

1. Terms of Reference

ACT Program Manager - Individual Fixed Term Employee (National)

Objective and Purpose of the Assignment

The engagement of an Individual Fixed Term Employee (National) as ACT Program Manager knowledgeable of project and program management and working on agricultural and rural development will facilitate smooth implementation of TIM: Coffee and Agro-forestry Livelihood Improvement 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.bas described in Project Administration Memorandum (PAM). 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 MS degree or minimum of bachelor's degree in a relevant discipline i.e. agriculture, forestry and natural resource management and previous experience managing large-scale 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: Nov.2024 – Oct.2026

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.

2. Terms of Reference

PMU Accounts Officer MALFF - Individual Fixed Term Employee (National)

Objective and Purpose of the Assignment

The engagement of an Individual Fixed Term Employee (National) as MALFF-PMU Accounts Officer knowledgeable of accounting and financial management to facilitate smooth implementation of TIM: Coffee and Agro-forestry Livelihood Improvement 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 Agro-forestry 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. Establishes 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 MS degree or minimum bachelor's degree in accounting, finance or economy with at least 3 years of experience in financial management. 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: Nov.2024 – Oct.2026

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.