Youth Have Opportunities for Work in East Timor
(Prepara Ami ba Servisu –PAS- Program)

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

Education Development Center, Inc. (EDC)

QUARTERLY REPORT
January 1 – March 31, 2009

Submitted to USAID Timor Leste

by

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Contents

Section One: Program Summary 1

Section Two: Accomplishments this Quarter 2

Section Three: Challenges and Proposed Solutions 5

Section Four: Summary of Expenditures for the Quarter 6

Section Five: Performance Monitoring 6

Section Six Travel Schedule – This Quarter 9

Annex 1and II 11

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This quarterly report covers the period from January 1 – March 31, 2009 under USAID Cooperative Agreement No. 486-A-00-07-00010-00. The report summarizes major accomplishments by the PAS Program during this period, plans for next period, and a summary of expenditures for the period. Annex (1): Illustrative examples of Phase II schedules and documents emphasizing entrepreneurship. Annex (2) Accompaniment Phase Research conducted by EcoVentures International (EVI) consultant with support from EDC staff in Timor Leste.

Section One: Program Summary

Over a period of three years, the PAS program will provide at least 2,500 minimally-educated rural men and women, ages 16-30, 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 combines formal instruction with on-the-job training in some of the country's most rural areas. As part of this training, participants have the opportunity to gain real work experience while applying new-found skills gained through formal instruction.

On- and off-the-job training is combined in a two-phase, eight-month integrated program in which participants spend alternating weeks engaged in project activities that provide hands-on work and technical training experience, and in complementary training, skill and knowledge-building activities designed to improve their work readiness and employability post-program completion. Youth participants gain hands-on work experience by engaging in project activities at the community level. Priority sectors for on-the-job and technical training vary slightly from location to location, but generally include growing sector areas such as agriculture, construction, tourism & hospitality, and carpentry.

To improve work readiness, youth participants work with Training Partner staff to identify his/her development goals. Training Partners are trained by PAS staff and act as extended members of the team. PAS program Training Partners are guided by EDC staff to mentor or "accompany" participants for an addition four months in the second phase of the program to ensure the integration of the formal instruction and on-the-job training components of the program. During this time, EDC staff and Training Partners assist participants in taking the next step in their development, such as returning to formal schooling or vocational training, entering the workforce or gaining an internship or improving their income through the formation of an individual or group business.

EDC works in selected sites in districts outside of Dili, and engages extensively with key stakeholder groups including government ministries, local NGOs and community groups. The broad objectives of the PAS Program are to:

1. Offer participants opportunities to learn FOR work/training;

2. Offer participants opportunities to learn FROM work/training;

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 PAS program will[1]:

Result 1: *Ensure that targeted youth are more capable of earning a livelihood*

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

Section Two: Accomplishments this Quarter

The following major accomplishments were completed during this quarter.

PAS Youth Complete Phase One in Baucau. The first two cohorts of 50 youth each completed Livelihood Preparation (Phase I) and entered Livelihood Accompaniment (Phase II). These two groups of youth received their cash grants to support one of three Livelihood Pathways (further education, small business or internship) in March.

PAS Expands Programming in New Districts.: Six cohorts started Phase One during the reporting period, one in Aileu, one in Ainaro, two in Covalima and two in Oecusse. For both Aileu and Ainaro orientation was conducted in December but the formal training began on January 5, 2009. Two additional cohorts launched in Suai, Covalima District in February. Two additional cohorts launched in Oecusse on March 30.

Completed Livelihood Accompaniment Curricula. More key tools were created to support Livelihood Accompaniment (Phase II) which include: 1) three unique templates for youth selection of one of three Livelihood Pathways (either further education, small business, or internship); 2) proposal form and MoU to be signed by each youth participant prior to receipt of cash grant; 3)

[1] These results are currently still in draft form and are pending USAID approval of the PAS Performance Monitoring Plan, submitted in August 2008.

Training modules for: Personal Development Plans, C.V. Writing Skills, Job Interview Skills, Community Service Project and Basic Proposal Writing.

