



MINISTÉRIO DA  
AGRICULTURA  
E PESCAS

HASA'E PRODUTIVIDADE AGRICULTURA SUSTENTAVEL -HAPAS  
(SUSTAINABLE AGRICULTURE IMPROVEMENT PROJECT – SAPIP)

GAFSP GRANT # TFOA2869

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## **Terms of Reference (TOR)**

### **For**

### **Safeguards and Gender Officer**

#### **1. Background**

The Sustainable Agriculture Productivity Improvement Project (SAPIP), also referred as Hasa'e Produtividade Agrikultura Sustentavel (HAPAS), is a Timor-Leste Ministry of Agriculture and Fisheries (MAF) initiative aimed at increasing the productivity and sustainability of agricultural marketed production of smallholder farms in four selected watersheds in the municipalities of Lautem (Raumoco watershed), Ainaro/Covalima (Belulik watershed), Liquiça/Ermera/Bobonaro (Loes watershed), and Oecusse (Tono watershed). At least 16,500 rural farm households are expected to benefit from the project through its support in the planning and capacity building of the farmer groups in these watersheds. Indirect benefits are also expected from the adoption of new agricultural practices and technologies.

SAPIP aims to strengthen MAF's planning, programming, monitoring and evaluation functions, as well as its gender mainstreaming goals, and will act as catalyst for a more effective, productive and sustainable agriculture sector for the whole of Timor-Leste. SAPIP will also assist MAF in decentralizing and reorganizing its services delivery model so that it can be better aligned and more responsive to the needs of the farming and fishing communities in the municipalities and their sucos.

SAPIP is being implemented directly by MAF through its Project Management Unit (PMU). The supervising entity for SAPIP is the World Bank, whose environmental and social safeguards policies and procedures, along with MAF's Gender Policy, will apply to the project implementation. SAPIP is expected to commence its community-level planning and development support in late 2017. Safeguards training will continuously be provided for MAF/SAPIP staff throughout the SAPIP implementation. MAF/SAPIP will also receive technical support on gender equality and gender mainstreaming from the State Secretariat for the Socio-Economic Empowerment of Women. The MAF's gender policy is for women's and men's needs to be equally and adequately addressed in its policies and programs. And its policy goals are to recognize the role of gender equality towards achieving the economic objectives of the agricultural sector and the importance of women's economic empowerment in MAF's Strategic Development Plan (SDP) and Sustainable Development Goals visions for gender equality by 2030. In line with this policy, SAPIP aims to achieve at least thirty percent (30%) participation of women and ten percent (10%) of youths in the farmer groups.

## **2. Project description**

The project has the following implementation components:

### **Component 1: Integrated watershed agriculture development planning**

The objective of this component is to improve agriculture development planning within targeted watersheds. Watershed Management Councils (WSMCs) will be formed, and Watershed Agriculture Development Plans (WADPs) will be prepared to guide planning at the watershed level. Detailed Sustainable Community Agriculture Development Plans (SCADPs) will guide investments at the community level.

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

Activities under the 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 Development Institute (TLARDI), which are included in National Strategic Development Plan.

### **Component 5: Project management and monitoring.**

This component supports the formation and operation of SAPIP/HAPAS PMU and the PIUs. The Government is also in the process of creating the Development Partners Management Unit (DPSMU) within MAF to manage and coordinate the implementation of all development partner-financed projects and programs in the agricultural sector such as those by community-based organizations (CBOs) and NGOs. Baseline survey and program impact evaluation and monitoring also fall under Component 5.

Due to the increased requirements for guidance in environmental and social impacts management and gender mainstreaming activities, a Safeguards and Gender Officer will be appointed to support SAPIP PMU. The terms of reference (TOR) for the Safeguards and Gender Officer are described below.

### **3. Responsibilities of the Safeguards and Gender Officer**

The SAPIP Safeguards and Gender Officer will perform environmental and social safeguards and gender mainstreaming activities based on the SAPIP Environmental and Social Management Framework (ESMF) and the MAF Gender Policy, and will report directly to the SAPIP PMU Program Officer.

