

## REQUEST FOR EXPRESSION OF INTEREST FOR

# **PROJECT DEVELOPMENT ASSOCIATE (PDA) - Monitoring and Evaluation (M&E), RPCO 9**

### 1. BACKGROUND

#### 1. A. Philippine Rural Development Project (PRDP)

PRDP is a six-year project (2013-2019) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

#### 1. B. The Project Approach

The approach of the program is **Value Chain Analysis**; Focused on Climate Resiliency and Adaptation. The tools are Value Chain Analysis and Suitability Assessment; Resources and Social Assessment. The entry point for value chain interventions at the local level is the Province.

#### 1. C. Project Development Objectives

The objective of the Project is to have at least 5% increase in annual real household incomes of farmers beneficiaries; 30% increase in income of targeted beneficiaries of enterprise development; 7% increase in value of annual marketed output and 20% increase in numbers of farmers and fishers with improved access to DA services.

### 1. II. SCOPE OF WORK

The M&E Project Development Associate (PDA) shall be engaged to provide the necessary services, inputs and support to the unit. He/she will ensure that tasks, events and all other deliverables are delivered in a timely, efficient and effective manner. These includes the field validation and monitoring, preparation of M&E activity, updates and archiving of M&E documents and reports. Specifically, the M&E PDA would:

- Assist M & E Officer in the field validation and monitoring of all PRDP subprojects (SPs) implemented in Zamboanga Peninsula based on its individual timelines in coordination with the different components;
- Assist MIS specialist in monthly data capture form preparation and report consolidation for submission to PSO;
- Assist in the compliance of enabling instruments needed before SP implementation;
- Act as primary point of contact between the concerned unit and other components/units of the Project;
- Assist in the M&E conduct of meetings and trainings,
- Archiving/compilation of periodic reports by component;
- Do other related activities

### 1. III. QUALIFICATIONS

- **Education:** Must be a graduate of any 4 year course
- **Work Experience:** Minimum of 1 year experience in monitoring and evaluation activities and administrative support; minimum of 1 year experience in working with a foreign assisted project (FAPs) or any development work is an advantage.
- **Knowledge, Skills and Abilities**
  1. Proficient in Microsoft Office applications;
  2. Perform and prioritize multiple tasks with attention to details; and
  3. Can work both in a team and individually;

#### **Reporting Responsibilities**

The M&E PDA would report directly to the RPCO9-M&E Unit Head. The PDA shall oversee the provision of necessary support to ensure effective, efficient and timely conduct of Monitoring and Evaluation activities and provision of data/reports of the concerned unit. She/he shall also ensure that necessary technical specifications and requirements of the concerned unit are met.

#### **Administrative Coordination**

- The M&E PDA shall be under the direct supervision of the RPCO- M&E Unit Head. S/he will be working in close coordination with the M&E Specialist of the RPCO in the implementation of the RBME system. S/he will also be responsible to oversee compliance of the PMIUs in the effective implementation of the RBME system by providing the necessary technical guidance / support.

#### **4. Expected Outputs**

In performing the above tasks, the RPCO- M&E PDA shall be involved in producing the following outputs during the implementation of the program:

- Periodic Project's Progress Report (monthly, quarterly, semi-annual and annual) consistent with the formats, data requirements and timelines indicated in the RBME system manual;
- Project Mid-Year and Year-End Assessment Reports;
- Concise feedback reports including recommendations to the Regional Director (monthly or as frequent as necessary); and
- Others as contained in the RBME system manual.

#### **Documentary Requirements:**

1. Application letter with Personal Data Sheet (CSC - PDS) Form;
2. 2X2 latest pictures
3. Certified True Copy of School Transcript of Record;
4. Certificate of Trainings Attended;
5. Certificate of previous employment;
6. Certified copy of Civil Service Rating , Government Licenses (if applicable)

Deadline of submission of application and all required documents must not be later than February 28, 2015, addressed to:

#### **CONSTANCIO G. ALAMA**

Regional Director /RPCO Head

Regional Project Coordination Office-9

Sanito, Ipil, Zamboanga Sibugay

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