EcoVentures International and Income-Generating Opportunities. EVI Consultant Zaki Raheem completed his consultancy with the PAS program during the reporting period. During this time Mr. Raheem worked with key local staff and partners to help develop systems to identify market opportunities for youth in rural areas of Timor. Through his work the PAS program has started Livelihood Fairs, has signed over fifteen MoU's with local and international organizations and has developed linkages with private sector actors who could assist youth participants as they sell their products or explore news ways to expand existing income generating opportunities. (see Annex II)

Delivered first Training of Trainers for Livelihood Accompaniment (Phase II). Built workshop agenda and developed materials for delivery of a 2-day training to orient local partners to requirements of Phase II (delivered in Baucau, February 26-27).

Developed and Implemented New Activity Called *Livelihood Fairs*. In order to expose youth to Phase II options while still in Phase I, we developed the concept of *Livelihood Fairs* in which we invite businesses, NGOs and government actors located in the district to discuss the further training, internships or business planning guidance they can offer to PAS youth entering Phase II. The first *Livelihood Fair* included representatives from USAID's DSP program (implemented by DAI), Ikan Mas Hatchery, Centro Produccion Lokal, World Vision Area Development Program, Portuguese Mission-Quintal Portuguese Demonstration Farm and Centro Desenvolvimento Empresarial-CDE. The first Livelihood Fair was held in Aileu on March 13. There is now a plan to have 2-3 *Livelihood Fairs* per youth cohort during Phase I in every District.

Delivered third Training of Trainers for Livelihood Preparation (Phase I). Delivered a re-designed Training of Trainers for two new Training Partners from Oecusse, along with new Team Leader staff for existing Training Partners from Baucau. This TOT reflects lessons learned from almost one year of operation and included more sessions on dyamic, participatory learning approaches, more monitoring and evaluation methods and special sessions on grants administration.

Delivered First In-Service Trainings on Market Simulation (Phase I). The Market Simulation is one of the most powerful tools in the PAS curriculum and exists thanks to the partnership of EcoVentures, International (EVI) which provided technical assistance to create this tool for Timor Leste. The Market Simulation is a training that helps young people with varying levels of literacy and numeracy literacy understand the importance of savings and planning how to start and grow a small businesses. The curriculum requires extra training in order for Trainers and Team Leaders to facilitate the simulation well. Two in-service trainings were conducted during the reporting period, the first in Dili and the second and third in Aileu and Maubisse. These trainings will be conducted for all partners, in the field, according to the curriculum schedule.

Refined and Circulated First Draft of *Skills Passport* (Phase II). The *Skills Passport* will be the most tangible document PAS youth take away from the program. A second, more refined draft of the *Skills Passport* was developed in March and circulated to relevant Government ministries (e.g., SEFOPE/INDMO) for comment on its format and content. The first *Skills Passports* will be awarded in Baucau in late June /end of July to the first two cohorts to complete Phase II. Thereafter each Youth Participant who successfully completes Phase II will be eligible to receive a *Skills Passport*.

Ongoing Capacity Building. The Finance and Administration Team at PAS continued to provide administrative and financial training to existing Training Partners in an effort to improve their overall management capacity and to develop new training techniques for future partners. Current partners have benefitted from the individualized training offered by EDC staff during the reporting period.

USAID Partner Collaboration Remains Strong. In an effort to add value to other USAID programs in the District, EDC continued to explore opportunities with the DAI implemented Private Sector Development Program, the NCBA-CCT implemented agroforestry program, the Land O'Lakes implemented BACET program and the ARD implemented Ita Nia Rai program in different parts of the country. It is expected that PAS youth will benefit from collaboration in different parts of the country, particularly in relation to agriculture-oriented economic growth and NCBA-CCT is expected to donate 500 tree saplings for an Earth Day event in Aileu for PAS program youth.

