



**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)
Category	A2/2 - Professional / Specialist
Location	Dili
Number vacancy	One (1)
Reference number	RDTL/SGP/FI/VII/2026-02
Contract type	Fixed Term
Duration	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

I. 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 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 filed 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.

II. OBJECTIVES

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, as well as Ministry of Agriculture, Livestock, Fisheries and Forestry and other related ministries.

III. DUTIES/RESPONSABILITIES

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 filed 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 as well as planning and evaluation unit. The specialist will work under the leadership of the Executive Director and supervision of the Coordinator of Planning and Evaluation Unit to undertake the following tasks:

1. Conducting baseline assessment and collect data of the agriculture and horticulture in the respective project areas which contributes in the project preparation and initiation;
2. Identification potential impacts of the infrastructure projects on the local agriculture area during project preparatory;



3. Collected related agriculture, irrigation, land tenure, soil classification, etc data and prepare concept for new infrastructure projects;
4. With study Team drafting of terms of reference for Pre-FS and Feasibility Study for the respective sector;
5. Assist in preparation of the scope of works for outsourcing consultants for FS;
6. Assist in preparation and technical justification and modelling for new projects;
7. Ensuring the compliance with relevant agriculture standard and policies during execution of Pre-FS & FS;
8. Review related FS report including inception, monthly, mid-term, draft and final report and provide technical review comments;
9. Participate in capacity training for the Line Ministries and Government Agencies;
10. Review related project proposal from related LM's or Government agencies provide technical review comments;
11. Participate in the preparation of IF budget book, budget discussion and provide technical input or support as per requirement;
12. Facilitating stakeholder consultations with local farmers and agricultural agencies as per requirement;
13. Participate in the project appraisal and ex-post evaluation, and prepare assessment report in the respective project area if any;
14. Contributions to quarterly and annual IF reports, project appraisal reports and other reports for CAFI if any;
15. Perform other related duties as required by the Director of MPS, and FS Coordinator.

IV. OUTPUTS

- Project concept, TOR for Pre-FS and FS prepared and submitted;
- Baseline agriculture data collected and assessment report prepare;
- Development agriculture database such as **farmland area, irrigation scheme, operation of irrigation, kind of crops, soil conditions, annual variations, seeds, etc;**
- Participate in the implementation and monitoring of pre-FS and FS consultant;
- Participate in the IN-HOUSE pre-FS and FS;
- Inception, monthly, interim, draft and final FS reviewed;
- Contribute in the project appraisal, planning, ex-post evaluation, etc report;



V. QUALIFICATIONS AND 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: project concept, pre-study, feasibility study and 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;
- Ready to work with other international/national staff with multi-cultural environment;
- Strong language skills. Fluency in English, both oral and written (written test will be conducted during the pre-selection for recruitment);
- Excellent advanced computer skills (MS and Quantum GIS, ArcGIS, etc. if any);

Selection & evaluation criteria

	Selection & evaluation criteria for the candidate	Requirements
1.	Degree in Agriculture or related field	Bachelor or Master's
2.	Working experience with the infrastructure projects	Minimum 8 years
3.	Relevant experience with agriculture development, impact assessment and or irrigation projects	Minimum 2 years
4.	Relevant experience with project preparation (Project Concept, FS, DED)	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.**