



**USAID**  
FROM THE AMERICAN PEOPLE



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	
Assignment Code	TL219
Country	Timor-Leste
Country Project	Modernizing Agriculture
Host Organization	Centro Desenvolvimento Comunitario (CDC)
Assignment Title	Proposal development for material and equipment supprt
Assignment preferred dates	February/March 2020
Objectives of the assignment	Training on CDC Key staff on proposal development for material and equipment support
Desired volunteer skill/expertise	<ul style="list-style-type: none"> <li>• Background in Project management and related field</li> <li>• Experience in writing a proposal</li> <li>• Experience in work with Agriculture Project is desirable</li> </ul>
Type of Volunteer Assistance	Administrative (A)
Type of Value Chain Activity	Information and support service (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.

Centro De desenvolvimento Comunitario (CDC) is local Non-governmental organization that established in 2000 and localize in Triloca, Baucau Municipality. This organization was recognized as Professional training center that deliver training to unemployed youth and communities in rural area through horticulture farming as a business to generate sustainable incomes to both youth and community, support local products access to markets within Baucau municipality as well as to other municipalities, generate advocacy to attract support from government to promote local production and to improve the capacity of entrepreneurs in rural area of Baucau as well as other municipalities.

#### **B. ISSUE DESCRIPTION**

Centro De desenvolvimento Comunitario (CDC) is a horticulture training center that trains unemployment youth from Baucau and other Municipalities, CDC train the students on horticulture theory and practice also Korean language, this aim to improve the students skill and knowledge on horticulture, to prepare them to become a professional farmers in order after the completion the students could establish their own farmers back in their village and also certified them with certificate that enable them to easily apply the such as seasonal worker that supported by Australia Government.

However, during the deliverance of the training CDC faces many challenges, one of the challenges is lack of material and equipment to run the training center and the support the students after their completion. It is necessary that after the completion of the training the students are supported with material and equipment in order to implement what they have learned into practices. The CDC had an initiative to write a proposal to the donors available to get their support on material and equipment, they have developed a concept note draft for this proposal and need an assistance to write a winning proposal to get this material and equipment support.

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

The CDC initiated farming activities at Triloca Baucau that serve as a training center for unemployed youth on horticulture production to equip them with basic horticulture background and skills. Through this training, the youth can in turn put into practice this knowledge on their own farm after the completion of the training. At the same time, this training also prepares the youth become qualified and certified as seasonal workers in Australia, one of the most sought-after jobs in Timor-Leste currently.

---

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

The objective of the assignment is to develop a proposal for material and equipment support and at the same time to train the key staff of CDC on how to develop a proper concept note and proposal. It is therefore recommended that the volunteer could focus on the following aspect:

1. Identify the potential donor for and donor needs the proposal
2. Internal assessment to identify the organization's need & SWOT analysis
3. Write a proper concept note
4. Guidelines on writing a winning proposal

**D. HOST CONTRIBUTION**

The contribution of the CDC will be the simple meal for breakfast and lunch during the working hours, the transportation to pick up and drop volunteer from hotel to CDC office and potentially to visit CDC's partners during the assignment and the translation for the volunteer during his/her time in delivering the assignment.

**E. ANTICIPATED RESULTS FROM THE ASSIGNMENT**

The development of proposal for material and equipment support will give a big impact to CDC, when CDC get material and equipment support from the donor CDC will be able to operate the training well and the students will be able to establish their own garden after graduation

**DELIVERABLES**

1. A ready proposal for material and equipment support
2. A guideline to develop a winning proposal
3. Final report and recommendations

**F. 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 CDC training center at Triloca, Baucau and accommodated at CRS client hotel or at the closest guesthouse</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 Director, teacher and students at the training center.</li> <li>•</li> </ul>

Day 4-8	<ul style="list-style-type: none"> <li>Based on information gathered and gaps identified, the volunteer worked with Director, teachers and students to develop the curriculum.</li> </ul>
<b>Day 9 &amp;10</b>	<b>Rest Day (Sunday)</b>
Day 11-15	Continue worked with CDC Key staff and Director to develop the proposal
Day 16	<ul style="list-style-type: none"> <li>Final presentation report and recommendation to CDC and CRS Baucau</li> <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>

#### G. 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>
- 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 in the first day
- During her/his assignment period on the field, the volunteer will be staying at Palapa Guest House at Baucau all town with minimum conditions
- CDC will provide material for the training needs
- CRS HQ will provide the volunteer with a per-diem advance to cater meals and incidences.
- Before departing for the 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

#### H. 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 [https://www.filaliman.tl/merkadumarket/centro-no-organisaun-comunidade/cdc-baucau\\_i187](https://www.filaliman.tl/merkadumarket/centro-no-organisaun-comunidade/cdc-baucau_i187) and [https://www.youtube.com/watch?v=FbTrJCwLa\\_I](https://www.youtube.com/watch?v=FbTrJCwLa_I)
- Related to the weather condition July in Baucau is dry season

**I. KEY CONTACTS**

<p><b>CRS Baltimore</b>  <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>Country Manager</b>          Jose Maria Alves Ornai          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> <p><b>Celestina Ramos Cristo</b>          Farmer to Farmer Project Assistant          Email: <a href="mailto:celestinaramos.cristo@crs.org">celestinaramos.cristo@crs.org</a>          Telephone: +670 77526421</p>
<b>Host Organization:</b>	
<p><b>João do Carmo Pinto</b>          Director of CDC          Email: <a href="mailto:pintojoao@yahoo.com">pintojoao@yahoo.com</a>          Telephone: +67077432111</p>	<p><b>Joao Corea</b>          Filed Coordinator of CDC          Telph. +670 77383567</p>