MoUs signed with Five Organizations Related to Youth Development. In an effort to assist Youth Participants in making a more informed decision about which Livelihood pathway to choose in Phase II and more importantly to help them think about their future after the program, EDC staff brokered several MoU's to help Youth Participants receive training and to stand a better chance at an internship. These include:

- Larai Ikan Mas Hatchery
- Centro Produccion Lokal (CPL)
- World Vision Area Development Program (ADP)
- Portuguese Mission – Quintal Portuguese Demonstration Farm
- Centro Desenvolvimento Empresarial (CDE)

Relationships strengthened with Key Government Officials, International Organizations, Private Sector and Local NGOs:

- Informational update meetings held with the Ministry of State Administration and a separate meeting with the Department of Agriculture and Horticulture at the Ministry of Agriculture, Fisheries and Forestry to discuss the purchase of a rice grinding machine for PAS Youth Participants and met with Ministry of Health regarding PAS curriculum modules in reproductive health.
- COP and Technical Advisor participated in another meeting with working group on standards for non-formal education training standards, hosted by Norwegian Refugee Council (NRC).
- Information and strategy meetings held with fellow USAID partners including DAI for the DSP program, ARD for the Ita Nia Rai program, NCBA-CCT and Land O'Lakes for the BACET program.
- Had second meeting with the US Navy Mobile Construction battalion Forty Detail Timor-Leste, the Navy "Seabees", about potential collaboration on projects in the Districts.
- Established relationship and signed MoU with Rede Servisu Forestal Timor Leste (RSFTL) which is a local, Timorese network of local NGOs dedicated to some aspect of agro-forestry. The partnership is designed to add a stronger technical training component to the agricultural technical training of youth cohorts around the country.
- Furthermore EDC staff met with the following organizations to discuss market development, training and internship possibilities with the following organizations:
    - Centro Desenvolvimento Empresarial (CDE)
    - Timor-Leste Rural Water Supply and Sanitation Program (RWSSP)
    - National Labour Force Development Institute
    - UNDP/UNCDF/Unicef/ILO
    - Asian Development Bank
    - Portuguese Mission
    - World Vision
    - Peace Dividend Trust
    - CARE International
    - Plan International
    - Credit Union Foundation of Australia (CUFA)

- Community Housing Limited
- Development Alternatives, Inc.
- Concern International
- Oxfam International
- World Vision
- NCBA / CCT
- Mercy Corps
- SOLS 24/7

- Local NGOS
  - Larai Hatchery
  - Centro Produccion Lokal
  - Moris Rasik
  - Rede Servisu Forestal Timor Leste (RSFTL)
  - Belun
  - ETADEP
  - CETDL
  - Haburas Moris
  - Marie Stopes

Expanding Entrepreneurship for Youth Participants. EVI consultant and EDC staff met with several private businesses to discuss opportunities related to training and purchasing of items created by Youth Participants in the PAS program. These included:

- Kmanek Supermarket (local business owned by American with dual-citizenship)
- IMfTL (local micro-finance institution)
- Startec Enterprises (local Timorese business)
- Body Shop International (Asia Pacific region staff)

Section Three: Challenges and Proposed Solutions

Human Resources: During the reporting period, the PAS program continued to interview several candidates for a variety of positions, including Work Experience Associate, Finance and Administrative Assistant and District Coordinators. Finding capable and qualified staff, with a gender balance, has been challenging due to language, geographical and driving requirements, so while qualified candidates' references are checked and before they sign a contract, a few of these positions remain empty during the reporting period. Also three local staff and one international intern left during the reporting period. Two of the three local staff who left the project did so to take higher paying positions with fellow USAID-supported projects. The following people left the program or were hired during the reporting period:

1. Lucia Correia da Silva a Learning and Training Specialist left the program in January.
2. Joaquina da Fonseca a Regional Program Manager left the program in February.
3. Jose Avelar Borges a Monitoring and Evaluation Specialist/Special Projects Manager left the program in March.
4. Lilian Timmermann, Princeton in Asia Fellow focusing on project coordination and public information left the program and the country in March due to health problems.
5. Bendito Bana was hired as a Grants Assistant and started working in March.
6. Leopoldo Maria was hired as a Work Experience Associate and started in March.
7. Silvania Piedade was hired as a Finance Associate and started working in March.
8. Kimberly Niles, PhD was hired as a full-time Technical Advisor and she started in January.

In addition four existing members of staff were promoted to higher positions during the reporting period. These include:

1. Adelio Tilman was promoted from Learning and Training Associate to Learning and Training Specialist in January 2009.
2. Jacob Calar dos Reis was promoted to a newly created position of Market Development Specialist which focuses primarily on Phase II of the program. This was effective January 2009.
3. Antonio Sequiera was promoted from an Administrative Assistant to a District Coordinator for Oecusse in March.
4. Octaviana de Carvalho was promoted from Receptionist to Trainer in March.

