

Republic of the Philippines
Department of Agriculture
Office of the Secretary



PRDP

PHILIPPINE RURAL DEVELOPMENT PROGRAM

Monitoring and Evaluation Guidelines

Main Part

(3rd Draft, May 2014)

This Manual is a working draft to be used exclusively by the concerned offices of the Department of Agriculture implementing the PRDP, which include the National Program Coordination Office (NPCO), Program Support Offices (PSOs) and Regional Program Coordination Offices (RPCOs). Dissemination to other offices / agencies is strictly prohibited unless instructed or cleared by the Program Director / Deputy Program Director.

Table of Contents

Foreword	1
1. Introduction	2
1.1 Program Implementation Arrangements and Major Stakeholders	6
1.2 Pre-requisites for an Effective M&E System	7
2. M&E Framework.....	8
2.1 M&E Defined.....	8
2.2 Objectives of the PRDP RBME System	8
2.3 RBME Schematic Framework	9
3. Implementing the PRDP RBME System.....	15
3.1 Progress M&E Sub-system.....	17
3.1.1 Implementation Plan	17
3.1.2 Actual Progress M&E	18
3.1.2.1 Progress M&E at the LGU Level.....	20
3.1.2.1.1 Using Data Capture Forms.....	21
3.1.2.1.2 Setting-up of Subproject Profile Including Baseline Data.....	24
3.1.2.1.3 Geo-tagging.....	24
3.1.2.1.4 LGU Level Program Review	25
3.1.2.1.5 Issue-Based Reporting	25
3.1.2.2 Progress M&E at the DA RPCO Level.....	26
3.1.2.2.1 Preparation of Reports Using Reports Submitted by PPMIUs.....	27
3.1.2.2.2 Monitoring / Reporting Status of Enhancing the Process of RAFMP.....	32
3.1.2.2.3 Issue-Based Tracking, Reporting and Feed-backing.....	32
3.1.2.2.4 Regional Program Assessment.....	32
3.1.2.2.5 Participatory Subproject Implementation Assessment (PSPiA)	32
3.1.2.3 Progress M&E at the PSO Level.....	33
3.1.2.3.1 Preparation of Reports Using Reports Submitted by RPCOs.....	33
3.1.2.3.2 Tracking Status of Enhancing the Process of Regional AFMP.....	38
3.1.2.3.3 Issue-Based Tracking, Reporting and Feed-backing.....	38
3.1.2.4 Progress M&E at the NPCO Level.....	39
3.1.2.4.1 Reporting Procedures.....	39
3.1.2.4.2 Issue-Based Tracking, Reporting and Feed-backing	45
3.1.2.4.3 Periodic Supervision Mission with World Bank.....	45
3.1.2.4.4 Program-wide Mid-Year and Year-End Assessment.....	45
3.1.2.4.5 Meeting with the National Program Advisory Board.....	45
3.2 Results M&E Sub-system.....	46
3.2.1 Establishing Baseline Data.....	46
3.2.2.1 Program Level Baseline Data.....	46
3.2.2.2 Sub-project Level Baseline Data.....	47
3.2.2 Mechanism for Data Gathering and Reporting	47
3.2.3 Tracking Intermediate Outcomes by Component.....	49

List of Tables

Table 1-1. PRDP Cost by Fund Source and Component	2
Table 2-1. Summary of Local Planning Component	10
Target Outputs, Outcomes & Indicators	10
Table 2-2. Summary of Infrastructure Development Component	11
Target Outputs, Outcomes & Indicators	11
Table 2-3. Summary of Enterprise Development Component	11
Target Outputs, Outcomes & Indicators	11
Table 2-4. Summary of Program Support Component	12
Target Outputs, Outcomes & Indicators	12
Table 3-1. PRDP RBME Sub-Systems Characteristics and Differences.....	16
Table 3-2. LGU-level Program Progress Monitoring Procedures Using Data Capture Forms	22
Table 3-3. DA-RPCO-Level Progress Monitoring/Reporting Procedures	28
Table 3-4. DA-PSO-Level Progress Monitoring/Reporting Procedures	34
Table 3-5. DA-NPCO-Level Progress Monitoring/Reporting Procedures	40
Table 3-6. Mechanism for Tracking PRDP Results	47
Table 3-7. M&E Procedures for L Intermediate Outcomes	50
Table 3-8. M&E Procedures for tracking Intermediate Outcomes	51
Table 3-9. M&E Procedures for I-REAP Intermediate Outcomes	52
Table 3-10. M&E Procedures for I-SUPPORT Intermediate Outcomes	52

List of Figures

Figure 1-1. Philippine Rural Development Program Organizational Structure	6
Figure 2-1. The PRDP RBME Schematic Framework	13
Figure 3-1. PRDP M&E Subsystem	15
Figure 3-2. Overview - Formulating PRDP Implementation Plans	18
Figure 3-3. PRDP M&E Reporting and Feedback Mechanism.....	19

Foreword

The M&E Guidelines lays a basic support function in implementing the Philippine Rural Development Program (PRDP). It is made to give the concerned personnel from the Department of Agriculture (DA) as executing agency, Provincial Local Government Units (PLGUs) participating in the program and other stakeholders a practical guide to rollout a functional results-based monitoring and evaluation (RBME) system, which is crucial to spearhead efficient and effective implementation of the program.

It defines M&E; why it is necessary; what it will cover; specific individuals and institutions to be involved; tools for data gathering; storage and processing; flow of reporting; and how results of M&E shall be analyzed and used to introduce corrective and preventive measures as well as in building on strengths and good practices necessary for ensuring success of the program.

