

## Terms of Reference

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**Job title:** Local Consultant – National Extension Policy Revision

**Dates & duration:** April 2022 – 30 June 2022

**Location(s):** Dili, with travel to other municipalities as required

**Reports to:** Modesto Lopes & Sarah Meyanathan

**ARF Discipline Category and Job Level (if applicable):** N/A

**TOMAK Contract Representative:** Tammy Theikdi, TOMAK Program Manager

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### Background:

#### TOMAK

The *To'os Ba Moris Di'ak* Program (TOMAK) is a A\$25 million, 5-10 year agricultural livelihoods program funded by the Australian Government in Timor-Leste. Its goal is to ensure rural households live more prosperous and sustainable lives. To achieve this, TOMAK works with key partners (including the Government of Timor-Leste) to implement a range of interventions which aim to:

- Establish a foundation of food security and good nutrition for targeted rural communities;
- Build capacity so these communities can confidently and ably engage in profitable agricultural markets.

Component 1 (Food Security and Nutrition) promotes nutrition-sensitive agriculture (NSA) approaches to improve the availability and utilisation of nutritious food. Component 2 (Market System Development) promotes the development of commercial agriculture following a market systems development approach, focussing on selected higher-potential value chains.

Gender is embedded in the planning, implementation and monitoring of activities across the program, promoting gender equality and women's economic empowerment.

Phase 1 of TOMAK concluded in May 2021 and the program is currently in a transition period ahead of the design of TOMAK Phase 2 (currently underway). The primary target area for Phase 1 covered inland mid-altitude suku (villages) with reasonable agricultural potential, located in Baucau, Bobonaro and Viqueque municipalities. Program management and technical leadership is provided from a central office in Dili, with three regional offices currently operating in Baucau, Bobonaro and Viqueque.

#### The Assignment

The Ministry of Agriculture and Fisheries (MAF) has expressed an interest in revising its National Extension Strategy, Policy and Extension Manual. This initiative is being led by MAF's National Directorate of Extension in consultation with stakeholders from other directorates where relevant. The National Extension Policy was developed in 2011 and is a key document in guiding the delivery of extension services to farming communities.

MAF extension workers receive basic training in agriculture, technology and extension methodologies. Their roles are to: 1) support farmers to use and/or apply new technologies (seed varieties, equipment and inputs, etc.); 2) assist farmers to use their resources and/or technology efficiently; 3) provide up-to-date and reliable information to farmers; 4) assist farmers in developing a clear vision for managing their farm; and 5) support farmers to identify and overcome problems and issues. Since the policy has been in place, MAF and other partners have learned a significant amount of valuable lessons that can now be used to reflect upon and revise the strategy, policy and extension manual.

TOMAK is supporting MAF in the revision process, and seeks a suitably experienced consultant to conduct a thorough review and series of consultations that will inform proposed revisions to the policy. Working closely with MAF and the TOMAK team, the consultant will establish a technical working group (TWG) within the Ministry to guide the policy revision process and support MAF focal points from the extension directorate to carry out the consultations that will feed directly into recommendations for revisions to the policy.

A total of 50 days are allocated from April 2022 - June 2022 to support and facilitate various workshops and consultations at both the national and municipal level. Based on performance and feedback from MAF, there is potential for this assignment to continue past June 2022 to carry out additional municipal consultations and support revision to the extension manual.

## Overview of Assignment

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### Assignment responsibilities:

- a. Facilitate meetings with MAF to identify strategic priorities and timeline for the strategy revision.
- b. Carry out a thorough review of the policy and provide recommendations for how to reflect on the MAF identified strategic areas.
- c. Support MAF to establish a technical working group to guide the policy revision process.
- d. Lead coordination efforts with relevant stakeholders for their participation in the consultation process.
- e. Develop interview guides to support individual stakeholder consultation (e.g. guide for MAF national/municipal level as well as extension worker plus development partners)
- f. Develop a detailed design (e.g. session plans and tools) for national level and municipal level consultation workshops.
- g. Manage one national level workshop and 4 municipal level workshops with MAF.
- h. Document results of consultations.
- i. Produce a report documenting the consultations at national and municipal levels and put forth specific recommendations for policy revision
- j. Present a summary of consultation findings and recommendations to the MAF TWG.
- k. Carry out weekly updates to TOMAK leadership throughout the process.

**Timeline:** April 2022 – 30 June 2022

### Skills and experience required:

- a. A sound understanding of the agriculture sector in Timor-Leste
- b. At least 4 years of experience in agriculture and/or policy related work
- c. Familiarity with MAF's extension approach and background in agricultural extension is desirable
- d. Experience designing participatory workshops and facilitation skills is preferred
- e. Demonstrated ability to build and maintain productive relationships with MAF and different stakeholders
- f. Ability to work independently and exercise good judgement
- g. Strong speaking and writing skills in both English and Tetum



### **How to apply**

Interested candidates should submit an application which includes a cover letter/expression of interest (2 pages) and CV (2 pages). Please provide the name, position, phone number and email address for two recent professional referees in your written application.

Application should be sent to [Tammy.Theikdi@adamsmithinternational.com](mailto:Tammy.Theikdi@adamsmithinternational.com) by **14 April 2022**

Adam Smith International is an equal opportunity employer and applications from a diverse range of candidates including from women and people with disabilities are strongly encouraged to apply. Please note that only shortlisted candidates will be contacted for interview