



**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**

Summary Information	
Assignment Code	TL216
Country	Timor-Leste
Country Project	Modernizing Agriculture
Host Organization	Caritas Diocesana de Baucau (CDB)
Assignment Title	Ide and Business Development for SILC groups
Assignment preferred dates	Flexible
Objectives of the assignment	<ul style="list-style-type: none"> <li>• Facilitate on identification business opportunity for the group</li> <li>• Provide guidance and create a roadmap to develop and strengthen farmer SILC groups with clear strategies for buying inputs and selling.</li> <li>• Educate and inform potential SILC groups about the importance of working together- collective bulking, buying inputs, selling and marketing.</li> </ul>
Desired volunteer skill/expertise	<ul style="list-style-type: none"> <li>• Experience in farmer groups/cooperative leadership and management.</li> <li>• Skills in developing &amp; strengthening smallholder farmer's as SILC group</li> <li>• Knowledge of group dynamics, group cohesion and conflict resolution and experience working in developing countries.</li> <li>• Good writing and analytical skills, including good interpersonal communication.</li> <li>• Skills in adult training.</li> </ul>
Type of Volunteer Assistance	Business/Enterprise Development (E)
Type of Value Chain Activity	Information and Input Support Services (S)
PERSUAP Classification	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 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>1</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

The majority of East Timorese live in rural areas. Most are subsistence farmers with plots too small to support their families. Many households don't have enough food to feed themselves all year round. Changing climate patterns and more intense weather phenomena such as El Nino has further increased the food insecurity in Timor-Leste. Malaria and tuberculosis are common diseases in the country and low immunization rates contribute to a high child mortality rate of 57 deaths per 1,000 live births.

Caritas Diocesana de Baucau (CDB) is currently working in partnership with the Portuguese Cooperation (CAFOD) to develop a Protection Program and Livelihood Program for communities in rural areas. Caritas Diocesana de Baucau (CDB) is an NGO involved in accelerating development in rural communities through agriculture, micro finance, water and sanitation and conservation. Caritas Baucau is also working with CRS on the CROPS (Climate Resilient Opportunity Through Post-Harvest Storage) program. The program has two strategic objectives; Agriculture and Food Security and Economy recovery and market system-SILC and the TOMAK Project (To'os Ba Moris Diak) that focuses on climate smart agriculture and Nutrition.

The beneficiaries mobilized and formed by Caritas Baucau through the TOMAK Project are 31 groups with a total of 669 members. The CROPS program currently works with 29 SILC groups and a total number of 658 members. There are 20 members on average per group.

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<sup>1</sup> <http://extwprlegs1.fao.org/docs/pdf/tim149148.pdf>

Caritas Baucau is facing some challenges working with their SILC farmers groups due to a strategic on business idea and plan for SILC groups development and strengthening and a lack of training and education for the farmers on the benefits of farmer group associations. Caritas Baucau will benefit through Business idea and development training focused on sensitizing, supporting and organizing SILC group farmer producers to enable them to have a greater source for income and markets and learning new techniques. This is currently not possible due to weak of business idea, development and inability to access ICT to promote their product.

## **B. ISSUE DESCRIPTION**

Caritas Baucau currently works with 29 SILC. The SILC has not received adequate training on how to do business utilize money that saving in their groups. The profit earns from the saving only came from percentage of loan interest and not well utilized after the shared-out time. Some of groups starting with selling rice sack and some basic imported staples food for the group members, nonetheless not organized well. In agriculture sectors that mostly provide them source of income they haven't touch well.

in agriculture where their main income source is often overlooked because they do not focus on just one activity, but some is like farming, grazing livestock, trading so that the yield earn is did not meet the expectation. The money raised from these sources is partially diverted to the SILC groups they formed, so the money in the SILC group grew more and more, but most of them began to worry about the money available. Some say it's best to get more interest on, what to do with this money. some say this money is grow more and more but unsafe to keep at home and etc.

In light of these needs, Caritas Baucau is requesting technical assistance for a volunteer who will work directly with Caritas to impart idea business and development skills to their group to provide them with the skills required to start and develop their business with clear strategies for agricultural production and collective marketing for members produce. It is anticipated that the technical assistance will provide a clear roadmap to start and to develop SILC group business, strengthen group cohesion, improve group performance and enhance sustainability.

## **C. OBJECTIVES OF THE ASSIGNMENT**

The key objective of this assignment is to identify and develop business idea for SILC groups and build the capacity of the host by supporting them in developing and strengthening their existing farmers SILC group to become functional and profitable farmer SILC groups capable of supporting their members. There are numerous subtopics that the volunteer could explore, but the following are the key topics for this SOW:

1. Ide and Product identification for each SILC group
2. Business analysis for Maize, Beans, Vegetable, chicken, goat and coconut production
3. Facilitate the discussing business ideas, business opportunities and sustainability product
4. How to read market opportunity and demanding
5. how to increase negotiation leverage by pooling resources within the group, through collective inputs procurement and joint marketing, using basic cost-benefit analysis techniques,
6. Teach the group how to obtain and share market information to avoid being taken advantage of by anonymous and unscrupulous middlemen,
7. Show the group how to draft, use, and enforce contracts for trade purposes,
8. Demonstrate best fund raising and agricultural financing options using members' resources SILC model