As a reference to implement the PRDP M&E system, this Guideline is made up of three (3) parts. Part 1 (Introduction) provides an overview of the PRDP, which entails brief description of the program, development objectives to be achieved, duration of implementation, cost of implementation, components to be implemented, and implementation arrangement. This is followed by Part 2 (An Introduction to the PRDP RBME System), which briefly describes the PRDP Results-Based M&E system including its objectives, framework, sub-systems and prerequisites for a functioning M&E system. Part 3 (Implementing the PRDP RBME System) provides detailed instructions of doing M&E focusing on two sub-systems namely (i) Progress M&E and (ii) Results M&E. The latter provides emphasis to track results or effectiveness of the program, looking at intermediate results by component, and how these translate to or contribute to the achievement of overall program development objectives (PDOs). The former on the other hand aims to instruct how physical and financial state of the project by component and as a whole can be determined taking the inputs (project fund to support project activities) and process (undertaking activities) into consideration as outputs are realized. M&E templates for data collection, databases and report forms relevant to M&E sub-systems are attached as annexes.

This Guideline shall take effect immediately after signing of the Loan Agreement to implement the PRDP and will end as the program closes in 2020. Updating at the middle of program implementation or at any period of implementation whenever necessary due to substantial changes in the M&E design (e.g., changes in report forms, data collection instruments, reports, etc.) and / or persons to perform M&E is recommended.

1 INTRODUCTION

The Philippine Rural Development Program (PRDP) is a World Bank-assisted program to be implemented by the Department of Agriculture (DA) in sixteen regions of the country. It is national Government's platform for a modern and climate-smart agriculture that will involve local government units and agri-fishery stakeholders in realizing the goals of improved food security and increased incomes, climate resiliency and enhanced policy environment and governance as expressed in the Philippine Development Plan (PDP) 2011-2016.

The Program is supportive of the national development goals of inclusive growth, job creation and poverty reduction. Moreover, it is aligned with the goals and priorities set out in the PDP 2011-2016 for a competitive and sustainable agriculture and fisheries sector and will provide a program-level support for the Agriculture and Fisheries Modernization Act of 1997 (Republic Act 8435) and advances the principles of Agrikulturang Pilipino (Agri-Pinoy) of sustainable resource management, local development and full service delivery from "farm to table".

Program Development Objectives. The PRDP is implemented to achieve specific development objectives, as follows: (i) Increase rural incomes; and (ii) enhance farm and fishery productivity in targeted areas. These can be achieved by improving access to a strategic network of infrastructure, market information and support services and increasing the value of producers' market surplus, within priority value chains.

Program Duration, Cost and Components. The PRDP shall be implemented over a period of six years starting in 2013 and ending in 2018. It will implement four components with a total cost of US \$670.3million or roughly PhP27.48 billion. See Table 1-1for breakdown of cost by component. Brief description of each component is also provided below.

Table 1-1. PRDP Cost by Fund Source and Component

Components	Loan Proceeds (IBRD)		GEF Grant		GOP Counterpart – DA (Million)		GOP counterpart-LGU (Million)		TOTAL	
	US\$	PhP	US\$	PhP	US\$	PhP	US\$	PhP	US\$	PhP
Local Planning	14.29	585.89	1.40	57.40	3.57	146.37			19.26	789.66
Rural Development	361.71	14,830.11			45.21	1,853.61	45.21	1,853.61	452.13	18,537.33
Enterprise Development	100.00	4,100.00	5.60	229.60	32.50	1,332.50	30.84	1,264.44	168.94	6,926.54
Program Support	24.00	984.00			6.00	246.00			30.00	1,230.00
Sub total	500.00	20,500.00	7.00	287.00	87.28	3,578.48	76.05	3,118.05	670.33	27,483.53
Front End Fee	1.25									1.25
TOTAL	501.25	20,500.00	7.00	287.00	87.28	3,578.48	76.05	3,118.05	670.33	27,484.78

Note: Forex estimated at US \$1=PhP41

Component 1: Local Planning will support the implementation and mainstreaming of the DA's AFMP planning framework, thereby providing an operational platform for integrated technical support service delivery at the local and national levels. At the regional and local levels, regional AFMPs will be developed taking into account spatial and value chain analysis

and using tools for vulnerability and suitability assessment, participatory resource analysis. The local AFMPs shall build on the success of local governments in the implementation of their own development plans. It is comprised of two sub-components as follows.

- a) Subcomponent 1.1: Enhancing the AFMPs Process (\$11.61 M IBRD and US\$1.40 M GEF grant). This would support the institutional reforms of the Department of Agriculture's (DA) planning, programming and budgeting processes through technical assistance, training and workshops. At the national level, processes will be developed to ensure coherence and consistency of DA agency and commodity programs with the AFMP. At the regional level, some realignment of the DA's budget programming and execution processes would be made to divest authority and accountability for AFMP implementation and budget execution to the RFOs, and to ensure that DA Technical Agencies align their support to the priorities and programs of the RAFMPs. Institutional processes will also be established to undertake joint work programming with LGUs and to administer co-financing and fund flow arrangements with LGUs. The key intermediate results would be: (i) Enhanced Planning, Programming and Budgeting Guidelines, (ii) Harmonized Operation Manuals for Planning, Programming, and Budgeting, (iii) Enhanced/ Validated AFMP and RAFMPs, (iv) Provincial Commodities Investment Plans (PCIPs)¹ and (v) by mid-term, updating of the AFMP and RAFMPs. GEF-financing would complement these activities through technical support designed to contribute to better natural resource planning, management and resource utilization in selected Marine Protected Areas (MPAs).
- b) Subcomponent 1.2: Supporting AFMP Implementation (\$2.68M). This would fund technical assistance, studies, training and workshops that will help in the design of coordinated systems of technical support for the value chains and subprojects prioritized in the PCIPs. Prior to mid-term, the key intermediate results would be the approved program agreements for PCIP technical support between the DA-RFOs and national technical agencies, as well as the evaluation of best practices for wider application on approaches for providing integrated technical support to small scale producers following the commodity value-chain approach. It will also take inventory of various modalities of integrated technical support delivery for pilot-testing under the Enterprise Development Component. After mid-term, it is expected that this joint annual work programming and budgeting between DA-RFOs and national technical agencies of the DA and other departments are expected to be mainstreamed and institutionalized into the regular planning and budgeting processes of the Department.

