To express interest in this assignment please email chi.olisemeka@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** | **TL286** |
| Country: | Timor-Leste |
| Country Project: | Modernizing Agriculture |
| Host Organization: | Timor-Leste Organic Fertilizer (TILOFE) |
| Partner: | - |
| Date of baseline data collection: | March 27, 2021 |
| Date of host agreement signing: | March 5, 2021 |
| Number of previous volunteer assignments: Note, if this is the first/new host, please discuss with Peter and Nyambura before you proceed | Two volunteers have completed assignments on accounting and branding design, respectively. |
| Volunteer recommendations given (Total):7 | 7 | Volunteer recommendations applied (Total): | 6 |
| Assignment Title: | Training on QuickBooks  |
| Objectives of the assignment: | - To train host staff to use QuickBooks online in order to improve time and cost efficiencies.   |
| Assignment preferred dates: | January-February 2023 |
| Desired volunteer skill/expertise | * Experience in using QuickBooks online
* Formal qualifications in financial management
* Extensive knowledge of and experience in microfinance
* Excellent facilitation and communications skills
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| Type of Volunteer Assistance | Organizational Development (O) |
| Type of Value Chain Activity | Information and Input Support Services (S) |
| PERSUAP Classification[[1]](#footnote-1)[1] | Type III |
| Number of people to be trained | Men | Women  | Youths |
| 15 | 5 | 20 |
| Will the assignment address gender gaps? (Yes/No)If yes, please include these in the issues description | No |
| Will the assignment address climate change? (Yes/No)If yes, please include this in the issues description | No |
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1. **BACKGROUND**

The Timor-Leste Ministry of Agriculture and Fisheries Strategic Plan and Timor-Leste Strategic Plan 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 within the economy. In 2020 the agriculture sector in Timor-Leste accounted for 14.19% of Gross Domestic Product (GDP) with a value of $293.6 million (<https://www.statistics.gov.tl>). However, there is a considerable net deficit in agricultural trade as imports in 2019 were valued at approximately $141.4 billion (<https://www.statista.com>). 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 in Timor-Leste is characterized primarily by 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 basis.

Caritas Diocesana de Baucau (CDB) is currently working in partnership with Caritas Australia on livelihood and child protection programs for rural communities. CDB is a non-governmental organization (NGO) with a focus on accelerating development in rural communities through agriculture, micro-finance, water and sanitation, and conservation. CDB is also working with CRS on the REDI+ (Resiliensia Diak) program which addresses food security, economic recovery and savings and internal lending. The project is implemented in Baucau, Viqueque and Manatuto Municipalities.

Timor-Leste Organic Fertilizer (TILOFE) is a private business operated and managed by a group of youths. Established in 2018 by young agronomy graduates from East-Timor Coffee Institute (ETCI) in the Ermera municipality, the group aims to protect the agro-ecological system while creating employment for agronomy graduates and agriculture technical high school students. These employment opportunities will provide practical knowledge and skills to promote sustainable agricultural development, thereby contributing to the health and wealth of the Timorese people. TILOFE’s vision is to promote a healthy and better life for its members and farming communities, and its mission is to produce organic compost to improve agriculture production and productivity in the country by improving soil health. TILOFE’s main products are solid organic compost, organic pesticides, effective microorganisms (EM4) and horticulture seedlings.

TILOFE has been producing organic compost since 2018. Despite the disruptions caused by COVID-19, TILOFE managed to produce four metric tons of compost in 2021 and has plans to produce 48 tons in 2022. From January 2022 to March 2022, they produced 10.7 tons. This result is thanks to the support TILOFE received from a F2F remote paired volunteer assignment on branding and promotion of their organic fertilizer. This has led to them aggressively marketing their products.

1. **ISSUE DESCRIPTION**

TILOFE has been using basic accounting tools but, due to their rapid growth and on the recommendation of a prior F2F volunteer, they are seeking to advance their system from an offline to an online system.

1. **OBJECTIVES OF THE ASSIGNMENT**

The volunteer assignment will focus on training staff to use QuickBooks which will encompass (but not be limited to) inventory control, accounts payable and liability control, expense tracking, cash flow management and the creation of invoices. Anticipated training topics include:

* Training on the QuickBooks online system
* Budget preparation for financial year planning (how to prepare a budget)
* Preparation of financial statements at the organizational level: income statements, balance sheets, cash flow statements
* Generating financial reports
* Cost-benefit analysis
* Gross profit analysis
1. **HOST CONTRIBUTION**
* TILOFE will select the training participants and provide for their transportation to and from the training venue(s).
* TILOFE will ensure that the necessary classrooms, demonstration plots and local training aids and other teaching materials are in place.
* TILOFE will assign a focal person to assist the volunteer specialist during the assignment. The host will provide office space and furniture as well as a vehicle in case travel is required during the assignment.
* TILOFE will provide translation as needed.
1. **ANTICIPATED RESULTS FROM THE ASSIGNMENT**

