



TERMS OF REFERENCE (TOR)

Position title	ENVIRONMENTAL & SOCIAL SPECIALIST Major Projects Secretariat of the Infrastructure Fund (MPS-IF)
Division	Major Project Secretariat of the Infrastructure Fund, Ministry of Planning and Strategic Investment (MPS-IF)
Category	A2/2 - Professional / Specialist
Location	Dili
Number vacancy	One (1)
Reference number	RDTL/SGP/FI/VII/2026-01
Contract type	Fixed Term
Period	One-year (1) possibility of extension depends on the assessment and institutional needs.
Probation period	Three (3) months
Reports to	Coordinator of Planning and Evaluation
Application deadline	July 17, 2026 at 17:00 Timor-Leste time.
Application process	Applicants must submit a Curriculum Vitae (CV), cover letter, and relevant academic certificates related to the field via email sgpinfo@sgp.tl or asoares@sgp.tl

Background

The Government of Timor-Leste established the Infrastructure Fund 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 № 21/2025 of 29 July. 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 defense, education, and other strategic sectors.



According to the Administration Manual, the main roles of MPS is to assist programs and projects that are implementing under the Portfolio of the Infrastructure Fund in their Planning and Budgeting; Payment Execution Process; 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 (ADN), and National Procurement Commission (CNA).

The national standards and procedures have been developed for the Infrastructure Fund during the period 2018–2023, including project appraisal, feasibility study, and ex-post evaluation. These standards and procedures for capital projects shall promote transparency and accountability of public expenditures to ensure the value for money, and good quality of infrastructure.

- (a) Feasibility Study (FS) is one of the areas of project planning and preparation that need to be taken into consideration during the decision-making regarding financing from the Infrastructure Fund. The Feasibility Study Guideline (FS Guideline) has been developed by MPS to improve quality of project preparation, and prove the technical and financial feasibility of capital projects to be financed through the Infrastructure Fund.
- (b) Ex-Post Evaluation (Ex-P) is another area of the project assessment that is required specific skills to analyze technical and financial information, and qualification relevant tools and methodology. For the ex-post evaluation, professional assistance to MPS is necessary for data collection, project overview, and assessment of the completed projects.

CAFI is considering establishment of new department under MPS-IF with in-house Study Team to 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 for FS is as follows develop Project Concept and ToR, or 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 filed assessment and data collection; etc. Therefore, from 2024 the Study Team will be established under MPS-IF to carry out relevant tasks for pre-study, project appraisal, feasibility study, and ex-post evaluation for the Infrastructure Fund. In particular, the role of the study team is to carry out preliminary review, and pre-study of project proposals, and provide recommendations on project viability, and financing options to CAFI.



Key functions and Responsibilities

The environmental and social specialist will work together with MPS/FS Study Team in execution the above-mentioned scope of work, especially focusing on social and environmental component.

The role of the environmental and social 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 IF. The Environmental and Social Specialist will provide support for the Study Team, and assist with the study for new project proposals to avoid, minimize, and mitigate environmental and social impacts. The specialist will be directly involved in assistance to the MPS-IF Study Team under the leadership of the Executive Director and supervision of the of the Coordinator of Planning and Evaluation Unit and Study Team Leader to undertake the following tasks:

- Provide a technical input for preparation and evaluation of new proposals (project concept, ToR, pre-study, feasibility study), especially related to the environmental and social issues;
- With study team review new project proposal from Line Ministries and Government agencies (LM's/GA's) for FS and prepare project concept, TOR and cost estimate for FS;
- Conduct environment and social assessment during project concept preparator and TR for FS;
- Provide review on the technical document submitted by the relevant Line Ministry and/or Government Agencies (implementing agencies/project owner), and consultant team to ensure that the study is in-line with ToR and the scope of work;
- Supervise consultancy works and review and assess products/services provided by the consultants and experts on quality, and recommend appropriate actions to be taken for improvement as per the environmental and social safeguard principles and guidelines;
- Support pre-assessment of impacts and risks that resulting from the project implementation that must comply with relevant guidelines; and undertake an environmental and social risk categorization of proposals (project category);
- Provide technical support and cooperate with LMs, and ADN during project design, appraisal process and resource mobilization plan for the projects/programmes financed through IF;
- Liaise with Line Ministries, environmental protection agencies, and development partners, including assistance in environmental impact assessment and licensing (issue and renewal) if any;
- Assist in the development process of the Guidelines for the Environmental and Social Safeguards in consultation with the study team to be used by the Line Ministries;



- Ensure that appropriate environmental and social mitigation measures are proposed before projects are recommended for funding by CAFI (Infrastructure Fund);
- Mapping of social working sites and provide technical input in design of interventions;
- With Study Team carry out Pre-FS and in-house FS if any, and ensure that environmental and social safeguard principles and guidelines is followed;
- Facilitating stakeholder engagement and community consultation during Pre-FS and FS implementation is any;
- Undertake ex-post evaluation, and follow up monitoring to ensure that proposed mitigation measures are implemented according to the mitigation implementation plan; and follow up the safeguard assessment and completion of ex-post evaluation screening (Checklist);
- Establish and build solid partnership with the Ministries, Government Agencies, and various development partners (international organizations, NGOs, etc.);
- Ability to undertake and apply gender analysis to ensure gender equitable solutions; and carry out training on integrating safeguard principles in climate change programs/projects;
- Participate in the project appraisal of the new project proposal, planning and budgeting for IF projects;
- Contribute to annual and quarterly reports on the planning and study section;
- Undertake any other tasks that assigned by the Study Team Leader.

Required Qualification & Experience

A. Qualification:

- Master's degree or equivalent in Environmental Science, Resource/Environmental Economics, Natural Resources Management or relevant discipline

B. Relevant Experience:

- Working experience with the infrastructure projects (especially the Environmental Impact Assessment (EIA) process, preparation of the project documents, ToR for environmental Impact assessment, EIS and EMP preparation);
- Practical experience with communities, and public engagement for social issues as part of the environmental licensing process;
- Experience in social and resettlement action plans for infrastructure projects;
- Relevant experience with project preparation: pre-study, feasibility study, or/and DED;
- Ability to review project documents according to the plans, designs and drawings;
- Be familiar with the Environment Law in TL, procedures, and Guidelines;



- Previous experience under the government or ADB/JICA/WB would be an advantage

C. Professional Skills:

- Understanding of the overall environmental licensing procedures in Timor-Leste;
- Familiarity with the environmental and social impact assessment under TL regulation and other safeguard policy (ADB, WB/IFC, JICA, etc.);
- Reporting, monitoring skills, and review of project documents;
- Working discipline and timely delivery within deadline;
- Strong language skills. Fluency in English, both oral and written (written test will be conducted during the pre-selection for recruitment)

Other requirements

Decent understanding of national standards, regulation of the Infrastructure Fund, FS Guideline.

Selection & evaluation criteria

	Selection & evaluation criteria for the candidate	Requirements
1.	University Degree in Engineering or related field	Bachelor or Master's
2.	Practical experience in environmental and social areas (EIA, EISA, EMP, environmental licensing procedures, resettlement, etc.)	Minimum 8 years
3.	Working experience with the infrastructure projects (construction, regulation and other safeguard policy)	Minimum 3 years
4.	Relevant experience with study & project preparation (preparation of project documents, ToR, study/design)	Minimum 1 year
5.	Have relevant experiences in area of project concept preparation, appraisal/planning and ex-post evaluation	Minimum 1 year
6.	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.