Component 2: Infrastructure Development (US\$361.71 M IBRD)

- a) Sub-component 2.1: Value Chain Infrastructure Support (US\$354.47 M). This would finance infrastructure investments by LGUs supporting priority commodity value chains. Support would be provided for a flexible menu of investments, including farm-to-market roads, bridges, tire tracks, communal irrigation, potable water systems, post-harvest facilities, production facilities, fish landings, fish sanctuaries,

¹ The PCIPs are 3-year rolling plans that would identify the priority commodity value chains that will be jointly developed by the DA-RFOs and the PLGUs, the strategy the PLGU will adopt to develop these chains, and the specific Enterprise and Infrastructure subprojects the PRDP will finance.

tram lines, cold storage facilities, trading posts, green houses, solar driers, watch towers, nursery watch towers and slope stabilization works. Cost sharing between the Department of Agriculture and the concerned LGU would be on a 90:10 basis. Provincial Governments would be responsible for the O& M of investments. Criteria for the selection, design, implementation, O&M and sustainability are detailed in the Operations Manual for the component. They are based on the joint DA-DPWH Memorandum No. 1, July 18, 2013, revised and uniform standards for farm-to-market roads along with arrangements for joint road network planning by DA and the DPWH. Geo-tagging² would be used to facilitate planning, procurement, and monitoring of subprojects. Intermediate results would include (i) improving the links from production areas to markets to enhance the efficiency of transporting agricultural products, (ii) higher productivity as a result of increased cropping intensity and yields, and (iii) lower post-harvest losses resulting in higher volume of outputs and more efficient support infrastructure.

- b) Sub-component 2.2: Approaches for Improving the Effectiveness and Sustainability of Infrastructure Investments (US\$7.23 M IBRD). Consultancy services, training, workshops, supplies and travel expenses would be provided for developing technical specifications which will improve climate resiliency and disaster risk mitigation for local infrastructure. Technical training and workshops to enhance the capabilities of DA-RFOs and LGUs will also be conducted.

Component 3. Enterprise Development (US\$100 M IBRD and US\$5.60 M GEF grant).

- a) Subcomponent 3.1: Rural agri-fishery enterprise and productivity enhancement (estd. US\$90 M IBRD and estd. US\$3.36 M GEF). This would support vertical clustering, joint business planning and investments of producer groups comprising smallholders (farmers and fishers) associations. Funding would be shared by the DA and provincial LGUs (PLGUs) on an 80:20 basis through an Enterprise Project Fund (EPF). PLGUs would use the EPF to assist proponent groups through capital investments, facilities, inputs and technical assistance. Funding for enterprises would range from PhP 1 million to 10 million with proponent groups contributing an amount equal to at least 20% (in cash or in kind) of the incremental enterprise cost. The lead proponent, an organized producer group or small- or medium-scale processor, would be responsible for procurement and O&M of the approved investments. Criteria for lead proponent selection would be; (i) acceptability to all cluster members; (ii) broad network within the commodity sector; (iii) access to resources; and (iv) proven track record in managing an organization. Intermediate results would be the increased productivity and income of some 1500 proponent groups. GEF activities would include improved conservation, technical training and knowledge sharing to promote biodiversity conservation and coastal resource co-management arrangements, in conjunction with support being provided for commodity value chain³. The types of activities would be built upon the information

² Geo-tagging is the process of adding geographical identification [metadata](#) to various media and is a form of [geospatial metadata](#). This data usually consists of [latitude and longitude coordinates](#), though they can also include [altitude](#), [bearing](#), distance, accuracy data, and place names

³ Collaborative arrangements would be encouraged with i) The Global Partnership for Oceans; a new initiative aimed at improving the delivery of ecosystem services to coastal communities through the establishment of user rights and ecologically sound regulatory frameworks, ii) Capturing Coral Reef and Related Ecosystem Services (CCRES); a regional GEF Project designed to develop innovative approaches for capturing rents from ecosystem services, and iii) Partnership for Environmental Management in Seas of East Asia

generated through the VCA, and specifically determined through the results of the GEF Tracking Tools and the PRA-RSA.

- b) Subcomponent 3.2: Technology and Information for Enterprise and Market Development(US\$10M IBRD and US\$2.24M GEF). This would complement the enterprise sub-project development under Component 3.1 through technical assistance. A particular focus would be on facilitating vertical integration and include trade facilitation, trial shipments, assistance in preparing market contracts; market promotion, field days, trade fairs & caravans, cross visits, training and workshops. New technologies and approaches would be introduced in collaboration with agencies such as the Department of Science and Technology (DOST), the International Rice Research Institute (IRRI), and State and Private Universities and Colleges. Technical assistance requirements would be determined as part of the annual PCIP process and would be provided by DA agencies or contracted by the Province with private service providers based on available expertise; e.g., from agro-processors, nursery/seed/fingerling suppliers etc. Program Agreements would be used as a temporary instrument to provide the incentive for DA agencies to tailor their services to local needs, until planning and budgeting guidelines are issued (see Component 1).

