



República Democrática de Timor-Leste  
Ministério das Finanças



**Direcção Geral dos Serviços Corporativos**

*"Seja um bom cidadão, seja um novo herói para a nossa Nação"*

Dili, 8 March 2013

Ofício No.: **290**.DGCS/MoF/III/2013

**Subject: Vacancy Announcement**

The Ministry of Finance is seeking applications from qualified applicants to fill the position of Non Resident Major Projects and PPP Adviser (re-advertised) to work within the Major Projects Secretariat (MPS) and the new PPP (Public Private Partnership) Unit in the Ministry of Finance as part of a multi-disciplined team that is responsible for appraising and preparing major infrastructure projects including: project appraisal, detailed designs, implementation strategies and project supervision arrangements.

**APPLICATION PROCEDURE**

Please visit our website at [www.mof.gov.tl](http://www.mof.gov.tl) and go to 'Employment Opportunity' to learn about our recruitment process and your **application requirements** including how to **address the Selection Criteria** in your application.

Applications need to be addressed to our Resident Procurement & Contract Management Officer Lucio MCJ dos Santos, at email address, [jobs@mof.gov.tl](mailto:jobs@mof.gov.tl), no later than **17:00hours Timor-Leste time on Friday the 22<sup>nd</sup>** of March 2013.

Applications should include (a) **A covering letter**, (b) **a detailed resume of no more than 7 pages** and (c) **Your response to the selection criteria**.

Applicants must answer clearly the selection criteria, in the attached format, delineating how they have met the requirements. We do not expect that you would just cut and paste from your resume but rather explain concisely and succinctly how you have met these competences, possibly providing brief examples etc. Incomplete applications will not be considered.

Only short-listed candidates will be contacted.



*Januario da Cama*  
General Director of Corporate Services

## ***TERMS OF REFERENCE***

- Job Title:** Non Resident Major Projects and PPP Advisor
- Objective:** In collaboration with relevant line ministries and the National Development Agency, the consultant will work within the Major Projects Secretariat (MPS) and the new PPP (Public Private Partnership) Unit in the Ministry of Finance as part of a multi-disciplined team that is responsible for appraising and preparing major infrastructure projects including: project appraisal, detailed designs, implementation strategies and project supervision arrangements.
- The position will provide advice and support to the MPS on its portfolio of infrastructure programs through in-house appraisal of infrastructure projects as well as managing technical service firms contracted to provide specialist inputs.
- Reporting to:** Director Major Projects Secretariat
- Classification:** Strategy and Policy Adviser Level A<sup>1</sup>
- Duration:** Until 31 January 2014 with possibility of extension (based on performance assessment and the need)
- Location:** Ministry of Finance, Dili – Timor Leste

### **I. BACKGROUND**

The MPS, under the guidance of the Ministry of Finance, aims to accelerate the achievement of appraisal analysis and assessment for major projects financed under the Government of Timor-Leste Infrastructure Fund with special attention to major projects identified by the sector responsible Line Ministries. It will achieve this aim through networking, knowledge management, communications work, and managing the Infrastructure Fund that disburses grants for the improvement of the infrastructure in Timor-Leste

The Major Projects Secretariat provides support to the Council of Administration of the Infrastructure Fund (CAFI), raises and creates payment vouchers / purchase orders, payment requests, undertakes appraisal of projects proposed by line ministries and explores funding options to co-finance infrastructure projects through loans and private public partnership. To provide these services, the Major Projects Secretariat consists of four main units: Public Private Partnership (PPP), CAFI Support, Development Sector, and the Loan Unit.

The fifth Constitutional Government created a separate unit for PPP's under the Minister for Finance. This new unit will take over the roles and function formerly done by the MPS. In the short term the MPS and the PPP Unit will operationally work as one but over time they will be expected to develop their own competencies.

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<sup>1</sup> Ministry Guideline 02/2012 IVGC/MF of February 3, 2012