Training Partner Selection and Orientation. The process of developing a partnership with a local NGO in Timor Leste has proven extremely challenging. The process begins with EDC staff publicly advertising requests for "Expressions of Interest" from local NGOs. This is done through radio, newspaper and personal distribution in the communities where we would like to work. The process has taken between three and seven months depending the level of NGO capacity, telecommunications infrastructure and ability of TP to attend Training of Trainers which is mandatory before enrolling Youth Participants in certain Districts. To expedite this process, a new sub-grants team was created within EDC that focused on streamlining processes, standardizing calendars and workplans and conducting interviews of nominated Trainer and Team Leaders before proceeding with the signature of the grant.

Section Four: Summary of Expenditures for the Quarter

Accrual for the period ending 3.31.09

Original or Revised Total Estimated	Obligated Amount	Spending Inception through 9/30/08	Actual Spending Q1 FY09	Total Expenditures at 3/31/09	Estimated Subaward Commitments Outstanding	Balance of Obligation Unexpended or Uncommitted 3/31/09
$5,000,000	**$5,000,000**	**$ 1,137,850**	**$318,449**	**$1,807,999**	**$381,186**	**$2,810,855**

Section Five: Performance Monitoring

The goal of the PAS program was to enroll 500 Youth Participants in Phase I (Livelihood Preparation) by December 2008 (OP 1.1 under Result I). However for two reasons the target has not yet been met. The first reason has to do with "enroll" versus "participate". USAID prefers enroll to refer to YPs who are participating whereas EDC created this target using a different definition. Because it takes weeks to verify that a YP meets criteria for admission, EDC differentiated between enroll (i.e. when a YP signs up to become part of the program but the application verification is pending and training has not yet begun) and participate (when the YP starts on day one of orientation following the finalization of enrollment process). Using this definition EDC had enrolled 500 YPs before December 2008, but many of them did not continue on to "participate" when the trainings began for a variety of reasons, including eligibility. The second reason is related to the delays with issuing sub-grants and training trainers from local NGO Partners. Due to a dearth of qualified, capable NGO partners in the District coupled with a rigorous and time consuming sub-granting process, the time it takes to issue a sub-grant to a partner and schedule a Training of Trainers and then enroll YPs in the Districts takes months. At the end of Q2 there are currently 420 youth enrolled/participating in the PAS program in Baucau, Aileu, Ainaro, Covalima and Oecusse.

Under Result 2, all targets were met as of last quarter except for OP 2.5 "10 training partner trainers trained for 10 days" by July 2008. This exact target was not met because the design of trainings changed based on initial feedback from the first training of trainers (TOT) EDC staff conducted with potential NGO Training Partners in June 2008. The initial design assumed that a longer, initial training was preferred to at least two shorter trainings prior to the launch of PAS program activities in the Districts. Following the first TOT, PAS staff changed the training approach. Now there is one pre-activity TOT for 5-9 days and there are at least three in-service trainings (ISTs) during the life of the grant. Additionally now Training Partner staff are invited to attend the initial TOT, including the finance person and program manger (usually five people per TP). The TP finance person also receives regular financial capacity building assistance from the EDC Finance and Administrative Manager, usually at least one day per month per Training Partner. At the end of Q2 in FY09 the PAS program has provided the following trainings for existing TPs and potential TPs:

- TOT in Baucau for five days (CDC- 2 people, CIACS-1 person, FSP-3 people and Laho-3 people in attendance)
- TOT in Dili for six days (Fundacao Cristal for two sites-6 people, CTC-3 people and CJC-3 people in attendance)
- TOT in Dare for nine days (BIFANO-6 people, FPWO-6 people, new trainers from both CJC-1 person and FSP-3 people were in attendance)
- IST in Baucau for Phase II preparation (FSP-4 people, Laho-4 people)
- IST in Aileu for Market Simulation (FC-3 people)
- IST in Ainaro for Market Simulation (FC-3 people)
- Finance and Administrative Capacity Building assistance (each TP gets between 1 hour and 3 days per month as needed)