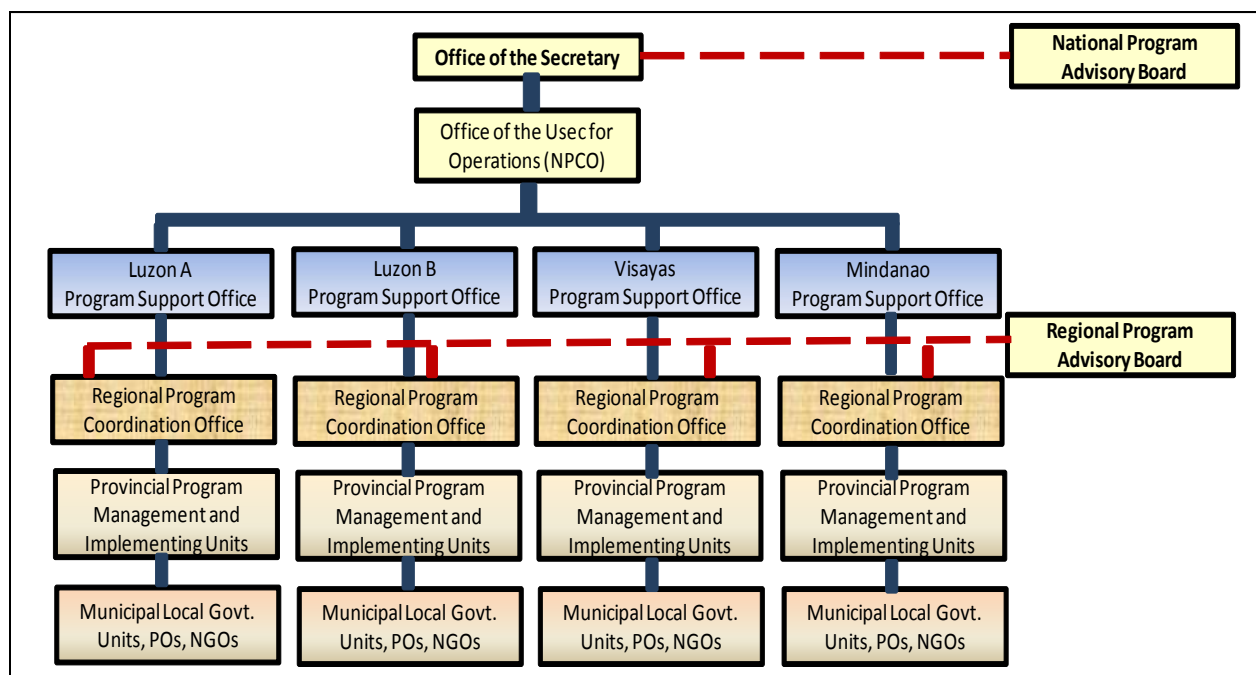
Component 4: Program Support (US\$24M). This would support the implementation of the PRDP across each of the 16 regions of the country. The management support will follow the system that has worked well in Mindanao for MRDP2. Under PRDP, expansion to include the rest of the country (Central & Northern Philippines) has entailed the establishment and mobilization of a small National Program Coordination Office (NPCO) and three additional Project Support Offices (PSOs) namely PSO for Luzon A Cluster (CAR, Regions 1, 2 and 3), PSO for Luzon B Cluster (Regions 4A, 4B and 5) and PSO for Visayas cluster (Regions 6,7 and 8). Training and staffing of these units has been undertaken as part of project preparation, along with piloting of one commodity value chain per region and finalization of Operation Manuals covering (i) PRDP Management and Administration; (ii) each of the Components; (iii) Procurement including Emergency Procedures for areas affected by disasters; (iv) Financial Management; (v) M&E; (vi) Social and Environmental Safeguards; and (vii) Information Advocacy, Communication and Education. For the most part, the DA is adequately staffed in all Regions to implement the program although further training and reorientation for staff not previously involved with MRDP2 will be needed. Technical assistance, training, workshops, equipment and incremental operating costs would be supported. Functions and implementation arrangements are detailed in Annex 4. The key intermediate result would be the efficient implementation of the PRDP, including service standards, and efficient reporting of loan and GEF grant utilization.

(PEMSEA): a project for “Applying Knowledge Management to Scale up Partnership Investments for Sustainable Development of Large Marine Ecosystems of East Asia and their Coasts”.

1.1 Program Implementation Arrangements and Major Stakeholders

PRDP's implementation shall revolve within the organizational structure shown in Figure 1-1. DA, as implementing agency shall be working with PLGUs to implement Local Planning Component, Infrastructure Development and Enterprise Development Components. Links and partnership arrangements with other national agencies, state universities, research and academic institutions and private sector groups will also be established to complement Program's resources and to align interventions in targeted program areas with local plans and initiatives.

Figure 1-1. Philippine Rural Development Program Organizational Structure



At the national level, PRDP will be governed by a National Program Advisory Board (NPAB) headed by the Secretary of Agriculture. Its members shall include representatives from other national government agencies such as DENR, DPWH, NCIP and others. A National Program Coordination Office (NPCO), headed by the DA Undersecretary for Operations as the Program Director to handle the overall coordination and support, particularly in the areas of information, external communications, M&E and Program's steering.

