plan is executed in line with ADB's procurement policies;
- iv. Provides stakeholders, including the ADB MALFF and ACT, with regular updates on project implementation, in line with the requirements of the Project Administration Manual;
- v. Processes all necessary documentation for requesting ADB approval for selected project procurement activities;
- vi. Ensures compliance with ADB and MALFF's governance framework and policies;
- vii. Establishes project management controls, ensures compliance to project controls and retains relevant documents;
- viii. Ensures good collaboration and flow of information between MALFF, DNCPI, PSC, ADB, consultants / contractors / implementing partners, ACT and the PSC;
- ix. Prepares project reports and other documentation for submission to the Project Director, PSC, ADB, and project partners.

Qualification Requirements

The Project Manager will have minimum of Bachelor degree and preferably a post-graduate degree in a relevant discipline i.e. agriculture, forestry and natural resource management, and previous experience of managing donor-financed projects. Will have at least 8 years of general working experience and 6 years of experience that is relevant to the assignment. Previous experience of managing donor-financed projects and working on agricultural and rural development will be highly desirable. Expected to be able to use computers effectively. Fluency in English and Tetum is mandatory.

- Minimum General Experience; 8 Years
- Minimum Specific Experience (relevant to assignment); 6 years
- Regional/Country Experience; Required

¹ [51396-001: Coffee and Agroforestry Livelihood Improvement Project | Asian Development Bank \(adb.org\)](#)

Duration: Apr.2024 – Oct. 2024. Contract maybe extended if the grant closing date is extended beyond the grant closing date of October 2024.

Post location: Ministry of Agriculture, Livestock, Fisheries and Forestry (MALFF), DNCPI, Dili and Project-site (if needed)

Deliverables; (a) monthly work done reports (b) summary minutes of meetings by MALFF and PSC (c) periodic project reports and financial statements for submission to government and ADB (d) field visit reports.

2. Terms of Reference

PMU Accounts Officer MALFF - Individual Consultant (National)

Objective and Purpose of the Assignment

The engagement of an Individual Consultant (National) as MALFF-PMU Accounts Officer knowledgeable of accounting and financial management to facilitate smooth implementation of TIM: Coffee and Agroforestry Livelihood Improvement Project ("the project").

Scope of work

The PMU Accounts Officer will be responsible for supporting the Project Manager and MALFF Project Accountant with financial matters related to Coffee and Agroforestry Livelihood Development Project, including i) ensuring effective recording, accounting and management of the project's finances and disbursement; ii) compliance to standards of financial management required by the Government of Timor-Leste and the Asian Development Bank; and iii) timely recording of project accounts and financial transactions.

Detailed Tasks and Expected Outputs

The Accounts Officer will work with designated staff at MALFF to deliver the following tasks and outputs:

- i. Using MALFF's standard financial procedures, strengthen financial controls to ensure compliance with ADB's requirements;
- ii. Ensure project accounts conform with required standards for accounting and auditing, and maintain financial records (including contracts, orders, invoices, bills, receipts, and other evidence of expenditure) for audit trails;
- iii. Ensure proper planning, budgeting, accounting and reporting as set out in the Project Administration Manual to support implementation of the project;
- iv. Monitor project costs and expenditures periodically and ensure funds are available to meet the project commitments and forecast expenditures;
- v. Prepare quarterly financial reports for the grant and submits it timely to the Project Manager and Project Director;
- vi. Manages the project advance account with proper documentation; and maintain appropriate accounting records and internal control procedures for authorizing payments and recording transactions, petty cash, expense reimbursements and participatory cash disbursements;
- vii. Ensure the effective management of all financial management and disbursement under the project;
- viii. Prepare withdrawal applications for disbursement of JFPR funds administered by the Asian Development Bank for replenishment of the 'advance' account and direct payments;
- ix. Works closely with internal and external auditors;
- x. Uphold standards for financial management required by the Government and donors; and
- xi. Perform analysis of project financials.