In addition to the materials already created for both Phase I and Phase II (as per Result I OP 1.4), PAS staff worked to create additional materials for Training Partners, Youth Participants and potential technical trainers at Livelihood Fairs. These included:

- Livelihood Fair overview, session planner for trainers and handout for participants
- Invitation Letters for IMfTL and CDE to present at Livelihood Fair
- Research document about how to disseminate $100 Small Grant (see Annex II for complete report)
- Updated Marketplace Simulation Facilitators Guide
- PAS Livelihood Pathway Forms created for each pathway for youths participants (English and Tetun)
- Market Assessment training guide with vocabulary sheet, value chain mapping exercise, PAS youth market assessment checklist

By and large, the success of the PAS program is, and will continue to be, the impact it has on individual lives of rural youth in the districts. The community surely benefits from these individual successes, but these individual stories need to be aggregated to appreciate the true impact this program is having on lives of youth in Timor. The following stories illustrate the successes of the program:

Agosto Borges, 24, is the son of a fisherman who enrolled in the PAS program in July of 2008. Along with his father, Agosto sells fresh fish at the Downtown Markets of Baucau. He dropped out of pre-secondary school to join his father full time. Wishing to expand his horizons, Agosto joined the PAS program after hearing about it through his church. After actively participating in the PAS

program and learning new skills, Agosto and a group of four other PAS Youth Participants decided to join together and open a kiosk to sell goods in their neighborhood. However, after completing part of the course on 'how to open a small business', Agosto observed that there were already many kiosks in his
village so he changed his mind and decided instead to expand his family business by selling chickens as well as fish.

Now Agosto and his father are making $300 a month selling chickens and fish. Agosto states that much of his success is attributed to the training he received from the PAS program. By implementing business practices such as 'consultation' and 'problem solving', he can tackle challenges with new tools and a greater pool of resources. He also utilizes his new financial skills such as money management and calculating a budget to price his products and allocate fixed amounts for future purchases and transportation costs. Prior to participating in the PAS program, Agosto and his father
didn't even know how much money they earned in a month. The Borges family now has a greater income and a better understanding of their own business.

Sildonia Da Silva, 29, is the eldest member of a group of four Youth Participants that have chosen to work together on a small business in the Accompaniment Phase of the second part of the program and open up a kiosk. Prior to joining the PAS program, Sildonia sold clothes at the markets in Baucau but struggled to find any sort of success. Her husband and father are farmers, partly contributing to the feeling that she didn't have the support or experience for this type of business so she enrolled in the PAS program.

As a result of the PAS program's classroom instruction, mentorship, and human resource network, Sildonia now has the critical skills required to run a successful clothes business and has also taken the lead in managing the finances of her new kiosk business. Her PAS training has better prepared her to buy, sell, and price her products, interact with her customers with confidence, and prompted a business decision to narrow the scope of her inventory by selling clothes exclusively for 5- 17yr olds. But Sildonia states that perhaps her greatest asset is feeling that she now has a greater prerogative to her chose her own destiny, and that women can make decisions for their families and themselves. Now Sildonia is a wife, a mother of three children, and a successful small business owner.

Maria Auxiliador de Fatima, 24, is the only person in her family to advance past secondary school. When she found out about the PAS program from a priest at her church she jumped at the opportunity. Maria decided that of the three Livelihood Pathways the PAS program offers, she wanted to pursue an internship so that she could join the workforce right away and use her education and skills to immediately help her family. Through the PAS program's network of human resources and contacts she landed a paid internship at a typography company where she sells, books, journals, and receipts.

Maria credits her success to the PAS program for helping to develop her leadership, management, and number literacy skills and for the mentorship she received on how to be successful in an office environment. She also enjoys the full support and admiration of her family who are grateful for Maria's professional development and her new capacity to help support the family.

Jose Manuel Belo, 24, started a business selling gasoline in his village. While all of Jose Manuel's brothers currently work in NGO's, Jose never finished primary school. He did not want to follow in the footsteps of his father and become a carpenter so he lingered for a longtime with nothing to do and no means to support himself or his family. By joining the PAS program, Jose was looking to create an opportunity and a future for himself. Working with the PAS program Training

Partners, Jose was able to identify that in his village very few people were selling gasoline and he that he could fill this gap and also make a profit.

