



**TERMS OF REFERENCE  
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Position title	Agriculture Development Specialist
Division	Major Project Secretariat of the Infrastructure Fund, Ministry of Planning and Strategic Investment (MPS-IF)
Location	Dili
Number vacancy	One (1)
Reference number	RDTL/SGP/FI/I/2025-06
Duration	1 Year Contract (12 month, including 3 Months' Probation Period)
Reports to	Coordinator of Planning and Evaluation
Application deadline	February 24, 2025
Application process	Applicants should send a CV and cover letter via email to <a href="mailto:sgpinfo@sgp.tl">sgpinfo@sgp.tl</a> or <a href="mailto:asoares@sgp.tl">asoares@sgp.tl</a>

**I. Background**

The Infrastructure Fund (IF) was established in 2011 to support implementation of the Strategic Development Plan of Timor-Leste for 2011-2030. The regulation of IF and Major Projects Secretariat (MPS) established by Decree-Law № 13/2016 of 18 May with the amendment by Decree-Law № 25/2024 of 22 May. MPS provides technical and administrative support to the Council for Administration of the Fund (CAFI), and managing daily operations. MPS is under supervision of the Minister of Planning and Strategic Investments (MPIE) who is the President of CAFI. Currently, the IF Portfolio covers 30 programs for agriculture, roads and bridges, ports, airports, electricity, telecommunications, water and sanitation, petroleum, national security and defence, education, and other strategic sectors.

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In September 2024 the Council for Administration of the Infrastructure Fund (CAFI) approved the Deliberation regarding establishment of the Study Team under the Integrated Planning Unit (UPI-MPIE) and Major Projects Secretariat (MPS-IF). The Study Team will provide centralized support for preparation of the Feasibility Study for new infrastructure projects financed by the Infrastructure Fund. The scope of support by the Study Team is to develop Project Concept and ToR, conduct preliminary study (Pre-FS); provide technical support in preparation of the new infrastructure projects according to the Sector Plans, Master Plans, Strategic Development Programs; conduct field assessment and data collection; etc. Therefore, the Agriculture Development Specialist will carry out relevant tasks for pre-study, project evaluation, feasibility study, ex-post evaluation, for the Infrastructure Fund, and expected to join this Study Team for project preparation, analysis, and other relevant tasks for the Feasibility Study. In particular, the role of the Specialist is to carry out preliminary review, and pre-study of project proposals, and provide recommendations on project viability, and financing options to CAFI.

The role of the Agriculture Development Specialist is to assist CAFI in preparation of new projects that will be implementing under the Portfolio of the Infrastructure Fund for planning and budgeting; payment execution; reporting and monitoring. Therefore, it requires specific knowledge of processes, procedures, and standards to assist IF/MPS professionally and efficiently. These process of project preparation and implementation, MPS works in close coordination with National Development Agency, and National Procurement Commission.

## **II. Key functions and Responsibilities**

The role of the Agriculture Development Specialist is to support the Major Projects Secretariat team (MPS) in preparation of new proposals to be considered for funding through IF, involvement in project concept preparation, drafting of Terms of Reference, pre-study, data collection, and field trips for ex-post evaluation of completed capital projects that implemented under the Infrastructure Fund. The staff will be directly involved in assistance to the MPS-IF Study Team. The specialist will work under the leadership of the Executive Director and supervision of the Study Team Leader to undertake the following tasks:

- Assist in concept preparation for new infrastructure projects; 

- Assist in drafting of terms or reference for Pre-FS, and Feasibility Study;
- Assist in preparation of the scope of works for outsourcing consultants for FS;
- Assist in preparation and technical justification and modeling for new projects;
- Participate in capacity training for the Line Ministries and Government Agencies;
- Other related tasks to support necessary works of the Study Team under MPS-IF.

### III. Required Qualification & Experience

#### A. Qualification:

- University Degree in Agriculture or related field (Bachelor or Master's)

#### B. Relevant Experience:

- Working experience with the infrastructure projects (construction of dam, irrigation schemes, study/design for infrastructure projects; or/and supervision for construction);
- Relevant experience with agriculture, or/and irrigation projects;
- Relevant experience with project preparation: pre-study, feasibility study, DED;
- Ability to review project documents according to the plans, designs and drawings;
- Previous experience under the government or ADB/JICA/WB would be an advantage

#### C. Professional Skills:

- Reporting, monitoring skills, and review of project documents;
- Working discipline and timely delivery within deadline;
- Understanding of national standards, regulation of the Infrastructure Fund, FS Guideline;
- Strong language skills. Fluency in English, both oral and written (written test will be conducted during the pre-selection for recruitment)

### IV. Selection & evaluation criteria

	<b>Selection &amp; evaluation criteria for the candidate</b>	<b>Requirements</b>
1	Degree in Agriculture or related field	Bachelor or Master's

2	Working experience with the infrastructure projects	Minimum 3 years
3	Relevant experience with agriculture/irrigation projects	Minimum 2 years
4	Relevant experience with project preparation (FS, DED)	Minimum 1 year
5	Strong writing skills (written test will be conducted during pre-selection)	English

**Notes**

- MPS is an equal opportunity employer committed to a diverse workplace. Women are strongly encouraged to apply;
- Only successful candidates will be contacted for the interview. 