The following are the key tasks of the Safeguards and Gender Officer:

- a) Ensure a coordinated approach to the implementation of the environmental and social safeguards, and gender mainstreaming policies, as described in the SAPIP ESMF, the Project Implementation Manual (PIM) and the MAF Gender Policy, so that the environmental, social and gender equality aspects of SAPIP and all its activities are fully considered and complied with;
- b) Prepare internal environmental, social and gender equality guidelines, training materials and brochures for the preparation, implementation, monitoring and reporting of relevant SAPIP activities as required by the World Bank's safeguards instruments and as informed by the MAF Gender Policy;
- c) Help integrate environmental and social safeguards good practice and gender equal opportunity into the planning, design and budgeting of activities and staff requirement at the PIU level and reflect it into the Project Implementation Manual (PIM);
- d) Support the Project Implementation Units (PIUs) in reviewing their environmental and social (including gender and youth composition) screening of subprojects and small grants projects and associated reporting;
- e) Conduct training, awareness and capacity building on the World Bank's environmental and social safeguards requirements and procedures, as well as the MAF's Gender Policy among MAF, PMU and PIU staff (project officers and suco extension officers), as well as support refresher training and evaluation of trainings and, if necessary, assist with the revision of training modules and curriculums;
- f) Collate appropriate performance and monitoring key indicators (i.e. % grievances addressed, % compliance of safeguard indicators, % women and % youth participation, etc.) to input into the Monitoring and Evaluation (M&E) Framework of the project, as well as provide inputs for various evaluations/studies related to the project;
- g) Review progress of environmental and social safeguards, and gender mainstreaming in the implementation of the different program components and subcomponents of SAPIP as identified in the ESMF and as provided in the MAF Gender Policy, and periodically report the effectiveness of the implemented program components and their environmental and social outcomes and impacts;
- h) Conduct field visits and community consultation to ascertain if the Grievance Redress Mechanism (GRM) established for the project is functioning appropriately and the SAPIP subcomponents/subprojects are implemented in an environmentally and socially sustainable manner and inclusive of women;
- i) Advise SAPIP PMU and MAF of any environmental and social safeguard, and gender equality breach such as when impacts and issues arising from the project are not effectively managed, and supervise the implementation of the corrective actions which may be identified through due diligence, monitoring reports, WB mission findings and other sources;
- j) Prepare progress and annual safeguards and gender mainstreaming performance status reports to input in the ESMF section of the M&E progress report to PMU and MAF, and review all relevant documents to confirm their compliance to the required standards of safeguards and gender equality reporting by staff and consultants; and

- k) Perform any other important task related to the topic/theme, deemed important by the SAPIP PMU and MAF.

#### 4. Language

The working languages of the assignment will be English and Tetum.

#### 5. Key Qualifications and Experience

- Bachelor in Social/Environmental Science or a related field;
- At least 3 years of experience in the application of environmental and social safeguards to projects;
- Proven experience in formulating, assessing and reviewing environmental and social safeguards compliance documents;
- Knowledge of Timor-Leste national legislation related to environment, agriculture, fisheries, forestry, land rights, land administration and other relevant issues;
- Experience in carrying out stakeholder consultations and organizing environmental and social safeguards training workshops/seminars;
- Knowledge of the World Bank's Environmental and Social Safeguard Policies preferred;
- Experience with gender analysis and monitoring;
- Excellent interpersonal, leadership and organizational skills;
- Excellent verbal and written communication skills in English & Tetum languages.

#### 6. Location and Duration

The Safeguards and Gender Officer will be based in Dili, Timor-Leste (with regular travel) and is expected to commence in May 2018. The assignment will be full-time for a period of 12months, with a possibility of extension depending on project requirements.

#### 7. Submission of application

Interested persons can send their application letter, CV and references stating the subject “**MAF-SAPIP FFS Coordinator before or no later than 2<sup>nd</sup> of April 2018** to SAPIP Project Management Unit, MAF-Comoro *Dili, Timor-Leste* or via email to [sapip.recruitment@gmail.com](mailto:sapip.recruitment@gmail.com) and copy to [sapip.maf2017@maf.gov.tl](mailto:sapip.maf2017@maf.gov.tl) .

For any clarification or inquiries regarding the ToR, please contact SAPIP PMU at +670 7818 6585 or through email at [sapip.recruitment@gmail.com](mailto:sapip.recruitment@gmail.com) and copy to [sapip.maf2017@maf.gov.tl](mailto:sapip.maf2017@maf.gov.tl) .

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

#### **SUPPORT FACILITIES**

Necessary office space, office equipment, stationary, data, information, documents in connection with the project, and transportation facilities for field trips will be provided.