Currently, Jose Manuel sells his gasoline everyday, strategically placing himself on the busiest roads to maximize his sales. The basic number literacy and financial skills he learned from the PAS training enable him to conduct business transactions, manage his profits, and set money aside to buy more gasoline. Jose Manuel has also benefited from PAS program training that advanced his customer service skills and built up his confidence in order to better interact with people. He also has established good relations with his older brothers who have made themselves available for support and consultation.

Section Six Travel Schedule – This Quarter

January 2009

- Dr. Patricia Delaney arrived to assist with Monitoring and Evaluation documents, systems, processes
- Dr. Kimberly Niles arrived and started working full-time for the USAID PAS Program as a Technical Advisor focusing on program
- Zaki Raheem arrived from Washington, DC through the EVI sub-grant to assist with developing market opportunities for youth in Phase II of the PAS program
- Ms. Cornelia Janke, Associate Director from EDC overseeing the Timor Leste program visited the country to conduct a program visit
- EDC staff visited Baucau to monitor training partner and youth progress and to conduct focus group interviews with youth participants (including Zaki Raheem and Cornelia Janke)
- EDC staff visited both Aileu and Maubisse to introduce Phase II and answer any questions the YPs have.
- EDC staff visited Aileu to conduct a market assessment for the livelihood activity potential focusing on aquaculture, coffee growing and producing, agro-processing, horticulture, construction and bamboo.
- COP visited Oecusse to meet potential Training Partners, to meet with Advisor to Secretary of State, to secure Learning Center and to meet with District Administrator. Oecusse DC accompanied.

February 2009

- EDC staff visited Suai to conduct a monitoring visit for new cohort in Suai Villa
- EDC staff visited Baucau to facilitate discussion and deliver materials for Accompaniment Phase activities including newly revised job descriptions for Trainers and Team Leaders, Calendar (see Annex I for example), MoUs for Youth Participants and finally looking at new training center for successive cohorts.
- EDC staff delivered TOT for Phase II on February 18th – 20th in Aileu and Maubisse and on February 25 in Baucau
- Mr. Antranik Zadeyan arrived as a volunteer/intern to assist for one month with public information and outreach projects
- COP and Technical Advisor visited Suai for one-day to meet with TP, monitor in-class and worksite activities for TP in Selele
- EDC staff visited both Aileu and Maubisse to deliver Phase II TOT and to conduct market assessment for livelihood activity potential for YPs.
- EDC staff met with USAID DSP partner staff to discuss furthering collaboration between projects.

March 2009

- EDC staff visited Baucau EDC staff collected and reviewed YP proposals for the use of the cash grant in Phase II and EDC (both Triloka and Berkoli) March 11 and 12.
- EDC staff facilitate the first Livelihood Fair for YPs in Aileu, March 13
- EDC staff delivered the cash grant to each YP who successfully completed their proposals (Triloka only) March 19 and 20 in Baucau
- EDC staff facilitated the Marketplace simulation IST in both Aileu and Maubisse, March 25-26.
- EDC staff delivered the cash grant to each YP who successfully completed their proposals (Berkoli only) March 26 and 27 in Baucau
- Mr. Karl Grobl, photographer arrived on March 17th and COP accompanies him to field (Aileu and Maubisse).

Travel for Next Quarter (April 1, 2009 – June 30, 2009)

April 2009:

- COP will take vacation out of the country April 6-17th
- EDC staff will conduct monitoring visits and ISTs and pre-award verifications for TPs in Baucau, Aileu, Ainaro, Covalima, Oecusse, Liquisa, Manatuto, Bobonaro and Viqueque.

May 2009:

- EDC staff will conduct monitoring visits and ISTs and pre-award verifications for TPs in Baucau, Aileu, Ainaro, Covalima, Oecusse, Liquisa, Manatuto, Bobonaro, Lautem and Viqueque.

June 2009:

- EDC staff will conduct monitoring visits and ISTs and pre-award verifications for TPs in Baucau, Aileu, Ainaro, Covalima, Oecusse, Liquisa, Manatuto, Bobonaro, Lautem and Viqueque.

Annex 1

Annex 2