This assignment will contribute to the following:

* Increased staff knowledge on QuickBooks
* Decreased staff dependency on a manual finance and accounting system
* Accurate financial reports generated for the various stakeholders and improved decision-making for the company
* An efficient financial management system in place with enhanced capacity for understanding performance within each cost center
1. **DELIVERABLES**
* Volunteer final report due BEFORE departure
* Group presentation with local stakeholders at the end of the assignment in country
* Group presentation for staff
* Volunteer outreach activities in the US and in country
* Training manuals
1. **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*** |
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| **Day** | **Activity** |
| Day 1 | Arrive in Timor-Leste. The volunteer will be picked up by a car provided by CRS’s client hotel with a placard bearing the CRS logo and the volunteer’s name.  |
| Day 2 | The volunteer will be escorted to the CRS office to meet CRS F2F staff and receive a briefing on security, logistics, and the assignment itinerary.  |
| Day 3 | Travel to the host organization site. CRS will facilitate travel. |
| Day 4 | Briefing with TILOFE staff. The volunteer and TILOFE staff will review the itinerary, staff responsibilities, required resources, objectives, expected results, and any other logistics concerns. |
| Day 5-7 | Initial meeting the staff of the company and client and collecting baseline information.  |
| Day 8-17 | - Complete volunteer assignment based on SOW objectives and guidelines discussed during briefings. - Finish compiling data and any information required for the final report. - Brief TILOFE staff on assignment results and discuss any considerations for the future. The volunteer will review the proposed final report with TILOFE.- Train Pao Moris Foun credit union on an improved accounting system. |
| Day 18 | Group presentation to TILOFE, CRS F2F staff, and local stakeholders (village leader, extension officers etc.) |
| Day 19 | * Travel back to CRS for debrief. The volunteer will submit all reports, return CRS items, and follow all other check-out procedures.
* Exit briefing with Chargé d’Affaires (CDB) and USAID Mission on the assignment.
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| Day 20 | Depart Timor-Leste |

1. **DESIRABLE VOLUNTEERS SKILLS**
* Experience with the QuickBooks online system
* Formal qualifications in financial management studies and broad knowledge and experience in organizational and private sector financial management.
* Adaptable to working conditions in the developing world
* Strong communication and interpersonal skills
1. **ACCOMMODATION AND OTHER IN-COUNTRY LOGISTICS**
* Before traveling to the assignment site, the volunteer will stay at one of CRS’s client hotels. Reservation details will be provided to the volunteer before they arrive in Timor-Leste. The hotel will offer air-conditioning, wireless internet, and an on-site restaurant.
* CRS will arrange for transportation from the airport to the hotel.
* CRS will provide the volunteer with a laptop computer (if needed), internet dongle (modem/EVDO), and mobile phone with charged local SIM card.
* CRS will provide transport and accompany the volunteer to the assignment site.
* While at the assignment site, the volunteer will reside in a guesthouse/hotel booked by TILOFE with assistance from CRS.
* Prior to leaving the U.S., CRS Headquarters will provide the volunteer with a per diem advance to cover meals and incidentals. Before returning to the U.S., the volunteer will return any unused advances at the CRS office in Timor-Leste.
* Any other logistical concerns can be addressed to CRS and/or TILOFE using the contact information below.
1. **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 the assignment objectives.
* TILOFE may request a call prior to your arrival to confirm details and discuss the approach in order to maximize the impact of your time in-country.
* Classroom supplies such as flip charts, tape, markers, etc. can be collected from the CRS office in Dili prior to traveling to the assignment site.
* Any documents/handouts that you would like translated into Tetun should be provided prior to your arrival so there is adequate time to accurately translate.
* The host’s conference room has a projector that can be used for presentations.
* Store any electronic files you need locally rather than online as the internet connection may be slower than you are accustomed to.
* Please bring any specialized tools/equipment with you as there may be limited options for acquiring them at the assignment site.
* Be mindful of the current season in Timor-Leste. Timor-Leste’s dry season is generally May to November with the wet season being December to April. Expect very dusty conditions during dry season and daily rain during wet season.
* Timor-Leste’s official currency is the US Dollar so there is no need to exchange money.
* You may want to familiarize yourself with the history and 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](https://etan.org/resource/etlist.htm) listserv which provides daily news and analysis on events occurring in Timor-Leste.
1. **KEY CONTACTS**

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| **CRS Baltimore** | **Country Manager** |
| **Chi Olisemeka**Volunteer RecruiterFarmer to Farmer Program228 W. Lexington StreetBaltimore, MD 21201Email: chi.olisemeka@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 77526421 |
| **Host Organization:** |
| **Zaquiel Martins do Carmo** Dr. Director  Suco Fatukero Ermera Timor-Leste Email: zeckyhironimos@gmail.com Telephone: +67075846157   | **Cornelio de Deus** Suco Fatukero, Ermera Timor-Leste Telephone: +670 78667326   |

1. [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.  [↑](#footnote-ref-1)