



Education Development Center, Inc.

# **Timor Leste JOB Opportunity Program**

**USAID Cooperative Agreement No: 486-A-00-07-00010-00**

## **QUARTERLY REPORT** **January 1, 2008 – March 31, 2008**

Submitted to USAID Timor Leste

by

Education Development Center, Inc.  
May 19, 2008

**Youth Have Opportunities for Work in East Timor**  
**(JOBS Opportunity Project)**  
**QUARTERLY REPORT**  
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Youth Build International

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This quarterly report covers the period from January 1, 2008 to March 31, 2008 under USAID Cooperative Agreement No. 486-A-00-07-00010-00. The report summarizes major accomplishments by JOBS Opportunity during this period, plans for next period, and a summary of expenditures for the period. Annexes include: I) Draft Scope of Work for Eco Ventures International (potential project partner); II) Report prepared by Technical Consultant on other youth programs in Timor Leste.

### **SECTION ONE: PROJECT SUMMARY**

Over a period of three years, the JOBS Opportunity project will provide at least 2,500 minimally-educated rural men and women, ages 18-30, with a workforce preparation program that combines off-the-job instruction with on-the-job training. Elements of this program include literacy/language learning, employability and life-skills training, financial and entrepreneurship training, and vocational skill building. The program will combine formal instruction with on-the-job training in some of the country's most rural areas. As part of this training, participants will have the opportunity to gain real work experience while applying new-found skills gained through formal instruction.

On and off-the-job training will be combined in one integrated six-month program in which participants will spend alternating weeks engaged in project activities that provide hands-on work experience, and in complementary training and skill-building activities designed to improve their work readiness and employability post-program completion. Youth participants will gain hands-on work experience by engaging in project activities that are demand-driven and appropriate for local communities. Priority sectors for on-the-job training include environmental protection, agriculture and the improvement of productive and community infrastructure.

To improve work readiness, youth participants will work with project staff to identify his/her development goals. These staff members will mentor or accompany participants for an additional six months to ensure the integration of the formal instruction and on-the-job training components of the program. At the end of the program, counselors will assist participants in taking the next step in their development, such as return to formal schooling or vocational training, enter the workforce, or start their own business. EDC will work in selected sites in districts outside of Dili, and will engage extensively with key stakeholder groups including government ministries, local NGOs and community groups.

JOBS Opportunities' broad objectives are to:

1. Offer participants opportunities to learn FOR work
2. Offer participants opportunities to learn FROM work
3. Build the capacity of local institutions to support coherent work readiness training

We expect that by meeting these objectives, we will enable participants':

- Increased self-employment in rural areas

- Increased productivity in local industries
- Success in emerging job markets
- Pursuit of continued career training
- Enhancement of community assets and business opportunities

More specifically the JOBS Opportunity program will:

## **1. Ensure that low-skilled youth are more capable of earning a livelihood**

Indicator 1.1 (F) as measured by:

- Number of persons participating in USG-funded workforce development programs (target 2500)

Indicator 1.2 (F)

- Number of persons completing USG-funded workforce development programs (target: 1750 or 70%)

Indicator 1.3 (F)

- Number of people gaining employment or more remunerative employment as a result of participation in USG-funded workforce development programs (male/female)

Indicator 1.4 (F)

- Number of people transitioning to further education and training as a result of participation in USG-funded workforce development programs (male/female)

## **2. Ensure that local institutions have improved capacity to prepare low-skilled youth for work.**

2.1 (F) as measured by:

- Number of workforce development initiatives created through USG assisted public-private partnerships
  - Number and type of initiatives and partners supporting vocational-technical training
  - Number and type of initiatives and partners supporting youth micro-enterprise
  - Number and type of initiatives and partners supporting youth internships
  - Number and type of initiatives and partners supporting continued formal or non-formal education
- Number of workforce development policies created or reformed

## SECTION TWO: ACCOMPLISHMENTS THIS QUARTER

The following major accomplishments were completed during this quarter.

**US Ambassador Launches Project.** Ambassador Hans Klemm formally launched the JOBS Opportunity Project at a Press Conference on January 24, 2008. At this press conference three new USAID projects were announced, including the EDC/JOBS Opportunity.

### **Staffing Key Positions Completed (hiring for other positions is ongoing).**

EDC advertised three separate times in local newspapers to find suitably qualified and capable local candidates to fill key positions in the Dili office, and to run field operations in the Districts. Out of the 40+ interviews that have been conducted the following key positions were filled with qualified candidates (interviewing and vetting is ongoing for other positions and will be completed in the third quarter). During this quarter the COP was also hired and fielded. The following are new hires:

- **Chief of Party – Ms. Brenda Barrett** was hired as COP during this quarter and arrived in Timor-Leste in mid-January. Brenda has program management experience with USAID implementing partners, and USAID itself in the Middle East, South Asia and South America.
- **Learning and Training Specialist** – Along with assistance from other local staff and Technical Advisors, this person is responsible for curriculum design, training and partner capacity building. This position is the most important in the start-up phase as curriculum development finalizes. **Ms. Lucia Correia da Silva** joined EDC in the second quarter. She has experience working at CARE and Unicef.
- **Work Experience Specialist** – Along with assistance from other local staff and Technical Advisors, this person is responsible for identifying work experience opportunities in the Districts. This includes recommending partnerships with local NGO and/or private sector organizations that can provide meaningful work experiences for youth participants. **Mr. Helder Lopes** has experience working for USAID-funded programs, including ARD and most recently DAL on the Small Grants Program where he was a program development specialist.
- **Monitoring and Evaluation Specialist** – Along with assistance from other local staff and Technical Advisors, this person is responsible for designing and implementing the monitoring and evaluation plan for the program. **Mr. Jose Avelar Borges** has experience working at Peace Corps in Timor Leste and most recently with DAL on the Small Grants Program doing monitoring and evaluation.
- **Learning and Training Associate** – This person will support the work of the Learning and Training Specialist. **Mr. Adelio Tilman** came to EDC from Oxfam where he has been working on youth programming.
- **Work Experience Associate** – This person will support the work of the Work Experience Specialist. **Mr. Jacob Calar dos Reis** came to EDC from World Vision where he has been working on youth programs around the country.
- EDC has also hired a receptionist, Ms. Octaviana Sulastri de Carvalho; a database and administrative assistant, Mr. Cavarinho M.J. Bento; a gardener Mr. Alfredo Moniz; and a cleaner Ms. Rosalia dos Santos de Araujo. EDC has also identified and vetted two drivers who will be hired in the third quarter when the project vehicles arrive.

- Of the nine new staff that have been hired by EDC in this quarter, seven of them are below the age of 30 and therefore classified as “youth” as defined by the JOBS Opportunities project.
- **Local technical advisors** – With the assistance of USAID partner DAI/SGP, **Ms. Marie Quinn** was identified as a local technical advisor for curriculum development and pilot testing of the curriculum. Ms. Quinn has worked for years in Timor Leste with Unicef, Ministry of Non-Formal Education, local NGO Fundacao Cristal, among others. Additionally **Mr. Richard Curtain** provided consulting assistance in February for approximately two weeks although no further consultancies are planned at this time.

### **Several Work Experience Opportunities Identified.**

Between the COP’s arrival in mid-January and the end of March, 2008 more than 15 meetings with potential work experience partners have been held. These discussions were useful to understand programmatic and operational goals of potential partnerships around the country. Discussions with the following organizations remain ongoing:

- USAID partner *DAI* both Small Grants Program and Private Sector Development: various local NGO partnership opportunities or income generating activities specifically in Baucau
- USAID partner *CRS* in the Baucau and Viqueque regions to work with candlenet association members;
- USAID partner *NCBA* in the Lautem District (and others) for agro-forestry;
- USAID partner *Land o’ Lakes* in the Baucau and Lautem districts for technical training;
- USAID partner *ARD* in all Districts for land registration/surveys
- USAID partner *NDI* for training partners and government contacts
- USAID partner *IFES* for training partners and staffing and government contacts
- USAID partner *CCT* for opportunities in the coffee picking and sorting activities
- USAID partner *ICFJ* for opportunities for youth participants in media
- *EVI* (partner on USAID funded projects in other countries, based in the USA) for identification of informal economy enterprise options for low-skilled youth in rural areas
- *Community Housing*: for technical training in housing construction
- *Rural Water and Sanitation Supply Project*: for administration of water supply infrastructure
- *Concern*: for surveys on nutrition
- *Peace Dividend Trust*: for local procurement options for both goods and services in Dili and the Districts
- *Advisor to President on ASEAN Ascension*: Discussed with Paul Young the possibility of youth participant graduates receiving training from member countries, or participating in exchanges with these countries.

### **Linkages made with Key Government Officials, International Organizations, Private Sector and Local NGOs:**

- Minister of Economia e Desenvolvimento: Joao Mendes Goncalves
- Ministry of Education and Culture: National Centre of Non-Formal Education: Technical Advisors
- Secretary of State for Vocational Training and Employment: Bendito Freitas
- Secretary of State for Youth and Sports: Miguel Manetelu
- Secretary of State for Livestock and Biosecurity: Valentino Varela
- Business Development Centers: Mr. Cosme Fatima Baptista da Silva
- World Bank: Private Sector Donors Group
- IFC

- ILO
- UNDP
- AusAid
- Plan International (International NGO)
- Norwegian Refugee Council: creation of youth centres in Dili and other Districts in the country
- Norwegian Embassy: Ms. Eva Irene Tuft
- Alola Foundation (local NGO)
- Belun (local NGO)
- LaHo (local NGO)
- Conoco Phillips: discussing the possibility of joint-funding training and development projects

#### **Forged partnership with local NGO and Initiated Capacity Building.**

- Signed an MoU with local NGO Fundacao Cristal to work on curriculum development and pilot test curriculum in three Districts: Lautem, Baucau and Aileu.
- Provided technical assistance from local staff and international technical adviser to improve methodology and training approaches.

