



To express interest in this assignment please email [priyanka.subba@crs.org](mailto:priyanka.subba@crs.org)

**CRS Farmer to Farmer Program  
Volunteer Assignment Scope of Work**

Notice for potential volunteers:  
Some assignment details are subject to change.

Summary Information	
<b>Assignment Code</b>	<b>TL07</b>
Country	Timor-Leste
Country Project	Modernizing Agriculture
Host Organization	Peoples Trade Company (PTC)
Assignment Title	Gap identification and Training on accounting system for business using MYOB (Mind Your Own Business) system
Assignment preferred dates	From June 2019 onwards
Objectives of the assignment	<ul style="list-style-type: none"> <li>○ Enhance the capacity of staff in the management of PTC funds through training the accounting staff on the best accounting practices</li> <li>○ Train staff to use inventory and Liability of accounting software MYOB properly</li> <li>○ Train staff on the best practices of preparing final statements of accounts for Audit Reports.</li> </ul>
Desired volunteer skill/expertise	Experts with financial accounting background with training experience
Type of Volunteer Assistance	Technology Transfer (T)
Type of Value Chain Activity	Information and Input Support Services (S)
PERSUAP Classification <sup>1</sup>	Type III

**A. BACKGROUND**

CRS Farmer-to-Farmer (F2F) Program is a USAID funded 5-year program (July 2018 – June 2023) that will provide technical assistance from United States (U.S) volunteers to farmers, farmer groups (cooperatives and associations), agribusinesses and other agriculture sector institutions. The program objectives are to facilitate economic growth within targeted agriculture sub-sectors, enhance sub-sector inclusiveness to expand participation to a broader range of individuals and communities and to increase the American public's

<sup>1</sup> USAID precisely classifies PERSUAP in four categories; **PERSUAP Type I** assignments directly related to pesticides recommendations, **Type II** as assignments with indirectly related with pesticides, **Type III** assignments related to curriculum review and designing, business plan development and strategies development and **Type IV** as assignments associated with other USAID projects and collaborators.



understanding of international development issues and US international development programs. Volunteers, recruited from all States and the District of Columbia, are individuals who have domestic careers, farms and agribusinesses, or are retirees who want to participate in development efforts. F2F program will assist in agriculture development, commodity value chain competitiveness and firm upgrading by providing technical assistance to introduce new technologies, innovations and development of local capacity for more productive, profitable, sustainable and equitable agriculture systems.

The Timor-Leste Ministry of Agriculture and Fisheries Strategic Plan<sup>2</sup> recognizes the fundamental importance of agriculture to Timor-Leste's economy and the impact of agriculture on poverty reduction, food and nutrition security, economic growth, and income and employment generation through its linkages to other sectors of the economy. The agriculture sector in Timor-Leste accounted for 19% of Gross Domestic Product (GDP), or over \$253 million in 2013. However, there is a considerable net deficit in agricultural trade as imports in 2014 were valued at approximately \$60 million. Major imports include rice, sugar, meat (chicken, beef, pork), vegetable oil, fish, milk, and vegetables (potato, onion)<sup>2</sup>. In rural communities 57% of women and 60% of men are actively involved in agriculture<sup>3</sup>. Agriculture consists primarily of subsistence farming with limited access to inputs, technical knowledge, and market linkages. There is a heavy reliance on traditional agricultural practices such as slash-and-burn cultivation. Most smallholdings are mixed rainfed farms growing maize, cassava, red kidney beans, sweet potato, rice, groundnut, and vegetables. Coffee, coconut and candlenut are the most common tree crops. Livestock, such as poultry, pigs, cattle, buffalo, goats and sheep are raised on a small-scale and extensive

PTC (People Trade Company) is a local export company which was established in 2002 by a 100 % stake of a Japanese NGO, PARCIC. PTC purchases Arabica coffee from coffee producers' cooperative in Maubisse (COCAMAU: 592 members) and Robusta coffee from cooperative in Ermera (KOHAR: 133 members) and exports them to the Japanese market as fair trade. PTC also purchases and distributes products of Aroma Timor, a women's group network which is organized by 16 groups in 6 municipalities (Aileu, Ainaro, Baucau, Bobonaro, Covalima and Liquisa), to both domestic and international market. PTC imports packaging materials from China and Indonesia, which are necessary for these products.