The four (4) Program Support Offices (PSOs) will oversee regional cluster operations and support services. The PSO's key role pertains to providing technical support to the RPCOs in implementing the program activities and interventions with the concerned PLGUs and other stakeholders. It will also prepare and submit to NPCO a consolidated status report of PRDP implementation involving PLGUs in the covered regions.

A Regional Project Coordination Office (RPCO) will be established by the concerned PSO with guidance by the NPCO as a region starts pre-implementation activities. In Mindanao, the same RPCOs working in MRDP-2 will be the same to handle the PRDP. The RPCO is the key implementing unit of PRDP to perform (i) technical assistance to PLGUs in formulating the Provincial Commodity Investment Plan (PCIP) under Local Planning Component; (ii) review of subproject proposals by PLGUs under Infrastructure and Enterprise Development

Components; (iii) provide guidance and monitor implementation of subprojects by PLGUs; (iv) facilitate release of funds to PLGUs; (v) monitor status of program implementation and report to PSO; and (vi) others.

A Regional Program Advisory Board (RPAB) will be constituted to provide guidance to the RPCO and approve PLGU subprojects under Infrastructure and Enterprise Development Components.

Counterpart implementing units at provincial / city level will be lodged at the provincial / city LGUs, designated as Provincial/City Project Management Implementing Unit (PPMIU/CPMIU/CPMIU). These local units will be established as a particular provincial/city local government becomes part of the PRDP.

1.2 Prerequisites for an Effective M&E System

An effective monitoring and evaluation system requires the following elements:

- **Building Program M&E Institutional Set-Up.** Individuals to perform M&E in NPCO, PSOs and RPCOs need to be on-board throughout program-life. Issuances of Special Orders designating organic DA staff and hiring of new staff need to be made to operate the system and ensure involvement of PPMIUs in the M&E process.
- **Institutionalizing involvement of proponent LGUs (Province / Chartered City).** Reporting by proponent LGU (Province/Chartered City) availing of program interventions needs to be institutionalized on a regular and timely manner as prescribed in this Guideline. Key information pertain to status of formulating Provincial/City Commodity Investment Plan (PCIP) under Local Planning Component; implementing a particular rural infrastructure under Infrastructure Development Component; and enterprises under Enterprise Development Component. Below enumerates the major actions NPCO needs to carry out to spearhead sustained uptake or participation of the proponent LGUs in the M&E process.
 - (i) Incorporating into Implementation Management Agreement (IMA) with the LGU its mandate to report status of PRDP's interventions on a regular and timely manner as prescribed in this Guideline. It should be noted that releases of funds to the infrastructure / enterprise development subprojects would be deferred in the event LGU fails to submit monthly report/s due as of the period the request for releases of fund is served.
 - (ii) In a circumstance such that the LGU is unable to submit reports in two consecutive months, the RPCO shall write the LGU Chief Executive (Governor / City Mayor) reminding the PPMIU / CPMIU to submit report/s.
 - (iii) Monthly, the LGUs with pending submission of reports shall be posted in the PRDP Website. Such mechanism is available in the PRDP Website, which is already up and running. The posting in the website shall be managed by the PRDP-M&E unit of the RPCO.

- **Capacity Building.** Training of DA's staff on M&E before the start of the program is also necessary. In particular, training will cover use of data capture forms, maintaining and updating key databases, techniques in simulation of databases to quickly and accurately prepare various report forms, interpret and analyze results and report writing. DA shall likewise capacitate PLGUs entering in the program to perform their M&E roles.

Whenever necessary, follow up training shall be undertaken in case of significant changes on the system or in the event specific PPMIUs need to improve performance in carrying out M&E functions.

2 M&E FRAMEWORK FOR PRDP

Under I-SUPPORT's program management subcomponent, the PRDP RBME system will be implemented within the Program's organizational structure. This involves the Provincial Local Government Units (PLGUs), the Regional Program Coordination Office (RPCO), Program Support Offices (PSOs) in Luzon, Visayas and Mindanao, and the National Program Coordination Office (NPCO).

2.1 Monitoring and Evaluation Defined

"Monitoring" refers to the systematic and continuous collection and analysis of information to give implementers and other stakeholders' feedback on the progress and effectiveness of the PRDP as well as factors that positively and adversely affect implementation.

"Evaluation" on the other hand pertains to assessment to which program development objectives have been achieved at end of program or likely to be achieved during implementation. Emphasis is about how outputs, process and resources (inputs) are actually translating to or likely to translate to results or benefits anticipated when the program was conceptualized.

2.2 Objectives of PRDP RBME System

The PRDP RBME system shall be implemented with the following objectives:

- a. Provide mechanism to track the physical and financial progress by component and program as a whole;
- b. Provide mechanism to monitor and evaluate achievement of Program Development Objectives (PDOs), intermediate outcomes by component and other benefits emerging in targeted areas;
- c. Determine factors that affect the delivery of activities, outputs and results;
- d. Facilitate regular program implementation status review and assessment to determine necessary decisions and measures the program needs as it progresses.

- e. Increase transparency and accountability among implementers at the DA and participating Provincial / City LGUs in the delivery of planned outputs and results;
- f. Enhance the capacity and involvement of DA, participating LGUs and other stakeholders in performing result-based M&E; and
- g. Document lessons learned during implementation, which are relevant for consideration in steering the program during implementation as well as in designing future similar programs or related undertakings DA may pursue in the future.

2.3 PRDP RBME Schematic Framework (An Overview)

2.3.1 Coverage. The PRDP RBME schematic framework (see Figure 2-1) embarks on the Program's Results Framework and Monitoring Matrix (see Annex 1) and is at play with the three aspects of building-up a results-based M&E system. These are enumerated and briefly described below.