#### D. HOST CONTRIBUTION

- Transportation – to and from assignment site
- Snacks during the training

#### E. ANTICIPATED RESULTS FROM THE ASSIGNMENT

Immediate anticipated results of the training are:

- SILC group Farmer will understand the commodity that will profitable
- SILC group farmer can already anticipated market opportunity and demanding
- Farmers will understand more about their input-buying/output-selling options and how to maximize their own profits. They will develop a strategy to use and share this market information to their advantage

#### F. DELIVERABLES

- Vol final report due BEFORE departure
- Group presentation with local stakeholders at the end of the assignment in country
- Participant list
- Volunteer outreach activities in the US and in country

#### 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 in Presidente Nicolau Lobato Airport. The volunteer will be met by CRS's client Plaza Hotel (mail: <a href="mailto:plaza_hotel@hotmail.com">plaza_hotel@hotmail.com</a> ; Phone: <a href="tel:+67077232438">+67077232438</a> ).The shuttle from Plaza hotel will locate the volunteer to the hotel.
Day 2	<ul style="list-style-type: none"><li>• Take CRS cars or pre-arranged taxi to come to CRS office (CRS working days are Monday to Friday from 8:00AM to 5:00 Timor-Leste time)</li><li>• Welcoming by CRS, and briefing meeting on security, general orientation, MEAL (attendance sheet, reporting and PPT templates), and logistic.</li><li>• Discuss anticipated outcomes and work plan</li><li>• Brief meeting with US Embassy in Timor-Leste</li><li>• Travel to the assignment site in Baucau and accommodated at CRS client hotel or at the closest guesthouse or home stay in the field</li></ul>
Day 3	<ul style="list-style-type: none"><li>• S/he will be introduced with the host. And general orientation will be pursued.</li><li>• Further assess skill and training gaps through visiting and discussing with Key SILC group members</li></ul>
Day 4-8	<ul style="list-style-type: none"><li>• Based on information gathered and gaps identified, the volunteer worked with project coordinator, staff and PCV and SILC group members related to topic and agenda agreed</li></ul>
<b>Day 9</b>	<b>Rest Day (Sunday)</b>
Day 10-15	<ul style="list-style-type: none"><li>• Continue facilitation and training for SILC groups</li></ul>
Day 16	<ul style="list-style-type: none"><li>• Group presentation report and recommendation to CDB and CRS Baucau</li></ul>

	<ul style="list-style-type: none"> <li>• Travels back to Dili</li> </ul>
Day 17	<ul style="list-style-type: none"> <li>• Debriefing with and final presentation report to CRS staff Dili</li> <li>• Finalize reimbursement expenditures and liquidations (if any) with finance.</li> <li>• Submit attendance sheet, assignment report, PPT presentation and any reference materials to CRS F2F team.</li> </ul>
Day 18	<ul style="list-style-type: none"> <li>• Depart for USA</li> </ul>

#### H. ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS

- Before travelling to the assignment place, the volunteer will stay in Plaza Hotel in Dili, this will be booked and confirmed before the arrival date.
- 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/or homestay in village that with minimum conditions.
- 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.

#### I. RECOMMENDED ASSIGNMENT PREPARATION

As part of preparation for the work ahead the Volunteer should familiarize himself/herself with the Timor Leste F2F program and scope of work for this particular assignment. It is also advisable that the Volunteer read and familiarize with Timor Leste, its development challenges and opportunities. For any printed material these will be printed at CRS office in Dili before commencement of the assignment. Flip charts, markers, masking tapes will be provided by CRS. Volunteers are not advised to rely on LCD projections as the main method of training because full time electricity is not guaranteed in most venues where such trainings take place.

- Info on the targeted trainees in detail including level of education
- The trainees are will represent from management committee from each SILC groups. It is planned for 15 peoples from 15 SILC groups and they are background is various from elementary school to high school
- Working Environment and culture  
The host site is a two-hour drive from Baucau Town with bad road condition. The community is respectful for their guest. There could be a change in participating participation due to cultural activities, funerals or some guest from government is visiting their village.
- Recommended Reading  
Baucau Municipality site <http://www.timorleste.tl/destinations/municipalities/baucau/> and SILC methodology and agriculture small holder farmer
- Weather Appropriate Clothing for rainy season

#### J. KEY CONTACTS

To express interest in this assignment, please email the CRS Baltimore contact listed below. To find out additional information about the host, issue description or field conditions, please email the country contact provided below, copying the CRS Baltimore contact.

CRS Baltimore	Country Manager
<p><b>Priyanka Subba</b>            Volunteer Recruiter            Farmer to Farmer Program            228 W. Lexington Street            Baltimore, MD 21201            410-955-7194            Email: <a href="mailto:priyanka.subba@crs.org">priyanka.subba@crs.org</a></p>	<p><b>Jose Maria Alves Ornai</b>            Farmer-to Farmer Project Manager,            Catholic Relief Services            Timor Leste            Rua Dom Boaventura No. 12, Motael Vera Cruz, Dili, Timor-Leste            Email: <a href="mailto:josemaria.alves@crs.org">josemaria.alves@crs.org</a></p>
<b>Host Organization:</b>	
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