These activities are designed and developed to diversify the local economy in Timor-Leste. Timor-Leste as a new country which won the independence in 2002 is aiming to diversify the industry by moving away from a single economy dependent on natural resources in its 'Strategic National Development Plan 2011-2030'. However, the lack of the experiences and human resources become challenges in all sectors in this country.

## **B. ISSUE DESCRIPTION**

PTC uses an accounting system MYOB since 2011. It is capable to be managed from sales, banking, purchase, inventory until personnel in one system, however, it is not used sufficiently by now. It is easy for local staffs who are used to the cash basis trade to manage cash flow, sales and accounts receivable, however, it is difficult for

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<sup>2</sup> <http://extwprlegs1.fao.org/docs/pdf/tim149148.pdf>



them to manage things that cannot be counted by cash such as inventory and liabilities. For the volunteer to train the staff on best accounting practices, we need to identify what is constraining them from fully using good accounting practices.

**C. OBJECTIVES OF THE ASSIGNMENT**

- The objective of this assignment is to train People Trade Company enhance the capacity of staff in the management of PTC funds through training the accounting staff on the best accounting practices
- Train staff to use MYOB inventory and Liability properly
- Train staff on the best practices of preparing final statements of accounts for Audit Reports.

The beneficiaries of this assignment will be expected is 1 staff in the training and will impacting 930 client that supply their product to PTC

**D. HOST CONTRIBUTION**

The People Trade Company (PTC) will select, determine the attendances regarding to training participant. The PTC will also ensure that the necessary class rooms and local training aids and other teaching materials are in place. The host will also provide the volunteer with and facilitate the volunteer for meal services. The PTC will also assign a focal person who can guide and facilitate the volunteer specialist during the assignment period. The host will also provide accommodation, office space and office furniture as well as vehicle if any travel is required during the assignment duration.

**E. ANTICIPATED RESULTS FROM THE ASSIGNMENT**

This assignment volunteer will contribute to the following:

- Increase knowledge of 1 staff on how to operate MYOB base on the objective of the assignment
- The staff who have knowledge on MYOB system will train another staff on it
- A more efficient use of the system contributes to increased profitability, identify loopholes, generate accurate reports that guide the company.

**F. DELIVERABLES**

1. Group presentation with local stakeholders at the end of the assignment in country
2. Group presentation for CRS staff
3. Volunteer outreach activities in the US and in country
4. Volunteer final report due before departure

**G. SCHEDULE OF VOLUNTEER ACTIVITIES IN TIMOR-LESTE**

**Please note that this is a tentative schedule and will be finalized post volunteer selection with consultation with volunteer.**

Day	Activity
Day 1	Arrival into Timor-Leste. The volunteer will be picked by a car provided through CRS’s client hotel with a placard bearing “CRS logo and volunteer name”.
Day 2	<ul style="list-style-type: none"> <li>• Briefing meeting at CRS office with CRS F2F staff, security briefing and logistics and itinerary of the trip and discuss anticipated outcomes and work plan;</li> </ul>