Qualification Requirements

The PMU Accounts Officer will have a minimum bachelor's degree and preferably post-graduate degree in accounting, finance or economics with at least 3 years of experience in financial management or 5 years in general experience and regional/country experience. Previous experience with donor-financed projects is desirable. Computer literacy, including with Microsoft Word, Excel and accounting software is required. The consultant is expected to be fluent in English and Tetum and to have a proven ability to produce project accounts and financial reports.

- Minimum General Experience; 5 Years
- Minimum Specific Experience (relevant to assignment); 3 Years
- Regional/Country Experience; Required

Duration: Apr.2024– Oct.20024. Contract maybe extended if the grant closing date is extended beyond the grant closing date of October 2024.

Post location: Ministry of Agriculture, Livestock, Fisheries and Forestry (MALFF), National Directorate of Coffee and Industrial Crops, Dili

Deliverables; (a) accounting, budgeting and financial reports including quarterly financial reports for the grant and submit it timely to the Project Manager and Project Director (b) support and coordinate audit of the project (c) inputs to periodic project reports and financial statements for submission to government and ADB (d) financial management and disbursement records.

3. Terms of Reference

ACT Program Manager - Individual Consultant (National)

Objective and Purpose of the Assignment

The engagement of an Individual Consultant (National) as Timor Coffee Association (ACT) Program Manager knowledgeable of project and program management and working on agricultural and rural development will facilitate smooth implementation of TIM: Coffee and Agroforestry Livelihood Improvement Project ("the project").

Scope of work

The ACT Program Manager will report to the PMU Project Manager and the President of ACT. The Program Manager will oversee the delivery of project output 2a-c and 3.c such as:

- Platform for strengthening value chain, market linkages and women participation provided by Festival Kafé Timor and associated quality competitions annually from 2021-2024 (2020 baseline: festival held in 2016, 2017, 2018 and 2019).
- A grading system to classify fresh and processed coffee adopted.
- Comprehensive information about coffee production in Timor-Leste available to prospective buyers in consuming countries.
- A platform for knowledge sharing and ongoing industry learning provided by ACT.

The ACT Program Manager will be responsible for coordinating consultant inputs and liaising with all stakeholders for these outputs. The Program Manager is expected to ensure the timely submission of project reports and other required documentation to ACT management and the PMU. This includes preparation of annual work plans and budgets, strategic plans for project activities and preparation of PSC reports related to ACT activities.

Detailed Tasks and Expected Outputs

- i. Oversees the establishment of the ACT project implementation unit in a timely manner;
- ii. Manages day-to-day implementation of the project activities related to output 2a-c and output 3.c as described in PAM and ensures quality outputs in coordination with the project manager;
- iii. Provides the PMU with regular updates on project implementation, in line with the requirements of the PAM; informs stakeholders on project progress, including the ADB and MALFF, as required by the PAM.
- iv. Processes all necessary documentation to request PMU approval for procurement and payments;
- v. Ensures compliance with ADB and MALFF's governance framework and policies;
- vi. Establish project management controls, ensure compliance to project controls and retain relevant documents;
- vii. Ensures good collaboration and flow of information between consultants (quality improvement, market improvement and event management), PMU, Asian Development Bank, MALFF and steering committee.

Qualification Requirements

The ACT Program Manager will have minimum of bachelor's degree and preferably with postgraduate degree in a relevant discipline i.e. agriculture, forestry and natural resource management and previous experience in donor-financed projects. He or she will be expected to have at least 6 years of general experience, of which at least 4 years should be relevant to

the assignment. Familiarity with the coffee sector in Timor-Leste is highly desirable. Expected to be able to use computers effectively. Fluency in English and Tetum is required.

- Minimum General Experience; 6 Years
- Minimum Specific Experience (relevant to assignment); 4 Years
- Regional/Country Experience; Required

Duration: Apr.2024 – Oct. 2024. Contract maybe extended if the grant closing date is extended beyond the grant closing date of October 2024

Post location: Ministry of Agriculture, Livestock, Fisheries and Forestry (MALFF), National Directorate of Coffee and Industrial Crops, Dili

Deliverables; (a) monthly work done reports (b) summary minutes of meetings by ACT related to project (b) inputs to periodic project reports and financial statements for submission to government and ADB.