#### **USAID Environmental Compliance Training.**

The Chief of Party and Finance and Administrative Manager attended two separate environmental compliance training sessions with Mr. Barney Popkin of USAID Washington. Subsequently the COP has discussed with local USAID Environmental Compliance Officer, Angela Rodrigues da Cruz, how to establish a compliance approval system for the project.

#### **Established link with local UN Security System.**

Joined the I/NGO security network in Timor Leste which entitles staff to receive text updates, email updates on news and security around the country. There is also occasionally free security training offered which would otherwise not be available or affordable for staff. There are also weekly meetings which COP or her designate attends to discuss security issues in the country.

### **SECTION THREE: CHALLENGES AND PROPOSED SOLUTIONS**

**Project name.** EDC staff have experienced several difficult encounters with local youth who enter the office premises under the pretense of being offered a “job” because the English acronym of Juventude iha Oportunidade ba Servisu (JOBS) lends the impression that this is a cash-for-work or similar project. The USAID CTO has subsequently agreed to a name change, although this has not been solidified in a cooperative agreement modification yet. As of today, the proposed project name is Prepara Ami ba Suceso (PAS) or Preparing Ourselves for Success. This name is more youth-centered and better reflects the comprehensive nature of the “learning for work” approach of EDC.

**Participant Age.** Since program inception, the target age group for this program was 18-30 in order to abide by what was believed to be the legal working age in Timor-Leste. However, after several discussions with the Department of Labor, the ILO and the ILO Legal Adviser to the Secretariat of Professional Development and Employment, it has been clarified that the legal minimum working age is 15 (reference UNTAET/REG/2002/5 from the Ministry of Labour and Community Reinsertion Section 11: Special Modalities for Certain Workers.) Therefore, EDC proposes to change the target age group to 16-30 to be more in line with the “legal and working” definition of youth according to the Secretary of Youth and Sports (e.g., youth is defined as 16-30).

## SECTION FOUR: SUMMARY OF EXPENDITURES FOR THE QUARTER

<b>Original or Revised Total Estimated Cost</b>	<b>Obligated Amt. to Date</b>	<b>Total Expenditures at 3/31/08</b>	<b>Estimated Unexpended Balance at 3/31/08</b>
\$5,000,000	\$5,000,000	\$392,492	\$4,607,508

## SECTION FIVE: PROGRESS ON INDICATORS

Progress, Outcome and Impact indicators for the JOB Opportunities project have yet to be finalized with USAID. EDC expects these to be finalized early next quarter.

### 1. Systems, Operations and Staffing

Initial project start-up is completed as per the workplan submitted with the approved EDC proposal. Specifically in this quarter:

<b>Output</b>	<b>Nov/Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>March</b>
EDC project management staff travel to Dili to facilitate start up and mgt support	X			
Advertise, interview & hire Chief of Party & Administrative Manager	X			
Consult w/attorney in Timor-Leste to register, negotiate building leases	X			
Submit registration papers for NGO status in Timor-Leste (for bank purposes only)	X			
Obtain legal and tax registration in Timor-Leste		X		
Open Bank Accounts		X		
Locate office	X			
<b>Field the Chief of Party &amp; Deputy</b>				
Sign employment contract w/COP & Administrative Manager	X			
Field Administrative Manager	X			
Field COP		X		
Obtain work visa and ship household shipment		X		
Identify housing and negotiate lease with landlord	X	X		
Meet with key USAID personnel		X		
Conduct courtesy visits in Dili with key NGOs and government ministries		X	X	X
Participate in EQUIP3/Global Learning Group Chief of Party Orientation in Boston		X		
<b>Recruit and hire local personnel</b>				
Finalize job descriptions for local staff		X		
Post positions		X		
Conduct interviews		X	X	
Establish labor contract with lawyer adapted from EDC local hire template		X	X	
Adapt and finalize the EDC Personnel Policies and Procedures Manual for Timor-Leste			X	
Hire core professional staff and additional staff			X	X



<b>Procure equipment and supplies and logistics</b>				
Secure office space in Dili and negotiate lease	X			
Procure goods and equipment		X	X	X
Identify options for office/program space in the Districts			X	X
<b>Establish administrative and financial systems</b>				
Train local staff in EDC accounting system			X	X
Establish internal financial control system.			X	
Establish a sub-grant monitoring tracking system				X
Establish levels of authority and supervision			X	
Set up Payroll system			X	
Develop financial management sub grantee training program				X
Establish inventory system for equipment		X		
Train staff in procurement regulations per CFR226			X	X
Establish Security Plan			X	

## 2. Program Implementation

Expected outputs (OP) for program implementation are guided by the proposed JOBS Opportunity performance monitoring plan.<sup>1</sup> This plan is organized based on the two primary JOBS Opportunity Results:

**Result 1: Targeted youth are more capable of earning a livelihood**

**Result 2: Local institutions have improved capacity to prepare low-skilled youth for work**

In the proposed performance monitoring plan, each result is supported by a number of output, outcome and impact indicators (see attached annexes for a detailed listing of proposed indicators).

Suggested year one workplan outputs, targets and delivery dates for each result are presented below. In reviewing these, the reader will note a relatively small number of items listed under result 1, and a relatively large number of items listed under result 2. This is because while result 1 focuses largely upon the individual level, result 2 focuses on the institutional/systemic level. In order for JOBS Opportunities to have in impact at the individual level, the program must first establish strong institutional and systemic results. This is especially true during the start-up phase, since we must rely heavily on local partners within both the public and the private sector to make our work a success.

For Result 1, we propose the following outputs and targeted delivery dates:

<sup>1</sup> It is important to note that the project results proposed here are not the same as those included in the approved EDC final design. In particular, results 2 and 3 from the original design have been replaced by result 2 as reflected in this document. The reason for this change, as well as the complete proposed monitoring framework, will be described in the JOBS Opportunities Performance Monitoring Plan, which is currently under development and will be presented to USAID for approval early next quarter.

Indicator Code	Output Indicator	Target	Delivery
OP 1.1	Participants enrolled in the Livelihood Prep phase (USAID #1.1 F: Number of persons participating in USG-funded workforce development programs)		
OP 1.2	Participants enrolled in Accompaniment Phase – Not applicable until next program year	250 youth	Jul-08
OP 1.3	Livelihood preparation and training materials developed	1 Learning for Work Manual 12 weekly instructional guides (first 3 mos of livelihood prep phase); 12 weekly instructional guides (second 3 mos of livelihood prep phase)	Jul-08 Sep-08

For Result 2, we propose the following outputs and targeted delivery dates:

Indicator Code	Output Indicator	Target	Delivery
OP 2.1:	Communities participating in work prep program	5	Jul-08
OP 2.2:	Training partners participating in work prep program	1	Jul-08
OP 2.3:	Work sponsors participating in work prep program	3	Jul-08
OP 2.4:	Training partner management staff trained and training days provided	3 staff and 5 days	Jun-01
OP 2.5:	Training partner trainers trained and training days provided	10 staff and 10 days	Jun-08
OP 2.6:	Worksite management staff trained and training days provided	3 staff and 5 days	Jun-08
OP 2.7:	Worksite work supervisors trained and training days provided	3 staff and 5 days	Jun-08
OP 2.8:	Follow on education pathways identified at district and national level	2 dist	Sep-08
OP 2.9:	Follow on voc-tech pathways identified at district and national level	5 dist	Sep-08
OP 2.10:	Potential informal economy sector opportunity areas identified at district and national level	5 dist	Sep-08
OP 2.11:	Potential internship or employment providers identified at district and national level	5 dist	Sep-08

### 3. Monitoring & Evaluation and Operations Research

The JOBS Opportunity performance monitoring plan will be developed in consultation with USAID Timor-Leste and will be designed around a core set of indicators and measures that will be tracked across all program sites and will be structured around a series of interrelated data collection activities, described in detail in the performance monitoring plan.

Proposed year-one activities and delivery dates are presented below.

Monitoring and Evaluation	Nov/Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Hire M&E local staff			X	X						
Develop detail M & E plan & instrumentation				X	X	X				
Finalize indicators and targets				X	X	X				
Select and refine data collection instruments						X				
Submit draft M&E Plan for approval					X					
Collect baseline data for each Cohort © (done at initiation of cohort)							X	X		
Compile data										X
Develop participant tracking system & skills passport						X	X	X		
Quarterly reports				X				X		

### 4. Communications

During the latter half of our first project year, JOBS Opportunities will work closely with USAID to design and begin the implementation of a focused program communications and branding strategy. The communications strategy will result in products including regular briefing papers; communications highlighting program events and accomplishments; the publication of relevant project reports and studies; and a project website.