- a. **Baseline information** needs to be established to describe the situations especially in targeted areas with respect to PDOs, before any program interventions take place. This will objectively allow DA to assess program's results or effectiveness by mid-term and end-of program.
- b. **Input-Process-Output or Progress M&E** is about continuous tracking and at the same time spearheading "efficiency" in implementing the PRDP. Its main aim is to build a wide understanding whether or not inputs/resources and process undertaken as the program progresses translate to outputs the program needs to produce from each component in order to achieve anticipated results (intermediate results by component and PDOs). Findings shall be used to determine how inputs and/or process can be adjusted or factors that adversely affect it can be addressed to ensure that program's pace will be on-track and at work for the desired outputs and results.
- c. **Results M&E** delves on tracking at specific periods (e.g., annually, mid-term and end-of program) the "effectiveness" of PRDP. Effectiveness shall be determined at two levels, namely; (i) achievement of intermediate outcomes envisaged from each component; and (ii) achievement of PDOs as bases to assess the overall success of the program.
 - i. Effectiveness shall be analyzed based on indicators specified in the Program's "Results Framework and Monitoring Arrangement". This will determine how outputs produced as the program progresses have become adequate, relevant, functional and sustainable towards achieving the results or benefits desired under the program.
 - ii. Likewise, findings shall be used to either sustain implementation approaches or potentially institute changes or modifications on any of

the following areas: (i) program design; (ii) allocation of funds by component; (iii) operations guidelines; (iv) strategies and activities; (v) DA Top Management policy supports; (vi) human resources; and (vii) others in order to pursue the PDOs.

The coverage of the RBME system by component in terms of outputs and outcomes and description of its contribution to the PDO are provided in Tables 2-1 to 2-4.

**Table 2-1. Summary of Local Planning Component
Target Outputs, Outcomes & Indicators**

Output	Outcome	Key Indicator	Contribution to the PDO
Enhanced AFMP and RAFMPs	Refined regional AFMPs using the value chain approach, VSA, PRA-RSA Enhanced planning, programming and budgeting guidelines, with the RFOs at the core, effectively mainstreamed across DA Programs	Number of RFO plans, budgets and programs harmonized and integrated using enhanced guidelines	More effective public sector support to farmers, fishers and agribusiness through:
Enhanced Planning, Programming and Budgeting Guidelines			i) Shift to more catalytic systems approach to sector development: from the production system to the entire value chain
Enhanced Operation Manuals for planning, programming and budgeting			
3-year Provincial Commodity Investment Plans (PCIPs)	PCIPs developed based on RAFMPs	Number of Provincial LGUs with approved PCIPs based on the RAFMPs	ii) Shift to more performance-based systems : Greater complementarities between targeted production levels and realistic performance indicators
Program Agreements of the RFOs and PLGUs with DA and other NG Technical Service Agencies for support of PCIPs	PCIP interventions being supported through effective technical backstopping	Number of effective joint work programming being implemented between RFOs and PLGUs, and between PLGUs and other service providers)	iii) DA-RFO empowerment: move from centralized planning and decision-making to a well-coordinated decentralized and devolved agricultural support system
Service Contracts between PLGUs and service providers to support the PCIPs (Government Technical Agencies, academe, NGOs, private sector, etc).			
Promising innovative modalities of Integrated Technical Support Delivery identified for pilot-testing			iv) Rationalized budgeting across commodities and functions.

**Table 2-2. Summary of Infrastructure Development Component
Target Outputs, Outcomes & Indicators**

Outputs	Outcomes	Key Indicators	Contributions to the PDO
1,265 km of new roads; 1,080 km of existing roads rehabilitated; 775 linear meters of single-lane bridges	At least 30% reduction in average travel time from farm to markets in subproject areas	Travel time	Improved road networks linking production areas with markets
	At least 30% increase in traffic count from the farm to the markets in subproject areas	Traffic count	
8,015 hectares of new irrigation projects; 22,190 hectares rehabilitated	An increase in cropping intensity to at least 150% for new communal irrigation systems	Cropping intensity	Increased productivity of farms
	An increase in yield per hectare of at least 80% in new irrigation systems	Rice yield per hectare	
	An increase in cropping intensity to at least 180% for rehabilitation of communal irrigation systems	Rice cropping intensity	
	An increase in yield per hectare of at least 50% for rehabilitation of communal irrigation systems	Rice yield per hectare	
	20 % of producers satisfied with adequacy of access to post-harvest services and facilities		
	30% increase in area provided with irrigation and drainage services (ha)		

