

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.

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| **Summary Information** |
| **Assignment Code** | **TL236** |
| Country | Timor-Leste |
| Country Project | Modernizing Agriculture  |
| Host Organization | ANAPROFIKO |
| Assignment Title | Develop five years strategic plan  |
| Assignment preferred dates | Flexible  |
| Objectives of the assignment | To produce a five years strategic plan  |
| Desired volunteer skill/expertise | * Expert in Organizational Development
* Relevant experiences in strategic plan designing
* Expert in development planning and budgeting
* Master results-based management approach
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| Type of Volunteer Assistance | Technology Transfer (T) |
| Type of Value Chain Activity | On Farm Production (F) |
| PERSUAP Classification | Type II |

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 several 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**

ANARPROFIKU is operating without a strategic plan that can guide them to be more oriented and efficient in their activities. The staff don’t master how to conduct a strategic plan designing. Then, ANARPROFIKU’s development is being compromised as well as good services delivering to the members. Indeed, they have a vision and a mission they brought from their umbrella organization, but this needs to be updated as well as defining some clear and relevant actions plans based on their strengths, opportunities, weaknesses and threats.

**OBJECTIVES OF THE ASSIGNMENT**

The objectives of the assignment are producing a five years strategy plan for ANAPROFIKU, to set direction and priorities, to drive alignment and to communicate the message of ANAPROFIKU by focusing on:

* Explore all the components and the activities of ANARPROFIKO
* Make an organizational and institutional diagnosis
* Help to update a realistic vision, and mission,
* Help to define the strategic objectives
* Help to define and plan all the required activities to be carried out during the five coming years to achieve goals,
* Help to design the monitoring and evaluation mechanisms of the strategic plan
* Help to draft a budget for all the required activities

Anticipated training topics include but are not limited to the following:

* SWOT analysis
* Update mission and vision
* Budget plan

**HOST CONTRIBUTION**

The contribution of the ANAPROFIKO will be the transportation for roundtrip from his/her hotel to training side, training hall and prepared the stationary for the assignment.

**ANTICIPATED RESULTS FROM THE ASSIGNMENT**

At the end of the assignment, the ANARPRODIKU will have their five years strategic plan designed with the budget plan. This plan will provide a sense of direction and outlines measurable goals for them. The staff will be able to initiate anticipated actions for the sustainability of the association as well as improving services delivering to its members. The staff will effectively guide for making decision day**-**a-day, evaluating progress and changing approach when moving forward.

**DELIVERABLES**

Guidelines to develop a strategic plan

The assignment report is provided

**SCHEDULE OF VOLUNTEER ACTIVITIES IN TIMOR-LESTE**

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| Please note that this is a tentative schedule and will be finalized post volunteer selection with consultation with volunteer |
| Day | Activity |
| Day 1 | * 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
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| Day 2 | * Develop agenda for the training
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| Day 3-5 | * Training based and agreed agenda
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| **Report written 6-7**  | **Saturday- Sunday/rest day** |
| Day 8-12 | * Continue design training and finalize the work
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| Days 13-14  | **Saturday and Sunday/rest day** |
| Day 15 | * Final presentation report and recommendation to ANAPROFIKO
* 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.
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| TDB  | * Outreach in USA
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1. **ACCOMMODATION AND ANOTHER IN-COUNTRY LOGISTICS**
* Before travelling to the assignment place, the volunteer will stay at Palapa Hotel 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 \_\_\_\_\_\_
* ANAPROFIKU will provide material for the assignment 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**

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| **CRS Baltimore** | **Country Manager** |
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1. <http://extwprlegs1.fao.org/docs/pdf/tim149148.pdf> [↑](#footnote-ref-1)