Communications	Nov/Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Hire Communications Officer							X			
Develop a communications strategy (website, news briefs, telling the story, training, branding)						X	X			
Implement key year 1 communication activities as described in strategy							X	X	X	X

### SECTION SIX: PLANS FOR NEXT QUARTER

Plans for the next quarter include finalizing local staff hires, securing procuring project vehicles which are currently on the way, identifying more local training and work site partners, collaborating with USAID/Timor-Leste on work plan activities and the development of the first four work sites in the Baucau District.

EDC will also submit a formal request for CTO approval to add Eco Ventures International (EVI) as a project partner. (See Annex I for more details.)

## **SECTION SEVEN: TRAVEL SCHEDULE – THIS QUARTER**

### **January 2008:**

January 16: Chief of Party Barrett arrives in Timor Leste

January 28: Workforce Development Institutions Specialist Richard Curtain works with EDC on summarizing other youth programming in Timor Leste

January 25: Financial and Administrative Manager de Villa departs on personal leave (personal reasons that pre-date hiring)

### **February 2008:**

February 6-8: Chief of Party Barrett TDY to Los Palos

February 8: Workforce Development Institutions Specialist Curtain completes TDY

February 9: Chief of Party Barrett departs on personal leave (due to plans pre-dating hire)

February 19: Instructional Design Specialist Bell arrived for TDY

February 24: Chief of Party Barrett returns from personal leave

### **March 2008:**

March 2: Financial and Administrative Manager de Villa returns from personal leave

March 5: Home Office Project Manager Janke arrives for TDY; On-the-Job Training Specialist Matero arrives for TDY

March 7: Brenda Bell finishes TDY and departs Timor Leste

March 12-13: Janke and Matero travel to Baucau to meet with potential local organizational partners

March 14: Janke and Matero complete TDY and depart Timor Leste

### **Next Quarter (April 1, 2008 – June 30, 2008)**

#### **April 2008:**

Nothing planned.

#### **May 2008:**

May 2: EDC Project Associate Tim Haskell will arrive in Dili to assist with field start up in Baucau

May 8: EDC Technical Advisor Brenda Bell will arrive in Dili to assist with the completion of the curriculum for training

May 21: Tim Haskell departs Timor Leste

May 30: Brenda Bell departs Timor Leste

#### **June 2008:**

June 9: Arrival of Dr. Patricia Delaney, Monitoring and Evaluation Specialist who will work with local staff in designing and implementing M and E plan.

TBD: Youth Build International (Peter Twitchell and Phil Matero) to provide training to staff on work readiness approaches

## **ANNEXES**

**Annex I: Draft EVI Scope of Work**

**Annex II: Report prepared by temporary Technical Adviser for EDC/USAID project**

## Annex I: Eco Ventures International Scope of Work

### ECO VENTURES INTERNATIONAL SCOPE OF WORK: TIMOR LESTE JOBS OPPORTUNITY

*Research and Capacity Building on Market-relevant and Sustainable Business Opportunities for Organizations working with Out-of-school Youth in Timor Leste*

#### **A. EcoVentures International Capacity Statement**

EcoVentures International (EVI) has experience supporting the development of youth micro-enterprises and market development research and facilitation, over the past 4 years, in over 12 countries, including: Ethiopia, Ghana, Guatemala, Kenya, Mexico, Nigeria, South Africa, Tanzania, Uganda and the United States. EVI's experience in this area ranges from curriculum development, market and value-chain development research, youth training and training-of-trainers, youth business mentoring, establishment of youth business support structures, developing microenterprise support tools and coordination structures for use by NGOs and CBOs, and researching and compiling youth-appropriate technologies for fast-growing sustainable youth-run business opportunities.

Most recently EVI was recognized as a semi-finalist in the distinguished UNDP, UNEP and IUCN's International SEED (Supporting Entrepreneurship and Environment through Development) Award 2007.

EVI's international clients and partners include ACDI VOCA, Banyan Global, SEEP Network, Kabissa, eChange, Academy for Educational Development (AED), McKnight Foundation and Abt Associates. EVI works in local communities through over 60 local partners from the NGO, CBO, local government and local private sector.

EVI's entrepreneurship curriculum, being used by organizations in several parts of the world, includes the *Youth Sustainable Business Ventures* series, *SavePower* Savings and Credit Group Formation; and *AgriPlanner* sustainable business training for smallholder farmers.

EVI has built on its "*Environmental Enterprise Training Program*" for unemployed youth in Tanzania by running training of trainers programs over the past 4 years in the area, building the capacity of over 35 local organizations and trainers to work with youth business development.

EVI has run 6 of its "Youth Sustainability Business Programs" in Washington DC in the past three years, in partnership with Environmentors, Shaw EcoVillage, and Caesar Chavez Public Charter School, focusing on underserved, vulnerable in-school and out-of-school youth in the region.

EVI has supported the development of microenterprises through training, mentoring and facilitating market linkages for: value-added food enterprises (such as dried fruit, jam

production, and fruit juice production); agricultural waste food briquette enterprises; rain-water barrel collection systems; mini solar systems; added-value natural products; and plastics recycling operations.

Most recently, EVI participated in an East African study for USAID's PEPFAR and Microenterprise offices on developing guidelines for USAID's Missions and implementing partners on effective economic strengthening and income generation programming for Orphans and Vulnerable Children.

## **B. Overview**

This project focuses on research, training materials development and training of trainers in the area of market-relevant and sustainable businesses opportunities for rural youth in Timor Leste. These opportunities must have the potential for quick start-up and high growth and employment. The project is proposed to complement the youth livelihood preparation and youth entrepreneurship work conducted through the JOB Opportunities project in Timor Leste.

The project has been designed with the recognition that youth cannot only be equipped with business training skills and support structures without careful consideration of the type of business and industries they enter into, and the appropriate support and market linkages for these businesses. So often youth are guided into enterprises that have low market potential, are not meeting immediate community needs, that are socially or environmentally unsustainable, and that are replications of other businesses that are already run extensively throughout the community.

EVI recognizes that there is a need to guide and support JOB Opportunities and District-level Training Partner staff to work with youth in setting up and running micro-businesses and other employment initiatives that are relevant to the market, fill community needs, and have immediate marketability. Youth trainers need to be provided with training and guidance on how vocational training, technical skills training, and business training need to be focused around initiatives with realistic, high impact, value-added, environmentally sustainable, and appropriate market development opportunities.

**Sustainable business opportunities for youth** refer not only to businesses that incorporate environmentally and socially sustainable business practices into their internal operations, but more specifically, businesses that offer environmentally and socially oriented products and services. EVI can support JOB Opps, by identifying and supporting the development of youth-run businesses that: can be started with no / extremely low capital; are value-added to initiatives youth are already familiar with; are market relevant (i.e. have viable market potential); are environmentally sustainable – by offering environmental products and services<sup>2</sup>; are youth appropriate; have medium to high growth opportunities; and are geographically, socially and culturally relevant.

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<sup>2</sup> (Environmental businesses fall broadly into the following areas: Renewable energy, water (conservation and purification), sustainable agriculture, re-use and recycling, or added value to natural materials.) In for example, youth-orientated environmentally-sustainable businesses could include: producing and selling water efficient irrigation systems such as drip irrigation systems for farmers; low-tech, hand-held solar panels for radios; adding value to scrap metal and plastics through creating new products; value-added products and

## **C. Proposed Project Components & Activities**

In this project, EcoVentures International will work with JOB Opportunities and its implementing partners to complete market research, curriculum development and accessible market research tools for local organizations and youth.

### **1. Livelihood Pathways Research for the Informal Sector:**

- Research the reality of youth's current situations in project areas in Timor Leste and corresponding opportunities and constraints for involvement in different sectors / activities – with a focus on the informal and less formal sectors (including economic, health, education, and cultural realities).

As youth are 18 and above, and will often be head of households, this would entail considering the implications of their activities to their household livelihood strategies – including considerations of how their participation in the JOBS Opportunities Program would impact their households.

- Conduct value chain and sector analysis of current informal and less formal markets and value chains in project areas in Timor Leste to determine how youth could most appropriately enter and then be (or not be) involved.

This could include researching current sectors being explored by other projects, such as: the ILO and UNDP-funded silk farming project exploring, among others, mulberry trees and silkworm eggs; CRS' Candlenut production project; DAIs Economic Growth project; and essential oil initiatives. Additional sectors could also be explored, including bamboo, renewable energy and other sustainable farming labor saving devices such as drip irrigation and fuel-briquetting systems.

- Research what specific sectors and job opportunities youth could be involved in the informal and less formal sectors during the first six months of the program, and what range of opportunities they could be exposed to during the second six months.

This could include researching appropriate businesses, development projects or sectors that youth could enter into and corresponding workforce skills that would need to be developed.

- Research and make recommendations on how job opportunities training and capacity building in less formal market areas in Timor Leste can be best accompanied by health, education, leadership, and life skills training.
- Research and identify the key constraints in certain selected project sectors in order to identify potential *Work Projects* that the youth cohorts will collaboratively. In this way the *Work Projects* will feed into developing and supporting the very sector the youth

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services to the fishing industry; drying fruit and vegetables with easy-to-assemble solar dryers; *Jatropha* plants for fuel oil; and agro-based fuel-briquetting for cooking and heating.



will be operating in and will simultaneously build tangible skills and sector-bed knowledge that can be used in other support businesses in the future.