**Table 2-3. Summary of Enterprise Development Component
Target Outputs, Outcomes & Indicators**

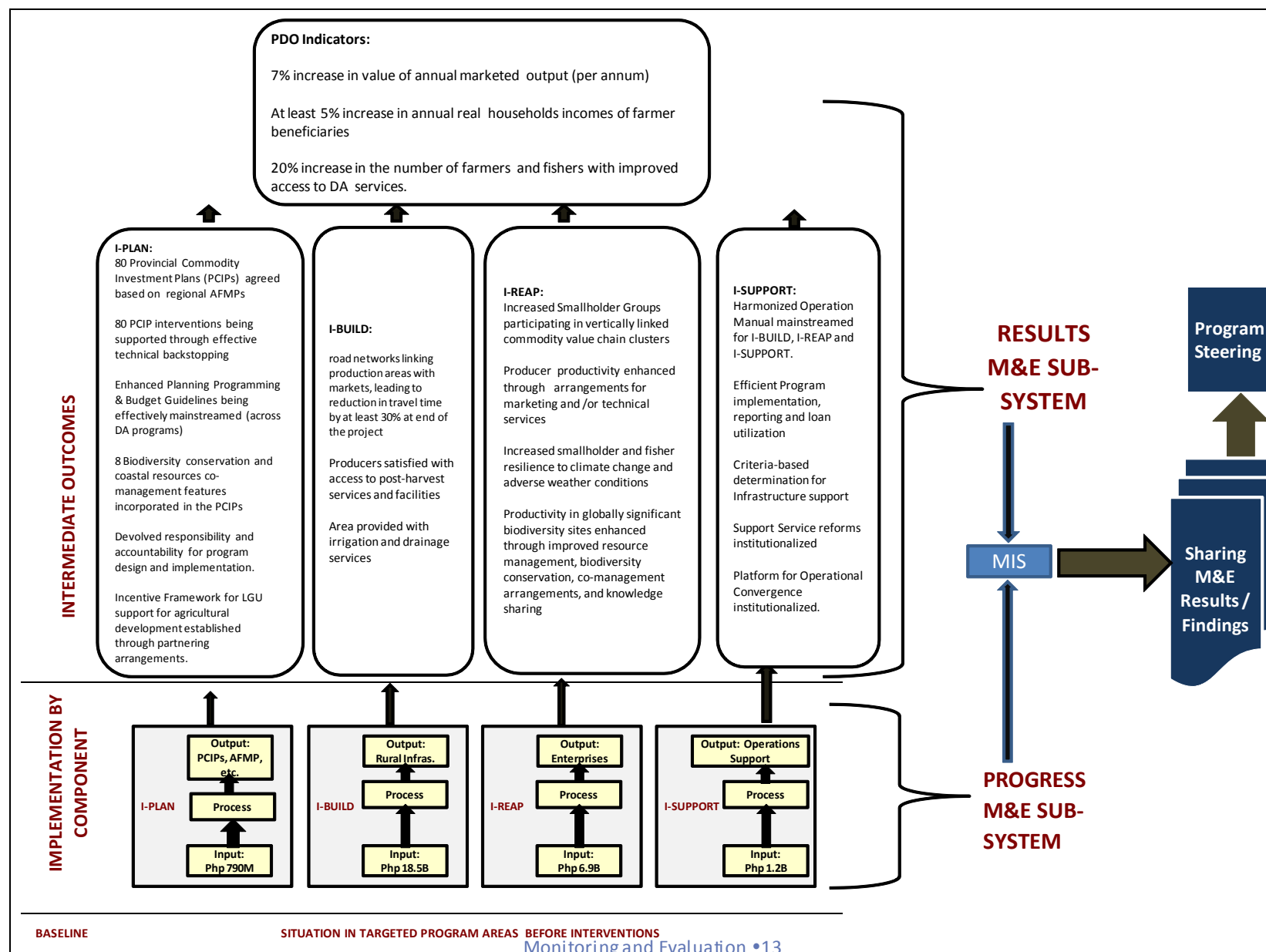
Outputs	Outcomes	Key Indicators	Contributions to the PDO
Approx 1,500 viable enterprises established and operated by proponent groups consisting of producer groups including smallholder (farmer and fisher) associations and/or private intermediaries as cluster members or leaders	Approx 1,500 proponent groups consisting of producer groups including smallholder (farmer and fisher) associations and/or private intermediaries as cluster members or leaders are engaged in viable enterprises	-Viable proponent groups consisting of producer groups including smallholder (farmer and fisher) associations and/or private intermediaries as cluster members or leaders are following good business practices (e.g., record keeping of production, sales and expenses, quality standards established etc)	Increased proponent groups including producer groups and smallholder (farmer and fisher) associations and/or private intermediaries as cluster members or leaders operating viable enterprises
Contractual or formalized marketing agreements forged	-At least 50% increase in number of producer groups including smallholder (farmer and fisher) associations adopted simple agriculture and fishery-based enterprise planning activity and record keeping of	-Contractual or formalized marketing agreements for agricultural and fishery products are forged	Enhanced producer productivity through formalized arrangements for marketing and/or technical services

Outputs	Outcomes	Key Indicators	Contributions to the PDO
Support service agreements developed between enterprises and service providers	production, sales and expenses - -At least 25 % increase in number of producer groups including smallholder (farmer and fisher) associations accessed technologies and information	-Producer groups including smallholder (farmer and fisher) associations have accessed technologies and information	
Producers including smallholders adoption of climate – smart technologies	At least 25% of producers including smallholders (farmers and fishers) are using climate- smart technologies	Producers including smallholders (farmers and fishers) have awareness, access and use of climate- smart technologies	Increased producers including smallholders (farmers and fishers) resilience to climate change and adverse weather conditions

**Table 2-4. Summary of Program Support Component
Target Outputs, Outcomes & Indicators**

Outputs	Outcomes	Key Indicators	Contributions to the PDO
Regular reporting of implementation progress FM, M&E, procurement	Program implementation on target	Loan utilization/disbursement	Efficient Program implementation, reporting and loan utilization.
		Physical target	
Pilot-tested Harmonized Operations Manual	Institutionalized Engagement with various stakeholders	Acceptance and utilization by DA National Agencies, Commodity Programs, RFOs across DA.	Harmonized Operations Manual Mainstreamed

Figure 2-1. The PRDP RBME Schematic Framework



2.3.2 MIS Requirement. A practical “Management Information System (MIS)” needs to be established for storing and processing a wide array of data for specific purposes identified in the RBME system. MIS is comprised of MS-Excel databases related to (i) Program’s baseline data; (ii) status of implementation by component; and (iii) Program’s results. MIS will also help M&E actors to organize data into specific report formats prescribed by the RBME system. MIS currently applied in the Mindanao Rural Development Program Phase 2 (MRDP-2) particularly when dealing with infrastructures and enterprise development subprojects shall be applied with appropriate modifications.

