



To express interest in this assignment please email 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	TL221
Country	Timor-Leste
Country Project	Modernizing Agriculture
Host Organization	Acamaten Ltda.
Assignment Title	Food dehydration
Assignment preferred dates	January-February 2020
Objectives of the assignment	<ul style="list-style-type: none"> - Training the staff oh how design and develop one dehydration unit - Weld and assembling heat components
Desired volunteer skill/expertise	<ul style="list-style-type: none"> - Degree in machinery development and electrical - Professional experience in iron welder - Experience in food dehydration and food processing - Professional experience in dehydration - Experience in business development - Adaptable to various situations encountered in the developing world - Strong communication and interpersonal skills - Willing to communicate with host after returned to USA
Type of Volunteer Assistance	Technology Transfer(T)
Type of Value Chain Activity	Processing (P)
PERSUAP Classification ¹	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

¹ 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 Plan² 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). In rural communities, 57% of women and 60% of men are actively involved in agriculture. 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.

In 2016, Arcamaten Ltda was legally registered in Ministry of Finance and only started with a local employee. By 2017, there were 4 additional employees started to do food processing as part time job. Both local company and farmers were laid down contract to continue supply raw agricultural commodities aim to response a need of food industry. Many types of raw products were proceeded implement the processing by 5 locally employees into tea and food for animal. There were 100 rural farmer members grown various agricultural commodities to ensure produces supply to food industry remain steady. A sustainable economy growth in the rural societies should be depends on food processing prior meet real market demands. Therefore, rural farmers are able to take good opportunity independently growing agricultural products for food industry in Dili. The company has conducted successful experiment to dehydrate fruit, cassava, spices and leaves into flour for cuisines and bakery. But size of dehydrate machine is very small to dry high volume of agricultural produces. Therefore, company is required international professional experience and expertise to pass skill into staff about method of assembling dehydration components. In specifically, this company will be represented as origins of the host organization seeking any collaboration to assist food industry for current domestic and international markets.

Local company is currently relying on variety of produces such tomatoes, bok choy, garlic, shallots, chili peppers, long beans, gourds, eggplant, watermelon, turmeric, lemongrasses, sweet potatoes, bananas and others. Arcamaten Ltda face another issue on organic certification for certain produce to response organic market

globally whereas company will focus this matter by 2021. Farmers have an important duty in building a mutual collaboration among others aim to equip great quantity produces for industry.

B. ISSUE DESCRIPTION

Agriculture is the most essential for Timor-Leste in improving food security and economy growth which heavily rely on production and industry development. Arcamaten Ltda is located centrally in Dili which aim to accumulate a wide variety of products across Timor-Leste. This company has undertaken business deal with farmers in some municipalities to supply raw agriculture produce to the processing plant. According to the Timor-Leste Population and Housing Census 2015, demonstrate figure of the population in total of 1,300,000 are depend on agriculture commodities. The greatest and most prevalent issue for farmers in Timor-Leste is their inability to supply product into markets via industry plant. Timor-Leste faces lack of skill and knowledge to establish business processing plant become bottlenecks for economy benefits to the rural communities. So, Arcamanten Ltda is backbone to provide service assistance by processing their agricultural crops prior to domestic and international market. Most importantly and specifically, Arcamanten Ltda have developed a small and large unit of dehydration machine for trial to dry fruit and other food items into domestic products. But, small dehydration machine has dried products below 5 kg and over 500kg of produces by using large dehydration with electrical consumption. Therefore, Arcamanten Ltda is required to build a medium dehydration machine in order to continue food dehydration processing quickly for 100kg-250kg. There was no dehydration company produce dry food for domestic market as Arcamanten Ltda requires a technical assistance international to focus relevant issue above-mentioned.



Photo Credit CRS-TL: small dehydration machine has dried products below 5 kg



Photo Credit CRS-TL: Big dehydration machine has dried products over 500 kg with large electrical consumption

C. OBJECTIVES OF THE ASSIGNMENT



The volunteer’s objective is to increase capacity building of dehydrate machine with available local resources. It is important to facilitate farmer produces into dehydration processing plant prior to local and international markets. The volunteer will deliver knowledge and skills in assembling dehydrate machine components. The assignment should maximize time engaged in active personal involvement with processing personal in industry processing plant. Therefore, Arcamaten Ltda prefers to build another four units of medium dehydration machine locally central heart of Dili. Focal objectives include:

- Assist in designing/planning dehydration facilities
- Assembly electrical wires

D. HOST CONTRIBUTION

Arcamaten Ltda will provide the volunteer with accommodation, meals, translation training hall and all materials needed for inhalations

E. ANTICIPATED RESULTS FROM THE ASSIGNMENT

It is expected that the volunteer’s efforts contribute to the following results:

- Completion of dehydration unit design
- Develop one dehydration unit
- Key person knows how develop new dehydration unit
- Key person knows how maintaining the dehydration Unit

F. DELIVERABLES

- Initial presentation (outlines/list of activities, plan, approach, etc.)
- Final report with results, recommendations, and proposed next steps
- Presentation summarizing results for local stakeholders and CRS staff
- Attendant list

G. VOLUNTEER ASSIGNMENT SCHEDULE

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

Day	Activity
Day 1	Arrive in Timor-Leste. The volunteer will be picked up by a car provided through CRS’ client hotel with a placard bearing the CRS logo and the volunteer’s name.
Day 2	Volunteer will be escorted to CRS office to meet CRS F2F staff and receive briefing on security, logistics, and assignment itinerary. Travel to host organization site. CRS will facilitate in meeting with host company. Short briefing with company staff.
Day 3	Volunteer and local company staff will review itinerary, staff responsibilities, required resources, objectives, expected results, any other logistic concerns and Initial observation existing dehydration machine and conduct visit to see dehydration components in the shops.
Day 4-15	Provide initial design and complete volunteer assignment based on SOW objectives and guidelines discussed during briefings.
Day 16	Finish compiling data and any information required for the final report. Provide short briefing with staff of the company on the recommendation for future improvement



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Day	Activity
Day 17	Last presentation to CRS Ag. Staff, Students and Out brief meeting with Ambassador and USAID mission
Day 18	Departed to USA

H. 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.
- 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 stay in the host guesthouse or in the hotel that cost below \$ 50 with no Wi-Fi conditions
- 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

I. RECOMMENDED ASSIGNMENT PREPARATIONS

- Training materials, demonstration aids, any other documentation should be completed prior to arriving in Timor-Leste. Soft copies can be printed for immediate use at the CRS office in Dili.
- Please prepare a brief initial presentation outlining your skills/qualifications and an overview of your anticipated approach for accomplishing assignment objectives.
- Company may request a call prior to your arrival to confirm details and discuss approach in order to maximum your time in country.
- Timor-Leste's official currency is the US Dollar so there is no need to exchange money. Use ATM visa to withdraw the Money and no longer using Master Card.
- You may want to familiarize yourself with the history and current status of Timor-Leste. Irena Cristalis' *A Nation's Bitter Dawn* details Timor's fight for independence and the aftermath. Timor-Leste's Strategic Development Plan, previously referenced as a footnote, provides a more technical analysis of the current conditions and outlines a path to prosperity.
- You can subscribe to the [ETAN](#) listserv which provides daily news and analysis on events occurring in Timor-Leste.



J. KEY CONTACTS

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