- Design guidelines and suggestions on how the project can set up relationships with central market players or projects in each area so as to create ongoing linkages and learning for the youth, such as suggestions for: process for ongoing internship programs; sub-contracting of smaller, support functions to the youth; field visits; training for youth to provide support functions; etc.

**Deliverable: A detailed research study that highlights approximately 5-10 livelihood pathways within the informal sector (or bridging the informal and formal sector); describes the different livelihood options within each pathway; describes the skills and knowledge required for each livelihood option; provides Timor-Leste specific data to support each livelihood pathway.**

## **2. Curriculum Design:**

Work with the JOB Opportunities curriculum design team to:

- Design informal sector-specific job/income generation training curriculum for youth in the informal and less formal sectors of Timor Leste
- Adapt youth appropriate simulation and activities business training - on the introduction of how to understand and run a business - to be locally applicable and in local language for youth in the informal sector in Timor Leste
- Design basic, visual tools / guides for youth in Timor Leste to use to guide them in setting up income-generating activities or in connecting with employment opportunities in the informal or less formal sectors
- Design basic tools / guides for trainers or youth workers to use in guiding youth into different job opportunities in the informal or less formal sectors
- Develop tools or guides to assist trainers or mentors in mentoring youth during the *Livelihood Activation and Accompaniment Phase*

**Deliverable: completed job/income generation modules for use in the JOB Opportunities curriculum; adapted small enterprise training materials; youth guides to the informal sector; Trainer mentoring tools.**

## **3. Market Research Tool Development:**

EVI will design and develop a youth-friendly tool that can be used by local organizations to conduct further market demand-driven studies in the future. This tool will be based on components of the market demand-driven study and incorporate lessons learned and key outcomes from this study.

The market demand-driven study tool will be presented in two forms: (a) a more comprehensive market demand-driven study tool for local organizations, and (b) a summary decision-making tool for out-of-school youth themselves.

*(a) Market demand-driven research tool for local organizations*

The introductory market demand-driven research tool will be designed to be used by local organizations to conduct introductory market demand research, market assessments, and value chain analyses in Timor Leste in the future.

This tool will introduce organizations to key components to be considered when conducting research during the design phase of market development projects for youth in Timor Leste. The tool will be designed as an introductory tool that can be easily implemented, allow for practical project-based decision-making, and assist organizations in identifying if and when more comprehensive studies are needed. The tool will guide local organizations around understanding the essential components to consider in youth-orientated market development projects and provide key guidelines in assessing these.

The tool will focus on components most relevant to local partners' decision-making needs and goals, including: potential for youth participation; potential for replicability and scale; employment and income-generation potential; environmental sustainability context; how to involve the local community in the assessment process; alignment with market demand; and opportunities and challenges which may need to be addressed by the project.

*(b) Decision-making tool for out-of-school youth*

Recognizing that providing youth with choices and the support to pursue their own ideas is the greatest tool for empowerment, this tool will provide youth with information and skills to inform and self-evaluate their business ideas. The tool will inform youth about innovative and profitable business opportunities (including value-added, sustainable products and services) and help them assess the viability/marketability of their ideas. It will contain a sample list of the type of added-value, environmentally-sustainable businesses that youth can start in Timor Leste.

The tool will focus on components most relevant to the youth's decision-making needs and goals, including: potential to increase their income-generation and employment levels; alignment with market demand; challenges and opportunities which they may need to consider; and market linkages they may want or need to develop.

**Deliverable: market demand tool for local organizations; decision-making tool for youth.**

***Annex II: Profile of NGOs that deliver training to young people, including available curriculum in Tetum, Richard Curtain.***

**Profile of NGOs that deliver training to young people,  
including available curriculum in Tetum**

Richard Curtain

16 February

Dili

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## **Active non violence for youth program**

### *Commission for Justice and Peace, Catholic Dioceses of Dili*

Alfons Guterres, Assistant program coordinator  
Padre Cyrus Banque, Program Coordinator  
Mobile: 723 2064

We met with Assistant program coordinator Alfons Guterres and Coordinator Padre Cyrus Banque, Tuesday 29 January at 10.30 am –11.30 am

The program aims to promote ‘active non violence for youth’ through workshops and follow up activities. It operates in 31 parishes in the Dili and Baucau dioceses. The program is funded by the UNICEF Program on prevention of violence and conflict, International Caritas, UNHCR, the Norwegian Embassy.

The workshop consists of five days over one week. They aim to get 40 to 50 young people per workshop. Some 750 of the workshop participants have been active gang members and 1,500 have been young people from the parishes.

The workshops consist of a range of activities based on a printed manual in Tetum (copy provided to us). The manual is to be updated with additional materials on structural violence (covering the role of government, private sector and the people). Materials are based on work of Martin Buber, Gandhi, Martin Luther King. Five films are shown during the work and discussions held. The films are Gandhi, South Africa and from Brazil (English with Bahasa Indonesia subtitle) on the efforts of indigenous peoples to stop the burning of the forests to clear land for cattle grazing.

The initial focus in 2006 after the crisis was on holding the workshops to provide knowledge about how to practice non-violence. However, more recently the focus has shifted to encouraging follow up activities. This takes the form of selecting three ‘active non violence’ promoters in each parish who are trained up to develop a plan of action and to initiate supportive activities such as first aid training. There are now 90 anti violence promoters in Dili and Baucau.

The workshop facilitators consist of three teams, totally 10 people. These people are now skilled facilitators with ‘a lot of experience’. From February to Sept 2008, they will focus only on monitoring the work of the promoters and will not be undertaking any more workshops except where invited to elsewhere in the country. One such invitation has been received to run a workshop in Viqueque as a response to the continuing climate of violence there. They have just returned from holding a workshop in Gleno Ermera, where 100 or so participated. The other workshop in Liquica has started for 40 people.

After operating for two years, they now have ‘plenty of experience’ and are ‘much more confident’ now about how to be effective. The program has been fortunate in being able to tap international input. Several program members have travelled overseas. The program director has undertaken studies at the Eastern Mennonite University in Virginia. Other materials have come from Justice and Peace

Commission of Indonesia. Curriculum from the Mindano Peace Building Institute also used.

Padre Banque is open to collaborative work with JOBS Opportunity in Lospalos and elsewhere. His team of 10 workshop facilitators is prepared to travel to where they are needed to deliver the workshop. We agreed that the bare bones of what is done in the workshop as spelt out in the manual is only one element in producing a successful workshop. The experience the facilitators now have is the other crucial element.

## **World Vision Better Futures Program**

Agustinho Soares, program manager  
Mobile: 724 8322

We met with Agustinho Soares, program manager, was most helpful and forthcoming about the youth related activities of World Vision. He gave us a list of all the participants to a Peace building Forum WV organised in July 2007. We are following up the names, telephone numbers and email addresses of over 30 people from local and international NGOs. However, many of the email addresses were no longer valid. The only valuable response to this mailout was from Vicky Frantz from CCF - see below for details of the meeting.

### ***Youth vocational training program***

The WV youth vocational training program (from which 568 have graduated in Dili and 128 in Baucau), has broaden out from office skills to now include electronics and carpentry. Young people are recruited from a target group of children and youth in conflict with the law or generally 'at risk'.

The office skills training has been reviewed twice. More recently it has been developed to focus on four specialist streams of English, Office admin, basic accounting and computers. In 2007/2008, it has a new focus, with a redesigned IT component, accounting, hospitality (hotel management, tour guide, and office skills).

The training in Baucau has been operating since 2005 – the main focus is on office skills but have added also electronics repairs as well. The course take six months which includes a one month placement with a workplace (government, NGO or private sector). A host organisation may take 4 or 5 students for a placement and then offer a job. Placements for graduates of the program have been: 'about half' in Dili and 25 per cent in Baucau (reflecting the very different labour market conditions).

### ***WV peace building program - Youth Peace Clubs***

This program is has been operating in Aileu, Baucau and Dili since 2006/07. In October, 2007, Aileu was closed. In Dili, they are operating in three locations (Becora, Lahane Orientele, and Comoro). They are planning to establish one in Fatuhada soon.

The aim of the Youth Peace Clubs is to strengthen structures already in the suco. The clubs are formed by requesting the suco leaders to select young people to participate. They are then asked to select their own leaders. The number involved is 100 in each

suco who are linked to a further 500 young people. The youth leaders of the group are responsible for developing their own plan for their area after receiving training in how to do this. The support provided by World Vision focuses on funding a workshop, providing recreational equipment and support for spiritual activities (- they ask a priest or nun to link up with the group). For the workshop, \$200 to \$300 is provided for a 3 to 4 day workshop. Sport equipment provided includes volley balls, soccer balls, basketball, sports uniforms. Musical instruments are also provided. Paper and other stationery is provided to do the admin work. Help with learning English is also given.

Club leaders are also shown how to make links with other NGOs and government working with young people is also made. These are: Secretary of Youth and Sport, CCF, Care and Caritas and Xanana Foundation. The Youth Peace Clubs are also encouraged to build or renovate a building for use by the club members. It is based on a 50/50 contribution, labour from young people and supervision by skilled worked and materials from WV.

Four staff work in the Program. Agostinho Soares give a quarter of his time to supervising the design and implementation process. Staff are given a motorbike or are driven each day to the project and back again. Each staff member gets a general orientation from Agostinho and are then encouraged to develop their own workplan. Agostinho is available for them to resolve any major problems but they were encouraged to resolve any problems as much as possible themselves.