## II. SCOPE OF WORK

RESPONSIBILITY	PERFORMANCE INDICATOR
<p>1. Assist or, if directed by the MPS, lead in developing standard processes and policies for project formulation and implementation</p>	<ul style="list-style-type: none"> <li>• Policy advice and processes meet agreed international standards and are practical in the context of Timor Leste</li> </ul>
<p>2. Provide support to the MPS in the preparation of feasibility studies, encompassing technical feasibility, economic, social and environmental assessments for major projects including:</p> <p>a. Project pre-feasibility studies</p> <p>b. Additional field surveys and <i>investigations</i> needed for an international-level feasibility study for each investment project</p> <p>c. <i>Engineering analysis</i> that considers alternatives and justifications (including environmental and social impacts) for the proposed infrastructure.</p> <p>d. <i>Financial and economic analysis</i>, including: assessment of socio-economic benefits of proposed projects, project economic rates of return (ERR), net present value (NPV); assessment of environmental externalities; and sensitivity analyses, taking into account factors such costs associated with environmental mitigation and resettlement.</p> <p>e. <i>Cost Estimates and Bill of Quantities</i>. Based on unit costs of capital investments, operations, and regular and major maintenance.</p> <p>f. <i>Financing options</i>: including potential funding from IDA, PPPs GoTL Public Financing, bilateral export credits etc.</p> <p>g. <i>Project implementation plans (PIP)</i>: incorporating implementation arrangements, responsibilities of various agencies, procurement packaging, including costs and schedule and method and project implementation schedules.</p>	<p>Feasibility studies:</p> <ul style="list-style-type: none"> <li>• Comply with international professional engineering standards (e.g. FIDIC)</li> <li>• Meet acceptable standards of due diligence and</li> <li>• Take account of contextual restraints in Timor Leste</li> </ul>
<p>3. The GoTL Infrastructure fund is seeking to retain technical design and appraisal services from the national and international market. The consultant will support this process by:</p> <p>a. Working with the Government Procurement Agent to establish a register of firms and individual consultants who have the required background and competencies for project planning and preparation activities</p> <p>b. Developing systems for sub-contracting the services of firms and individual consultants, consistent with</p>	<p>Technical design and appraisal services will</p> <ul style="list-style-type: none"> <li>• Comply with international professional standards</li> <li>• Meet acceptable standards of due diligence and</li> <li>• Take account of contextual restraints in</li> </ul>

<p>internationally accepted procurement guidelines, including liaising with partner agencies on consultant selection</p> <p>c. Overseeing the design of reporting arrangements for fund activities</p> <p>d. Overseeing submission of strategies, work plans and indicative budgets</p>	<p>Timor Leste</p>
<p>4. Identify and provide advice to government on the technical, policy and regulatory issues impacting strategy and activity design.</p>	<ul style="list-style-type: none"> <li>• Policy advice and reports are in accordance with international best practice and meet the relevant professional standards</li> </ul>
<p>5. Support the establishment of the PPP Unit and provide advice and support to the head of the MPS accordingly.</p>	<ul style="list-style-type: none"> <li>• PPP Unit established with clear roles and responsibilities understood by local staff</li> </ul>
<p>6. Provide ad hoc advice and assistance to GoTL agencies as requested and develop and maintain relationships within the Major Projects Secretariat, the Ministry of Finance more broadly, Ministry of Infrastructure and other client agencies.</p>	<ul style="list-style-type: none"> <li>• Ad-hoc advice conforms to relevant international standards</li> </ul>

### III. KEY DELIVERABLES

- Develop an agreed work program for both the MPS secretariat and also the PPP Unit
- Help establish the PPP Unit and develop the organisational relationship between the PPP Unit and the MPS
- A policy and procedure manual for major project formulation and implementation (in collaboration with Infrastructure Economist)
- Feasibility studies on assigned major projects which meet agreed international standards and are accessible to key stakeholders in Timor Leste
- A well documented system for procuring technical design and appraisal services that meets international standards of best practice and GoTL requirements

### IV. SELECTION CRITERIA

#### *Essential*

- Degree (preferably advance) in one of the following areas: Engineering, Economics, Public Administration or Public Policy.
- Proven experience (at least 10 years) in a senior advisory or management role advising on infrastructure or other relevant policy and regulatory issues.
- Substantive experience working in developing countries (5 years).
- Proven ability to work at senior levels in government.
- Proven ability to build and maintain relationships with key personnel in government and donor agencies.
- Demonstrated understanding of public policy and regulatory frameworks and their impact on participation of the private sector in major public investments programs
- Strong interpersonal, oral and written communication skills in English

*Desirable*

- An understanding of the social, cultural, political and institutional factors affecting development in Timor-Leste.
- Proven ability to manage development activities in a developing country, preferably including experience in the start-up of infrastructure projects or facilities.
- Good oral command of one or more of the following languages: Tetum, Portuguese or Bahasa Indonesia.

**V. PERFORMANCE EVALUATION**

The performance of the incumbent will be appraised and evaluated by the Director Major Projects Secretariat, using the Performance Appraisal System put in place and monitored by the Directorate-General for Corporate Services, Ministry of Finance.