

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** | **TL231** |
| Country | Timor-Leste |
| Country Project | Modernizing Agriculture |
| Host Organization | Escola Tecnica Agricola-Natarbora (ETA-N) |
| Assignment Title | Manual/ standard operating procedure (SOP) for Chemistry Laboratory |
| Assignment preferred dates | Flexible |
| Objectives of the assignment | * To develop a practicum manual on the tools and materials available at ETA-N Laboratory and train the teachers and students how to utilize them. |
| Desired volunteer skill/expertise | Background in Chemistry, experience in create manual for chemistry |
| Type of Volunteer Assistance | Organizational Development (O) |
| Type of Value Chain Activity | Information and support service (S) |
| PERSUAP Classification | Type III |

1. **BACKGROUND**

CRS Farmer-to-Farmer (F2F) Program is a USAID funded 5-year program (July 2018 – June 2023) that will provide technical assistance from the 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 the 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[[1]](#footnote-1) 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)2. In rural communities 57% of women and 60% of men are actively involved in agriculture3. 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 Agricultural Technical School of Natarbora (ETA-N), located in the Administrative Post of Barique-Natarbora Municipality of Manatuto, this School was founded by the former Governor of the Indonesian Eng. Mario Viegas Carascalaõ, on June 15, 1986 as School Agriculture Development, Sekolah pembangunan pertanian (SPP). Since then maintaining the tradition of Agricultural education. On August 30, 1999, this school was burned by the Indonesian military because of the defeat in the East Timor independence referendum. Before Independence Restoration in East Timor on November 21, 2001, a group of School Students from Agricultural development in the Indonesian occupation time was led by Dr. Osorio verdial (Former Director of the School in Indonesian Time), Dr. Augusto Pereira Ex. Alumnus School of Agricultural Development in Natarbora). Together with 21 people from this School of Agricultural Development Etc: such as current Dir. Americo Pereira da Cruz and Vice Dir. Alarico Moniz. Agricultural Technician of Natarbora has some more relevant faculties with an objective to guarantee the training with good qualities for new generations of Timor-Leste that comes to take advantage of their studies in the area of ​​agriculture. This Construction and the School building dates to an objective and with the Administrative services working, the Management office, library and reprography, some classrooms, computer rooms, the room for Course Directors and Educational Advisors, the Teachers Room, Laboratories, Kitchen, Cafeteria, boarding schools, and sanitary facilities.

In addition to these facilities, the School will increase the construction of annexed buildings for classes and specific spaces for the Technical component, which support practical classes, such as livestock facilities, machinery park, workshops, greenhouses, pedagogical kitchen workshop, auditorium, Biology and Chemistry laboratories for organoleptic, in addition to the agricultural area with about 136 hectares and Industrial plants areas with about 50 hectares. And areas of food production and horticulture with about 50 hectares and areas of livestock and veterinaries with about 25 hectares and administrative installation areas and fields with about 11 hectares.

ETA-N in the development of the agriculture sector in Timor-Leste thorough academic capacity building for the students in agriculture sector. ETA-N is agriculture school as a level of senior high school. Every year ETA-N enroll 100 new students. Currently total students are 305 people. They are living and stay in Dormitory until graduated. ETA-N has three department such as Department plantation, Horticulture and Animal husbandry and its under and manage by Ministry of Agricultura.

1. **ISSUE DESCRIPTION**

ETA-N was established when Indonesia since Indonesian time, all facilities were very complete at that time, but in 1999 (referendum) all school equipment was looted and even part of the building was burned by pro-integration militias. After Timor-Leste gained independence, all parties hoped that this school would be rebuilt and with the help of various parties such as the Ministry of Agriculture, GIZ and USAID the school could finally function again.

ETA-N until now they have laboratory facilities including chemical laboratories where there are various tools and chemicals, but they don't have manuals or instructions on how to use these tools and materials for identifying the elements in a material.

Thus, until now the teachers only explained in theoretical form and only limited to knowing the ash content of a material the rest did not exist because there was no SOP and part of the material had expired, in addition to the absence of referrals the use of laboratory equipment and materials besides that also because the teacher who is carrying out chemical studies is still lack of knowledge on how to use the tools and chemicals .