WV has set up a peace coordination group which met four times. It meets on a need to basis. Agostinho provided us with the list of names of participants at the last meeting in July 2007.

### **BibiBulak (Crazy Goat)**

Contact: Irim Tolereriro 735 1731

Bibubulak is a Performance Arts and Music Troupe. According to a former volunteer, Annie Sloman, who worked with the group:

*...it primarily uses the arts as a tool for public education. It also trains Timorese in the performing arts and train-the-trainers. This has also included helping establish other theatre groups around the country that can be used as public education tools. Most of the people Bibi Bulak work with are youth. Many of the projects have been successful in increasing the employability or directly giving employment to previously unemployed young people.*

Bibibulak is currently undertaking a civic education campaign in 22 locations from 11 January to middle February 2008. The focus is on the role of government and peacebuilding. The project for USAID consists of a four hour set of activities in 22 locations. The activities include film, music for entertainment, a quiz and a 15 minute theatre performance.



Contact with the small grants program revealed that the total cost of the program is \$23,000. The current team consists of 7 actors, 1 sound technician, 2 musicians, 2 drivers and 1 project manager. The cost per person is \$20. More information is being sought from DAI Small Grants in a separate interview.

Other clients in 2006 and 2007 include: UNDP and the electoral commission during the elections, Health Alliance International, ANZ Bank, UNICEF, Plan International and CRS.

## SOL 24/7

Contact: Mr. M.Singh  
email: [msingh@sols247.org](mailto:msingh@sols247.org)

Situated on the Comoro Road in Dili near the Australian High Commission, this program started in November 2006. It is a self funded venture by a social entrepreneur from Malaysia. They operate in Cambodia and Laos as well, claiming to be the largest provider of non formal education in Cambodia with 22 centres, with more than 10,000 boarders and 15,000 part-time students. Their brochure claims that ‘approximately 98 per cent of students/participants have secured employment in the public, private and social sectors’. They have been able to transfer management to Cambodian volunteers after five years and their operations are self funding. In Timor-Leste, they have started with 170 full-time and 550 part-time students in Dili.

Their target group is 16 to 25 year olds who want the opportunity to gain further skills to improve their chances of gaining work. They have special focus on girls and young women. They claim that over the last seven years, 25,000 young people have graduated from their programs.

Their mission is: ‘We aim to provide holistic life skills education through a structured program of soft-skills and social consciousness lessons’. The target group is mainly ‘school drop outs aged 16 years and older coming from disadvantaged families’. The program is based on a 24 month boarding program called ‘Hard skills, soft skills’. Boarders pay \$11.50 a month for their food (or provide 15 Kg of rice and \$4-\$5 for vegetables. ‘Part-timers’ or day students pay \$3 an hour for lessons.

All students are required to speak English while on site.

Soft skills	Hard Skills:
Capacity building (science of life + transformation)	English language
Confidence	Basic mathematics
Public speaking	Agriculture (Advanced and traditional techniques)

Leadership skills (taking responsibility)	Accounting
Concentration and composure	Job preparation
Discipline.	Marketing
	Management
	Business - micro enterprise
	Computing and ICT
Social consciousness	
Social hazards: HIV/AIDS, domestic violence, drug abuse, health, environment	
Community service, blood donation, cleaning streets. Market area, churches etc	
Religious and racial tolerance & respect	
Promoting talent, art and theatre - Friday night performances	
Living in love, unity and fellowship	
Beautifying surroundings: using natural resources within the community.	
High level cleanliness and orderliness	

The program team consists of the Founder together with 12 International volunteers from Malaysia, Cambodia, Japan and Singapore. Skills of the team include: NGO management, corporate management, corporate training, human resources, entrepreneurship, education, ICT, and social welfare. The functions they serve are: student management, education, training, operations, external affairs, administration, accounting, monitoring & evaluation, and ICT.

The program relies on its own funding and donors for the initial start up costs. In Cambodia, they earn fees from social awareness activities such conducting public education campaigns on HIV/AIDS, drug abuse and social surveys for clients such as the UN.

The founder, a Mr M.Singh, has committed to spending the next year in Timor-Leste. They are currently in the process of scaling up their program to operate in four districts outside of Dili. They plan to work in all districts in due course. He is keen to try some new ideas to promote local business activity in the rural areas in which they are working. I told him of the planned informal meeting of organisations working in the

same field (eg ILO's Youth Employment Promotion Program, JOBS Opportunity and Plan International). He was interested in participating in such meetings as he has little or no contact with others working in the same field.

## **Xanana Reading Room - Lecidere**

Founded by Kirsty Sword Gusmao

Person interviewed: Antonio Rangel - 726 6517

email: [rangel\\_salvatore@yahoo.com](mailto:rangel_salvatore@yahoo.com)

The Reading room is Timor-Leste's only lending public library. It has 3,500 books, with about 1,000 on Timor-Leste. It also have a large collection of documentary films on VCR. These films cannot be lent out as they only have one copy in many instances. However, if they could copy from VCR to DVD, they would be in a much better position to lend out copies of the films.

There is a charge to join the library of only \$1 for a student, \$2 for others and \$10 for an international.

## **Youth Employment and Training Program**

Jill Haynes

Youth livelihoods adviser

Plan International

Mobile: 723 8816

Plan International started in November 2006 the Youth Employment and Training Program. It started in Dili and has moved to Lospalos. It initially consisted of short-term paid work for young people on community projects for two weeks, followed by job search training about work options. These include the funding of 300 vocational training places. It also included work on the 'Servi Nasaun' ('Work for the Nation') Cash for Work program when it was available. Plan also provided opportunities for young people to perform unpaid community work through Plan International's other programs in early childhood care and development, water and sanitation, emergency relief, youth participation and child protection. The number of participants is 800 for the community work component and 300 for the vocational education components. The age range of the participants is 15-24 years with males and females equally represented.

The program imparts job search skills to identify job opportunities. However, access to reliable information about where and when jobs are available has been problematic as ongoing jobs for young people are scarce. Nor does the training address other ways to improve young people's livelihoods in any substantial way. A small component of job search training program addresses the applicability of the participants' skills to potential self-employment or starting a small business. However, in most respects, the training does not deal with opportunities for self-employment by providing information about market opportunities, how to manage money, or providing access to a loan through microfinance. According to the program operator, young people have little appreciation of the sorts of business they could set up, and do not have a

strong understanding of how to manage money. Their access to micro finance is also limited.

## **Hasatil**

Arsenio Perrera  
Coordinator  
(725 3144)

HASATIL stands for Hametin Sustainabilidade Agrikultura Timor Lorosaemeans, or Sustainable Agriculture Network of Timor Leste. It is a non-governmental organisation which acts as an umbrella group for 32 member organisations promoting sustainable farming practices. HASATIL has been a partners agency to Concern. I was told it had received a bad audit recently- monies unaccounted for. He was unable to meet an interview arranged at short notice.

One its members is Permatil (Permaculture Timor Lorosa'e) has produced a permaculture guidebook for East Timor, written by Lachlan McKenzie, with Ego Lemos. Details below:

PERMACULTURE Solutions for Sustainable Lifestyles

The aim of this book is: to offer knowledge and practical techniques for environmental rehabilitation and sustainability, strengthening community resilience and local economies. The contents of the book are based on concepts of deep ecology, the interconnectedness of our environment and culture and the principles and ethics of sustainable community development.

Combining traditional techniques for providing natural resources, food, shelter and energy with modern sustainable practices, the techniques outlined in this book provide integrated, practical solutions for challenges being faced by community members and farmers throughout Indonesia today.

This Resource Book for Permaculture - Solutions for Sustainable Lifestyles has been developed using simple language and many detailed illustrations to insure that the information contained is accessible to all those interested. Permatil and IDEP Foundation invite organizations or individuals wishing to reproduce this book to do so, in the interest of sharing Permaculture activities for non-commercial purposes, and without altering the contents of the book. For rights of reproduction for other purposes, please submit a written request for permission to Yayasan IDEP.

## **Permascouts Camp**

Ego Lemos  
Mobile: 723 6093

The camp for Permascouts, organised by Ego Lemos, brought together over three days 31 Jan to 3 February for some 250 young people with an average age of about 17 years. Permascouts Camp brought 500 young people from different Districts in Timor Leste. They included high school students, university students, and young farmers. Activities during the Camp included demonstrating permaculture practices such as composting, scouts techniques, workshops, a cultural night, film shows, mountain tracking, and tree planting.

It was the first time the two scouts organisations which has merged in 2005 actually had held a combined event. They received no support from the government. When

they asked one government department for a loan of the large tent they have for functions, they were told they would have to pay for it. As a result, many of the young people were sleeping under tarpolins with no sides, over a weekend when heavy rain was experienced.

## **Rural Water Supply and Sanitation Program (RWSSP)**

Luke McNamara  
Capacity Building Adviser  
Mobile: 731 9683

Five possible areas of work and training were initially: repair and maintenance skills related to water systems, solar powered and electrical pumps; operating a store at subdistrict level for spare parts; installing toilets for each rural household; work as a community facilitator; and carrying water table measurement surveys. Luke is now suggesting that training young people to be community facilitators to work with the suco water management committee may be openings for more educated young people. Repair and maintenance positions would be suitable for those with less education.

