

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** | **TL233** |
| Country | Timor-Leste |
| Country Project | Modernizing Agriculture  |
| Host Organization | ANAPROFIKO |
| Assignment Title | Website Design  |
| Assignment preferred dates | April-May 2020 |
| Objectives of the assignment | * To develop any communication Materials and launch website for ANAPRFIKO
* To train relevant staff on website maintenance and updating
 |
| Desired volunteer skill/expertise | * Qualifications in IT and web design
* Experience in hands-on website designing
* A good understanding of current standards in website designing and development
* Knowledgeable in the proper usage of codes, scripts, tags and search engine optimization
* Conversant with content management systems such as WordPress
* Tech-savvy

Willing and available to offer technical support to the hosts after the assignment |
| Type of Volunteer Assistance | Business Enterprise Development (E) |
| Type of Value Chain Activity | On Farm Production (F) |
| 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.

ANAPROFIKO was formed in March 2015 with assistance from MAF-Seeds of Life.  It is registered at the Ministry of Justice on September 2015.It is established with objectives to represent the interests of the commercial seed producers and to promote the development of commercial seed trade. It is being operated on a voluntary basis.  An independent Secretariat is set up in Dili to coordinate its activities in serving the interests of members. ANAPROFIKO is an umbrella organization of Commercial Seed Producers (CSP) which are registered with the Seed Department of the Ministry of Agriculture and Fisheries to produce, process and/or market quality seed in Timor-Leste.  CSPs include a number of farmers organizations or farmer groups.

ANAPROFIKO held its first general assembly on 19 March 2015 where representatives from 55 commercial seed producers from 12 municipalities attended.  The general assembly decided to elect one delegate for each municipality and the 12 delegates further elected a four members executive committee for ANAPROFIKO.  At present, the Executive Committee team comprises of the President, Vice President, Secretary and Treasurer.

ANAPROFIKO works closely with the Ministry of Agriculture and Fisheries (MAF) to achieve seed security and seed sovereignty leading to food and nutrition security.  It assists in MAF’s effort to stop importation of seeds of maize and paddy and to realize self-reliance on commercial seeds of major food crops.

Membership is open to all commercial seed producers registered in MAF on payment of a one-time entry fee and an annual subscription based on turn-over.  There are 55 Commercial Seed Producers (1500 seed growers) in 12 municipalities of Timor-Leste.

In 2014-2015, ANAPROFIKO members (ie. commercial seed producers) have produced 354 tonnes of seeds of MAF released varieties which are ready for distribution for the 2015-16 cropping season: Maize variety Sele: 135 tons; Maize variety Noi Mutin: 64 tons; Maize variety Nai: 6 tons; Paddy variety Nakroma: 130 tons Peanut Variety Utamua: 19 tons

ANAPROFIKO members have actively contributed in the process of drafting ‘Timor-Leste National Seed Policy’.  ANAPROFIKO has a permanent seat in the National Seed Council at the Ministry of Agriculture and Fisheries.  It is fully committed to implement the National Seed Policy.

1. **ISSUE DESCRIPTION**

Currently ANAPROFIKO has established a strong relationship with the Ministry of Agirculture as a regular buyer for the seeds they produced. Only have one market makes ANAPROIKO struglle because their income only depend on the buyer. Therefore, ANAPROFIKO is willing to expand their market not only nationaly but also internationally, however the main challenge that they are now facing is they are now have no website to promote their organization as well as the product.

1. **OBJECTIVES OF THE ASSIGNMENT**

The main objective of this assignment is to establish an online presence for ANAPROFIKO to expand their market both nationally and internationally, in order to reach out the new potential buyer both inside the country and outside the country, by identified more market ANAPROFIKO believed that they can increase they production and income the expand their organization and helping to increase the number of their groups that currently situated in all 12 municipalities.

Specifically, the volunteer expert will perform the following tasks:

* Develop brochure, Facebook pages and launch a website for ANAPROFIKO
* Train relevant staff on website and Facebook maintenance and updating
1. **HOST CONTRIBUTION**

The contribution of the ANAPROFIKO will be the transportation for roundtrip from his/her hotel to training side, training hall(classroom) and prepared the stationary for the training. Anaprofiko will provide internet data available for the connections

1. **ANTICIPATED RESULTS FROM THE ASSIGNMENT**
* The groups can sustain and increase the production up to capability each type of variety
* The farmer has been increasing knowledge on how to manage their soil
1. **DELIVERABLES**
2. A facilitate complete training for the staff on web maintenance
3. The assignment report is provided
4. Guidelines to maintaining editing and uploading the information
5. **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. 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
* 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 the President and staff ANAPROFIKO |
| Day 3 | * Develop agenda and travel to field
 |
| Day 4-8 | * Training based and agreed agenda
 |
| **Day 9** | **Rest Day (Sunday)** |
| Day 10-15 | * Continue training for the groups
 |
| Day 16 | * Final presentation report and recommendation to ANAPROFIKO
 |
| Day 17 | * final presentation report to CRS staff Dili
* Debriefing with US Ambassador and US Mission in Dili and
* 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.
* 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
* ANAPROFIKO 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
* More information about ANAPROFIKO provided in here: <https://web.facebook.com/anaprofikor>
1. **KEY CONTACTS**

|  |  |
| --- | --- |
| **CRS Baltimore** | **Country Manager** |
| **Priyanka Subba**Volunteer RecruiterFarmer to Farmer Program228 W. Lexington StreetBaltimore, MD 21201410-955-7194Email: priyanka.subba@crs.org  | Jose Maria Alves Ornai Farmer-to Farmer Project Manager, Catholic Relief ServicesTimor LesteRua Dom Boaventura No. 12, Motael Vera Cruz, Dili, Timor-LesteEmail: josemaria.alves@crs.org **Celestina Ramos Cristo**Farmer to Farmer Project Assistant Email: celestinaramos.cristo@crs.org Telephone: +670 74059836 |
| **Host Organization:** |
| **Ilidio Mau-Terca Mendonca**President Email: tl.anaprofiko@yahoo.comTeleohone: +67077152329 | **Marcelino Mau-Mori Magno** Vice President Telph. +670 78066536uabubo73@yahoo.com  |

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