**OBJECTIVES OF THE ASSIGNMENT**

1. The purpose of this assignment is to develop a SOP for define the levels of carbohydrates, fats, proteins, vitamins, minerals and fiber in a material such as corn, rice, tomatoes and watermelon
2. Teach teachers and students on how to use the tools and materials available in defining elements as above
3. To recommend to the Ministry of Agriculture/ETA\_N to purchase material or tools needed for practice
4. **HOST CONTRIBUTION**

The contribution of the ETA-N will be the simple meal for breakfast and lunch during the working hour, the transportation to pick up and drop volunteer from Sister Guesthouse to ETA\_N office and the translation for the volunteer during his/her time in delivering the assignment.

1. **ANTICIPATED RESULTS FROM THE ASSIGNMENT**
2. The manual is will guide the teachers to follow during teaching time
3. The students will reliable in both theorical and practical skills on chemistry science
4. The students who are study in ETA-N will benefit by this manual laboratory
5. **DELIVERABLES**
6. Manual for Laboratory Chemistry
7. Participant list
8. Group presentation with local stakeholders at the end of the assignment in country
9. Group presentation for staff
10. **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: [plaza\_hotel@hotmail.com](mailto:plaza_hotel@hotmail.com); [Phone](https://www.google.com/search?rlz=1C1GGRV_enET751ET751&q=saro-maria+hotel+phone&sa=X&ved=0ahUKEwie4JH0gNfWAhXFOBoKHS8rB1sQ6BMIwwEwEA): [+67077232438](javascript:void(0))).The shuttle from Plaza hotel will locate the volunteer to the hotel. |
| Day 2 | * 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) * Welcoming by CRS, and briefing meeting on security, general orientation, MEAL (attendance sheet, reporting and PPT templates), and logistic. * Discuss anticipated outcomes and work plan * Travel to the assignment side Manatuto-Natarbora and accommodated at Canossian sister guesthouse |
| Day 3 | * S/he will be introduced with the host. And general orientation will be pursued. * Further assess skill and training gaps through visiting and discussing with Director, teacher and students at the training center |
| Day 4-6 | * Based on information gathered and gaps identified, the volunteer worked with Director, teachers and students to develop the curriculum. |
| **Day 7-8** | **Report preparation** |
| Day 9-13 | Continue worked with Director, teachers and students to develop the curriculum. |
| **Day 14-15** | **Reporting Preparation** |
| Day 16 | * Final presentation report and recommendation to ETA-N * Travels back to Dili |
| Day 17 | * Debriefing with and final presentation report to CRS staff Dili * Finalize reimbursement expenditures and liquidations (if any) with finance. * Submit attendance sheet, assignment report, PPT presentation and any reference materials to CRS F2F team. |
| Day 18 | * Depart for USA |

1. **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. <http://plazahoteldili.com/>
* 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 Canossian Sister Guest House at Natarbora (10 minutes’ walk from ETA-N compound)
* ETA\_N 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

1. **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
* Related to the weather condition July in Natabora is rainy season

1. **KEY CONTACTS**

|  |  |
| --- | --- |
| **CRS Baltimore** | **Country Manager** |
| **Priyanka Subba**  Volunteer Recruiter  Farmer to Farmer Program  228 W. Lexington Street  Baltimore, MD 21201  410-955-7194  Email: [priyanka.subba@crs.org](mailto:priyanka.subba@crs.org) | 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: [josemaria.alves@crs.org](mailto:josemaria.alves@crs.org)  **Celestina Ramos Cristo**  Farmer to Farmer Project Assistant  Email: [celestinaramos.cristo@crs.org](mailto:celestinaramos.cristo@crs.org)  Telephone: +670 77526421 |
| **Host Organization:** | |
| **Americo Pereira da Cruz**  Director of ETA-N  Email: [dacruzmirda2@gmail.com](mailto:dacruzmirda2@gmail.com)  Teleohone: +670 78592743 | **Alarico Moniz**  Vice Director  Telph. +670 77344546  Email: [alaricomoniz@gmail.com](mailto:alaricomoniz@gmail.com) |

1. <http://extwprlegs1.fao.org/docs/pdf/tim149148.pdf> [↑](#footnote-ref-1)