In broad terms, it was suggested that initially 200 positions per year for part time community water maintenance officers may be available. A long-term goal of the RWSSP could be to place a community maintenance officer in each of the country's 2000 aldeias (hamlets), as is now the practice after 15 years of operation of water systems arrangements in Java.

A National water and sanitation health campaign will require a greater number of community health promoters but this would only be short-term work. Up to 15 to 20 positions each for Technical Designers, Contract Supervisors and Sub-contractors will also be needed.

A more definitive picture of their skill needs will emerge after their final design workshop in Dili on 26-27 February, and Luke is willing to talk more about possible linkages.

## **Timor Aid**

Francisco Sarmiento  
Coordinator Youth Civic Education Program.  
Email: [chicosarmiento@yahoo.com.sg](mailto:chicosarmiento@yahoo.com.sg) Mobile 723 6551

Timor Aid has 85 staff and has an office in an old Portuguese building near Hotel Toutismo in Lecidere on the waterfront. In addition to the Youth Civic Education Program, other programs are civic education, education, curriculum, language standardisation (Tetum dictionary), capacity building for NGOs and financial literacy and income generation. The latter program has received USAID funding in the past and is now funded by a Spanish Foundation based in Madrid. There is also a HIV/AIDS project, health education, and trauma counselling. They also provide clean water and sanitation facilities in Same and Suai. They also provide internships for young people within their organisation to gain more experience.

In their youth civic education program, they work in seven districts to increase the democratic participation of young people. They provide in addition to civic education, they help young people to set up their own associations and provide them with management and leadership training as well as training on keeping financial accounts to help them run a small group.

The youth civic education curriculum covers 18 topics. These are: democracy (three days), the constitution, leadership, media (TV, radio and Newspapers), cultural training, advocacy, public speaking, making decisions, financial management, public outreach, and proposal writing. The actual content of the workshops depends on the existing knowledge of the participants. The program also arranges for young people to go on exchange onto other districts.

The Youth Civic Education Program has been funded since 2005 by the Mercy Corps from Scotland and before that in financial year 2004/05 by another group JWP from Scotland. The funding is for four years and ends in August of this year 2008.

### **Mercy Corps' partner, Timor Aid**

Timor Aid is the implementing partner of Mercy Corps' projects in East Timor. Timor Aid is a registered East Timorese non-profit charitable and non-governmental organization (NGO) founded in 1998 by East Timorese and long-term East Timor supporters who worked closely with Nobel Peace Laureate Dr. José Ramos-Horta, the current Prime Minister of East Timor. The organization has district offices or projects in all thirteen districts of the country.

Timor Aid was a prominent provider of relief during the national emergency period of 1999-2001, and is currently implementing 12 long- and short-term development projects in the areas of health, education, capacity building, the advancement of women, microcredit, community development, and income generation. It has successfully managed more 70 major projects funded by a number of governments, international organizations and various private foundations.

Program Details: ENGAGE: Youth Civic Education project

Mercy Corps has supported Timor Aid's Youth Civic Education Project (ENGAGE) since 2005. The project is financed by the United Kingdom's Department for International Development (DFID-UK). ENGAGE increases youth organisations' understanding of governance, strengthens their capacity to participate more fully in civil society and run effective civic education programmes, and strengthens relationships between youth organisations and decision makers. The project's main activities are:

- Training and assisting established youth organisations to undertake coordinated civic education programs on issues recognised as priorities for young people;
- Building the capacity of youth organisations; and
- Arranging networking opportunities, youth work placements and study tours, so young people and decision makers in government and NGOs can develop better understanding of each other's priorities and of their abilities and responsibilities to address issues important to youth.

The project, initially granted to Just World Partners and then to Mercy Corps, offers exciting possibilities to help youth tap into civil society at this important time in East Timor's development as an independent nation.  
<http://www.mercycorps.org/countries/easttimor/?source=1175&gclid=CKXKx5qaq-pECFRUmawodYnUOeg>

The districts the program works in are in Same, Oecussi, Liquica, Suai, Manatuto, Viqueque and Bobonaro. There is a coordinator for the program in each of these districts. The total number of 'beneficiaries' is 341 young people. The specific target of young people varies between 30 and 60 per district. They hold forums and workshops on issues where they get a parliamentarian or a technical expert to respond to the issues discussed.

The program has a steering committee of young people. They are keen to offer access to their database of names of program participants as candidates for the JOBS Opportunity Program. In this regard, Francisco emphasised the need for JOBS Opportunity to consult with local NGOs in the selection process so that those who have already shown their eagerness to undertake further training and to be 'proactive', are tapped for further training and support. He agreed also that the views of the chefe de suco and the local priest or nuns should also be taken into action in selecting young people.

The importance of making contact with the young people involved in this program as prime candidates for JOBS Opportunity was also emphasised by Vicente Maia, who now works for the DAI small grants program. He formerly worked for Timor Aid and had a high opinion of their capacity. He was directly involved in the Youth Civic Education Program. He said young people were overwhelmingly interested in finding a job and believed that the focus on democracy was not the main issue that concerned them.

## **USAID Democracy and Governance Program**

Luisa Cardosa:  
DAI  
Mobile:

The democracy program does not have a specific focus on young people – this is more the focus of the economic growth program. The Democracy program sends out guidelines and seeks proposals. It then reviews these proposals, selects the good ones and sends them to USAID for final approval. They also ask the NGO applicant to provide the proposed curriculum for the training and share this with USAID as well.

NGOs they have worked with include East Timor Inside, a Dili based NGO which focuses on research and surveys. It has a large staff and performed well in delivering a voter education campaign in 2001/2002. It is said to be a very experienced and has the capacity to deliver training not just in the classroom but in other formats as well.

Another is Radio Rakambia, located in Kampung Alor in Dili. This is a community radio station with a difference as it has a mobile transmitter. This enables it to relay

news and other information from Dili. It has delivered audio drama on the functioning of the current parliament.

Cailalo (CAILALO) is a NGO in Baucau, headed by Augusto Pires (Mob: 725 7750). Its mission is to promote peace, reconciliation and human rights. Its activities are advocacy and social services. It has delivered civic education for martial arts groups. The workshop they ran was good with materials well prepared. They had consulted first on the topics the young people wanted to discuss. In the group discussions, the young participants were actively involved.

The cost of a small workshop of three days for 50 to 100 was \$8,000 to \$10,000. This includes cost of materials, per diem, four facilitators and transport costs. This approach to civic education has been superseded by a more entertaining way of getting people to focus on the issues. They now prefer to create a carnival like atmosphere, with music, audio drama, use of a facilitator to host the event, films about justice, quizzes and prizes for the winners. The quizzes are about how much information they retained from the films they watched. These events are attracting between 500 and 1,000 people. Bibibulak and East Timor Inside have each put on over 20 performances.

Other NGOs they have funded have been focused on legal aid education, helping people to become familiar with the courts, how to bring civil cases to the courts related to land issues. They also address domestic violence and human rights such as child rights. These NGOs are Fortuna, FFSO and FECM in Baucau.

They have also funded a pilot program to offer internships for high school graduates. They are providing training in how to become mediators. They are also being shown how to operate computers. In Oecussi, two of the six interns got jobs. The placements have organised by the Public Administration Institute.

## **Belun**

No interview able to be arranged. Antonio da Conceicao, the director, is away ill

BELUN is funded by USAID under its democracy program. The Director is Antonio da Conceicao. He has not responded to emails or a text message to meet. In the absence of direct information, the following is offered from public sources. According to the USAID website:

*BELUN, ACDI/VOCA, in partnership with CARE International and Columbia University's Center for International Conflict Resolution, is working to improve the skills and capabilities of community-based and non-governmental organizations to reduce tensions in communities across the country.*

*BELUN's five-year NGO Sector Strengthening Program builds on earlier efforts to increase local NGOs' conflict-prevention capacity. BELUN assists communities in identifying their most urgent needs, connect with other communities and come up with solutions.*



*Successful projects thus far have addressed a wide range of needs, including water and sanitation, agriculture, education, environment, health, media, and sport and recreation. BELUN counts as partners 150 local groups in all 13 of Timor-Leste's districts. In addition, BELUN collaborates with academic institutions in Dili and abroad to facilitate institutional learning and information sharing.*

According to Belun's own website (<http://www.beluntl.org>), the NGO was established in 2004 to 'bolster civil society in Timor-Leste and reduce underlying tensions that may lead to violent conflict'.

*BELUN's mandate is to serve communities within Timor-Leste, develop the organizational capacity of the partners, reduce tensions and prevent conflict in Timor-Leste. BELUN means "friend" or "partner" in the national language, Tetum.*

The website further notes that the members of the BELUN team have been working for over five years to strengthen civil society organisations and provide needed services to communities in all 13 districts of Timor-Leste. While the majority of the BELUN team comes from a long history of working together with Care International in Timor-Leste and Columbia University's Center for International Conflict Resolution (CICR), members also have extensive experience working with the government and other non-governmental organisations, bringing added insights and capacities to the organisation. Belun has compiled a database of NGOs in East Timor that is dated September 2006. It has 532 organisations listed. A copy has been downloaded and is available.

## **Junior Achievement**

Karis Cooper,  
Executive Director  
Mob: 728 9661  
[www.ja.org](http://www.ja.org)

The Junior Achievement Program is designed for primary school students aged 6 to 13 years. However, as there are many overage students, the age span in practice is much wider.