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Day	Activity
	<ul style="list-style-type: none"> <li>Meeting with ambassador and USAID mission</li> </ul>
Day 3	<ul style="list-style-type: none"> <li>Setup with guesthouse and other logistics</li> <li>Briefing meeting with staff and Leader of PTC</li> <li>First hand briefing on outlines of topics of the training, plan, approach, etc, and adjust the topics as required.</li> <li>Work planning discussion with the staff of the PTC</li> <li>Prepare course/training and plan with the PTC to proceed with the assignment (lecturing, advising, and practicing)</li> </ul>
Day 5-7	Conduct the assignment according to an agreed schedule on MYOB operating system
<b>Day 8-9</b>	<b>Report Preparation</b>
Days 10-12	Continue conducting the assignment (academic, advise and practical)
Days 13	<ul style="list-style-type: none"> <li>Wrap up sessions that emphasize key concepts of the assignment: the PTC evaluates the assignment and discusses final report recommendations with the volunteer.</li> <li>Group presentation to the host in the presence of CRS F2F staff and local leader</li> </ul>
Day 14	<ul style="list-style-type: none"> <li>Back to CRS and Debriefing for CRS staffs in CRS office</li> <li>Submit all reports, return logistic items and complete all required activities</li> </ul>
Day 15	<ul style="list-style-type: none"> <li>Travel back to USA</li> </ul>

#### H. DESIRABLE VOLUNTEERS SKILLS

- Graduate/experience in financial management and accounting
- Expert on utilization MYOB system in practical and theoretical
- Ability and preparedness to use relevant teaching aids and audiovisuals,
- Good communicator and interpersonal skills

#### I. ACCOMMODATION AND ANOTHER IN-COUNTRY LOGISTICS

- Before travelling to the assignment place, the volunteer will stay in Plaza Hotel at one of the CRS's client hotels that will be booked and confirmed before the arrival date. <https://www.agoda.com/plaza-hotel-2/hotel/all/dili-tl.html?checkin=2019-04-10&los=1&adults=1&rooms=1&cid=1646622&tag=974ceae6-7504-ae4c-1f07-a9e79faff10b&searchrequestid=e8bd6065-3418-43b5-a0fa-86fa9bee4e6e&travellerType=-1&tabbed=true>
- In Dili, the hotel usually has rooms that include services such as airport pickup and drop-off, breakfast, wireless internet, etc.
- The hotel or CRS will arrange a vehicle for short travel from the hotel to CRS or using Taxi
- CRS Timor Leste will provide the volunteer with a laptop computer (if s/he needs), local internet dongle (modem/EVDO) and mobile phone with charged local SIM-card. Any other required logistics and facilities can also be requested by the volunteer during her/his stay in Timor-Leste.
- CRS will provide a vehicle and accompany the volunteer to the place of assignment.



- During her/his assignment period on the field, the volunteer will be booked in a hotel at district that with minimum conditions the one that preferred is [https://www.tripadvisor.com/Restaurant\\_Review-g3652080-d14139653-Reviews-Projeto\\_Montanha-Aileu\\_District.html](https://www.tripadvisor.com/Restaurant_Review-g3652080-d14139653-Reviews-Projeto_Montanha-Aileu_District.html)
- CRS Timor-Leste will arrange hotel accommodation and cover the lodging bills against receipts.
- CRS HQ will provide the volunteer with a per-diem advance to cater meals and incidences.
- Before departing to US, the volunteer will also liquidate advances (if any) at CRS Timor-Leste
- For more information, please refer to country information that will be provided

**J. RECOMMENDED ASSIGNMENT PREPARATIONS**

- Prior to travel, the volunteer will be advised to prepare necessary training and demonstrating aids and written handouts. Softcopies of the handouts and any other paper materials can be printed for immediate use at either office of CRS on request by the volunteer.
- If the volunteer requires use of simple training aids like flip charts, markers, masking tapes, etc, s/he should make the request and collect from either office at Dili office prior to travel to the assignment place.
- Translation of handouts to local languages can be done in the locality of the assignment, if shortly required. Depending on the meeting places, the volunteer may use a laptop and projector for power point presentations
- Recommend reading are <http://marketdevelopmentfacility.org/content/where-we-work/timor-leste/agri-business-processing-and-rural-distribution/peoples-trade-company/>, <https://www.parcic.org/english/timor-leste/> and <https://www.instagram.com/aromatimor/?hl=en>
- Related to the weather condition now it is rainy season

**K. KEY CONTACTS**

<b>CRS Baltimore</b>	<b>F2F Program Manager</b>
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<b>Host Organization:</b>	



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