The pilot Sept-Dec 2007 was done in Portuguese. However, with the new Government this has now changed. Tetum now is used in Years 1 to 3 and Tetum and Portuguese is used in years 4 to 6.

*JA's elementary [primary] school programs are composed of six sequential themes, each with four to six hands-on activities that work to change students' lives by helping them understand business and economics.*

Their focus is on hands on activities. Karis feared that the content aimed at primary school students may be too childish if aimed at 18 to 29 year target group. However, the older module – dollars and sense.

They have gained permission of JA International to adapt one of the activities for an adult literacy and numeracy Stage 2 program aimed at people in some form of business activity. It is a game on how to run a business with a \$25 balance sheet. JA International agreed to adapting the game but did so on condition that they held intellectual property rights. They also agreed to train the facilitator for the game and wanted control over monitoring and evaluation.

The six activities undertaken in each year of primary school are 1.5 hours each. The pilot took place over 5 weeks. Teachers and students found the material very attractive – they did not consider it learning in the traditional sense. – they were having fun. Elsewhere, the activities are designed to be delivered by a volunteer from the business community such as someone from a bank. However, they were not allowed to use volunteers in Timor Leste so they had to train teachers to deliver the activities.

The pilot covered 2,400 students in Catholic schools, with 42 teachers involved. The training consisted of 2 sessions of four hours each. They were held on a Saturday afternoon. Lunch was provided and transport costs were covered. They held an Open Day for parents – the first time this has happened. The program was run as an extra curricula activity on a Saturday morning.

Karis and a colleague visited as many schools they could on a sat morning to see if the message was being understood. They employed and trained up university students to survey students and teachers with pre and post intervention questions. The university students took 8-12 days of training – those who participated learnt a lot. The pilot showed the need to change the guide for teachers. There was a need to simplify the guide considerably. Now the revised materials have been sent to the publisher. The rollout is for 5,000 students in government schools in April and June. This rollout will require regular visits but not involve the same intensive evaluation.

JA is prepared to allow an appropriate part of its curriculum to be used by EDC on certain conditions. They want to retain control of copyright and be involved in the training to see if it fits. Karis believes that the context may have to change so that it is seen as relevant to an older age group. The most readily available JA material is the Dollars and Sense – translated into Tetum by JA staff. If a piloting of the material shows it is not appropriate, then would need to rewrite sections of it. However, as it stands now, the module could be used as it is. If after feedback, it was regarded as too childish, then could change it.

## **USAID Small Grants literacy program for people in business**

Vicente Maia

Program manager

Mobile: 723 0221

Emre Ersenkal:

Program Development Manager

DAI

Mobile: 731 1809

The Small Grants Program has developed a course for adults who have completed the first phase of the Non formal Education's literacy program. The course uses Phase Two materials on subject areas such as the Economy. USAID has printed these manuals for their target group. They are focused on selling activities – how to link numbers to goods they are selling.

They have eight NGOs to deliver the curriculum. There are 10 trainers who peer educate others to make up a group of 80 passing on the training. The training will be 10 hours per week for six week. Just four modules from Phase 1 of the non-formal education course on literacy will be used. Only graduates of the first sequence of modues will be asked to participate. The course will be targeted at people involved in cooperatives and microfinance. They are older persons and slow learners which will make it much harder for the facilitators to teach. The 'economy' module is only 20 pages, however.

There are five NGOs which will be involved in delivering training, three of which are well placed to do the job. They have conducted train the trainer courses for facilitators from the six NGOs. Some NGOs has previously run money management training for the youth based pilot program in horticulture (Helder Lopez can provide details of this training – Brenda Barrett has spoken to Helder).

The main NGO delivering the training is Fundasaun Cristal. It will be running classes in Dili and Oecussi. This Fundasaun has the capacity to coordinate a large number of classes. This NGO is long established, operates a school in Balide in Dili and has a good reputation for delivering non-formal education for out-of-school youth. The Fundasaun is self supporting but is linked to the Salesian Sisters of the Catholic Church. It is The key person is Hipplito Aparcio.

The other main NGO they have worked with is Fundasaun Buka Matick located in Baucau.

The Small Grants Program is developing a manual for coordinators to provide constructive feedback for facilitators, An evaluation found that coordinators played a weak role – often just ensuring that the facilitators were there teaching and at other times merely engaging in a piece of mock teaching without really contributing much. They need to be able to provide more guidance and learn how to provide constructive feedback to the facilitators to enable them to improve their performance. Class management is difficult as the students are often widely diverse. The grant has just been awarded with a February start and completion by June. They will focus on six districts: Maliana, Ainaro, Same, Baucau and Lospalos as well as Dili. The training course will have 15 to 22 per class by 33 classes, reaching 600 to 700.

On other matters, the pilot program of 30 internships in hospitality in Dili ends in May-June. The program includes a Record of Achievement. Antonio Gusmao is the Program Specialist responsible for coordinating the training and placing the interns.

The youth oriented NGOs are: ADO, TYEI and Fuarma Buris Haburas. Haburas Moris in Maliana is very motivated. Rince is the name of the NGO's director. They have provided bookkeeping training only for people working their farm. The youth

based projects offered applied skills such as making organic fertiliser. Another NGO they would recommend is Timor Aid.

## **FONGTIL (NGO umbrella group)**

Contact: Angelina (Letta) Sarmento, Director  
Mobile direct: 724 1401  
Other mobile nos: 724 0107, 725 4912

I later found out that EDC is a member of Fongtil. The Director of Fongtil was responsive and provided valuable information about their main contact points in the districts related to their different working groups. Fongtil is supported by six International NGOs (Irish Ais, Concern, Caritas Ireland, UK Cafod, Oxfam Australia and USAID small grants and UNDP civil society project). It has 19 to 21 staff members and focuses community based advocacy and networking among NGOs.

### ***NGO Database***

Fongtil updates its database on registered members every six months. The current update is June/July 2007. The database is found at [www.fongtil.info](http://www.fongtil.info) (however, I was not able to access it – said ‘access to server denied’). The database is distinct from the one compiled by Belum. It covers program, area, contact numbers, whether specialist, general or covers cross cutting issues.

It also includes a rating of each NGO on criteria about whether the NGO is strong, middle or weak in capacity and resources. The rating is based on whether they have a constitution, by-laws, internal regulations, partners providing support, purposes (whether a range of objectives or specialist in focus – are they committed to a clear objective or opportunistic in seeking to win any work available). Other criteria include the extent of training undertaken by the NGO in organisational development, financial management and whether they have a strategic plan. The ‘strong’ rating refers to being good in advocacy, having important links with the community, and being able to work with other NGOs to share their experiences and do they rely on external experts.

The umbrella group has a range of working groups representing the interests of their member organisations. These are: human rights, civic education, conflict resolution, national unity campaign (includes activities for youth in IDP camps), and the health worker group and disabilities. However, there is no group specifically devoted to young people as this is seen as the responsibility of the national youth council as the relevant umbrella group. Fongtil members cooperate with the national youth council in relation to delivery of civic education.

### ***NGO civic education working group***

The civic education working group in each district includes Redi Feti (Womens’ Association), University Student Council and other NGOs. The Director of Fongtil made the strong suggestion that EDC should work with the civic education working group as these NGOs are experienced trainers, with a focus on young people.

Fongtil has district liaison officers in most districts.

District	Name	Phone Number
Baucau	Manuel	726 7484
Liquica	Fernanda	727 6843
Lospalos	Idelfonso Ribeiro (just resigned)	725 4889
Maliana	Duarte	725 2967 or 725 2867 (?)
Aileu, Ainaro & Same	Manuel Sequeira	724 5519
Oecussi	Agustinho	725 9976
Suai	Alberto	726 8103
Dili/Manatuto	Mario	732 6772

Each working group has a lead coordinator from one of the NGOs in that group in the district. Below is the Civic Education Working Group with each coordinator shaded.

<b>Civic Education Working Group of Fongtil</b>			
<b>District</b>	<b>Organization</b>	<b>Name</b>	<b>Telephone</b>
<b>Aileu</b>	CRTA (NGO)	Maria Diamantina Martins	729 6468
	CNJTL (N. Youth Council)	Marcos da Costa	728 5631
	KSUTL (Students Council)		
	Rede Feto (Women's network)		
<b>Ainaro</b>	TOKAR (Timor Oan Kaer Rasik) (NGO)	Orlando de Jesus Mota	733 4223
	CNJTL (NYC)	Jorge Araujo	726 2914
	KSUTL (Students Council)	Silverio Fernandes	725 2435
	Suhu Rama Group (Women network)	Odete Ramalho	727 7195
<b>Baucau</b>	CECPL (Centro Educacao Civica Ponta Leste) (NGO)	Maria Madalena dos Santos	726 7999
	CNJTL (NYC)	Joao Cabral	725 9365
	KSUTL (Students Council)	Julio Ximenes Ribeiro	727 6563
	Rede Feto (Women network)		
<b>Bobonaro</b>	Fundasaun Moris Foun (Women network)	Maria Verdial	725 6214
	CNJTL (NYC)	Jose Ramos	731 8372
	KSUTL (Students Council)	Nelson S. H. Barros	725 0767
	Rede Feto (Womaen network)		
<b>Covalima</b>	CIESTL (NGO)	Arnaldo de Sena	733 9258
	CNJTL (NYC)	Augusto Henriques	726 3850
	KSUTL (Students Council)	Minarni Pereira	727 5715
	Centru Juventude	Maria Barreto	733 1752
<b>Dili</b>	Forum Tau Matan	Antonio	724 0106

	CNJTL (NYC)	Aniceto Berlelo	727 0835
	KSUTL (Students Council)	Edio Mariano	728 8561
	Rede Feto (Womaen network)	Erlinda da Cruz	729 5219
<b>Ermera</b>	HAKADA (NGO)	Zeca	732 2079
	CNJTL (NYC)	Helder do Rego	731 0602
	KSUTL (Students Council)	Januario Martins	733 9171
	Rede Feto (Womaen network)	Beatrix da Costa	732 5374
<b>Lautem</b>	LUZEIRO (NGO)	Alberta Freitas	724 4057
	CNJTL (NYC)	Tomas Pinto / Tomas Ely Timor	725 7118
	KSUTL (Students Council)	Aurelio Ribeiro	723 9397
	Rede Feto (Women's network)	Juliana de Jesus	729 7135
<b>Liquica</b>	Justica e Paz (NGO)	Rui Pereira	733 6203
	CNJTL (NYC)	Tomas da Silva	725 1698
	KSUTL (Students Council)	Nilda Lobato	724 9114
	Fundasaun Moris Foun (Women network)	Graciana da Silva	732 6317
<b>Manatuto</b>	Fundasaun Moris Foun (Women network)	Eugenia N. da Costa	725 0324
	CNJTL (NYC)	Laurente Freitas	725 8709
	KSUTL (Students Council)	Victor dos Santos / Soares	726 4336
	Rede Feto (Women's network)	Florentina dos Santos	
<b>Manufahi</b>	ALTASUL (NGO)	Laurindo dos Santos	733 0596
	CNJTL (NYC)	Almerindo Oliveira	731 0646
	KSUTL (Students Council)	Roberto Fernandes	
	Suhu Rama Group (Women network)	Laura Pina	725 5594
<b>Oecusse</b>	Y-ACTS (NGO)	Jose Eta	727 4762
	CNJTL (NYC)	Arnold Suni	7275041
	KSUTL (Students Council)	Remeiro P. Bano	7275041
	Radio Comunidade (Radio Station)	Lucia Ellu	
<b>Viqueque</b>	TOHA (NGO)	Zito Fernandes	724 5391
	CNJTL (NYC)	Jose Muda da Cruz	729 0967
	KSUTL (Students Council)	Belita Menezes	726 3759
	GFFTL (Women Network)	Silvia Teresa Guterres	731 2650

### **Recommended NGOs**

Espada Foundation is located in Dili (Pantai Kelapa – behind Plan International) but has a focus on Lospalos. They provide programs for young people – language training and computers – also on leadership and conflict resolution.

Fongtil is working with HAK, the human rights foundation, to train martial arts groups. They have had a representative visit the Mindanao in the Philippines to receive training. They are sending more martial arts people in Cambodia for training. This activity appears to be the same as the activity described below involving Concern.

## **Concern Worldwide Timor Leste**

Contact: Juliao da Costa Caetano (speaks English)

Peacebuilding officer

Mobile: 724 5335

Office: 331 2035

Appointment with Clare Danby, Country Director, to be arranged

Concern Timor-Leste, jointly with Oxfam, is funding a Cambodian NGO called Action Asia to deliver training in conflict resolution to martial arts groups. These groups are located in Dili and in the districts. (Baucau and Viqueque). The Cambodian NGO has trained up local trainers to deliver the training. Juliao was sent to Bangkok for a workshop on 'conflict transformation'. The workshop taught techniques in how to understand the conflict, constructive ways to engage with unpredictable circumstances and relationship between policy and practice. Their focus is on martial arts groups but the trainers may be available to deliver training in other settings.

Based on information from their website, Concern has field offices in Lautem District (Lospalos) and Manufahi (Same). Their focus since January 2003 has been on strengthening livelihoods through a program called 'women's economic recovery and empowerment'. The other program has been on primary school water and sanitation rehabilitation. The website mentions that a new program on livelihoods is being developed in 2006 which will be more directed to food security to overcome malnutrition. Concern is also interested in incorporating in the new program the principles of community based disaster risk management to cope with flooding and drought. Ideas suggested are building up assets such as 'goat banks' and use of improved varieties of rice. It is planned to have up to 8,900 beneficiaries.

## **Care International**

Ginny Kintz

Lafaek Project

Email: [ginnykintz@pobox.com](mailto:ginnykintz@pobox.com)

Met with Ginny and Juliao, community outreach worker for Care International working with youth gangs in Bairro Pite, the area in which the Care International compound is located. Ginny runs the Lafaek Project which produces magazines in Tetum for distribution in schools. Each magazine has a theme and common topics across issues. Over 30 issues have been produced over a period of five years. The Magazine is aimed at primary and presecondary schools (which include students who are in their upper teen years). Every young person gets a copy.

Ginny was happy to make issues available - one recent one was on the economy (copy supplied - with Brenda). There may be back issues available in the warehouse. If additional copies needed, this would have to be paid for in an arrangement with the Ministry of Education. Ginny will provide a list of the topics.

The community outreach project in Bairo Pite receives proposals from youth groups for funds to do work like clean ups. Some requests for repainting but mostly the requests relate to sports. They give them materials and not money. They also support NGOs working with young people to deliver training in English and Portuguese.

The area initially had rival gangs and then moved to drunkenness and targeted violence. Every focus group with young people highlights the issue of jobs.

ADB is working with Care International to build tertiary roads. The training is on economic issues related to making use of the new or upgraded roads to improve food security. They are working in Bobonaro/Suai on a pilot basis. Care is moving more towards 'Whole community' projects to achieve better coordinated outcomes.

## **Christian Children's Fund**

Vicky Frantz

Mobile: 733 7220

Lopez Antunes Domingas

CCF work in six districts: Suai, Viqueque, Manatuto, Lospalos, ? and Dili. They have been here since 2000. An early activity was to set up youth centres in Suai (still operating), Maliana and Lospalos. Their most recent activity involving youth has been on conflict resolution. They have worked with Timor Aid which has developed its own manual. They supported a civic education program between August 2006 and December 2006.

They also ran a National Youth Forum which brought 150 young people from all districts together for four days in Dare in December 2006. This consisted of a two day workshop to develop a national action plan to foster peacebuilding efforts involving young people. However, they are only providing support to implement the action plan in two districts. The recommendations from the workshop went to the PM's office.

800 young people have received conflict resolution training. They have selected 18 trainers, gave them a train the trainer (TTT) course and supported them to act as facilitators in three districts - Liquica, Manatuto and Dili. One week is allocated for the workshop. The aim is to train other young people who in turn go out as peer educators to train others.

CCF has worked closely with local NGOs and set up an affiliation process to support them through funding, technical support and financial management.

CCF is interested in finding ways to support youth employment initiatives that are closely tied into ongoing employment or sustainable livelihoods options.



## **UNIDO (United Nations Industrial Development Organisation)**

### ***Entrepreneurship education***

Balonkita, Jumarg  
Mobile: 735 5743

They started in 2004. It is designed to be delivered for three hours a week. A syllabus and textbooks have been developed. The curriculum they have developed is for Year 7, 8 and 9. Year 7 only is in Tetum. The other years are in Portuguese. They have found from their surveying of teachers that while they can understand Portuguese they cannot speak it well. So they are translating Years 8 & 9 into simple Tetum.

The program has 11,500 students in training. The curriculum operates in presecondary schools throughout the country. The objective is to show that 1,000 have the capacity to start up a business with the necessary skills such as applied maths and have set up a business. UNIDO has three project staff.

The first year focuses on entrepreneurship values, and helping students to identify career options. The second year focuses on identifying opportunities and assessing a person or group's capability to respond and how to develop a business plan. The third year works on entrepreneurial management functions, ethics and environment protection.

Jumarg emphasises to teachers the need to leave the textbook aside and to start with practical exercises. The teachers preferred method is rote learning, children repeat what they have been told by writing it on a blackboard. He advocates instead an inductive approach and methods for teaching, learning by doing and trial by error. This means starting with local activities such as selling fish or handicrafts. School based activities are encouraged, not as a profit making venture but to show what it means to be involved in a commercial activity.

There are two ministry staff allocated to work with teachers in each district. They do this by holding meetings twice a month for half a day. These meetings develop a collective lesson plan and promote the use of inductive learning by getting a range of activities underway. The textbook is viewed as a background resource to provide the theory when teachers and students are ready for more explanation of what they are doing.

The program provided some funds (\$60 per school) to show what could be done. One example was basic equipment for food processing. However, it was often beyond the capability of the teachers to manage the equipment. The Community Development Centre in Baucau has been helpful in teaching how to use simple food preserving technology. They have helped students to preserve tomatoes, eggplants and spices and to produce jams such as marmalade. The students have been successful in selling these products in Baucau.

Survey data on 464 students has been collected and will be made available. The results show that they need to put more emphasis on character building, the will to work, importance of goal setting, smart working practices, importance of savings, and planning. These messages need to be repeated constantly.

On microfinance, he is wary of linking students into a loan before they can show that they can manage cashflow and save.

Jumarg is happy to locate the English copy of the first year curriculum for EDC but believes that it is too complex for what needs to be taught. It is also generic - standard fare - nothing different to a range of similar curricula such as the ILO's Know Your Business.