While data storage, processing and organization into specific report forms are done manually specially in the stage implementation (e.g., during pilot test), a Web-Based MIS shall be developed to automate generation of reports and remove efforts for processing and data generation. This will lead to earlier availability of accurate reports to be used for decision making by the Program Top Management (e.g., NPAB, Usec for Operations, RPAB, Directors, others).

The web-based M&E system is also inclined to manage SMS-based citizen feedback loop for complaints, suggestions and opportunities for communities to exchange best practices. A publicly accessible web-based platform (“Geo-Stories”) will also be developed to convert data on projects into interesting stories as part of the PRDP M&E and communication efforts. The technical design and specification for such SMS-based citizen feedback loop will be detailed in the MIS design to be developed by an Information Technology or MIS consultant to develop the web-based M&E system.

Consistent with the flow, tools, timelines and responsibility centers mentioned in this Guideline, MIS design shall be developed by engaging a Technical System developer (firm or individual programmers). The developer shall work under the NPCO and will work closely with the DA-ITCAF as PRDP RBME system would eventually be applied in other programs / projects of DA. It is necessary that ITCAF designate focal person/s to work with the NPCO on the development of the web-based M&E system.

While running a manual M&E system, development of Web-based system must proceed in Year 1 and will undergo pilot testing with concerned players both at DA and LGU levels and appropriate modifications. Manual M&E shall proceed until such time the Web-Based M&E system is finalized and accepted by the DA.

3 Implementing the PRDP RBME System

The PRDP RBME System introduces two distinct but complementing sub-systems that are designed to provide the implementers and other stakeholders the necessary feedback to serve as bases for making decisions and steering the program during implementation. These sub-systems include (i) Progress M&E and (ii) Results M&E.

Figure 3-1 presents an overview of the scope of each subsystem in the hierarchy of program objectives. Further comparison of the scope of the subsystems is provided in Table 3-1. Detailed instructions to implement the two subsystems are provided in the succeeding sections.

Figure 3-1. PRDP M&E Subsystem

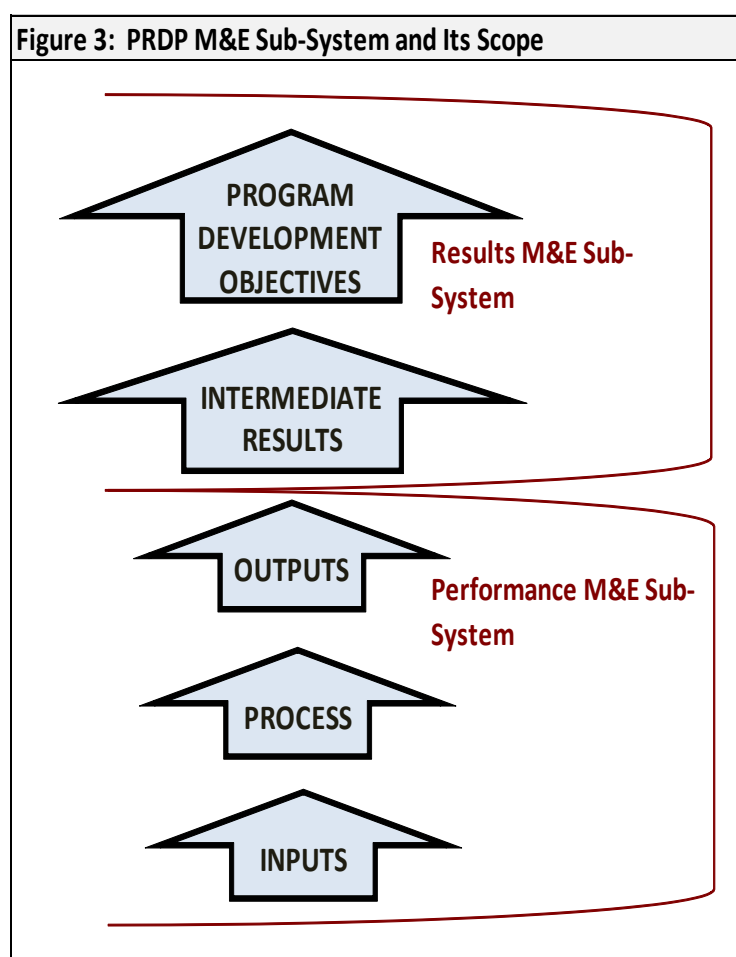


Table 3-1. PRDP RBME Sub-Systems Characteristics and Differences

Particulars	Progress M&E Sub-System	Results M&E Sub-System
What to Cover?	<p>Day-to-Day Operation based on approved detailed implementation plan by component (actual vs. target accomplishments, including factors that positively / negatively affect implementation).</p> <p>Determining status of program implementation, including factors affecting the program, by province, region, cluster and project-wide (nationwide)</p>	<p>Intermediate results by component</p> <p>Program Development Objectives</p> <p>Other benefits emerging in targeted areas, which are significantly attributed to the program.</p>
Purpose	<p>Provide feedback on the efficiency in managing the program.</p> <p>Determine the physical and financial progress of the program and measure slippages overtime.</p> <p>Provide feedback about specific factors or conditions that positively / negatively affect implementation.</p>	<p>Provide feedback on the effectiveness (results) of the program.</p> <p>Determine how each component is likely to contribute to PDOs (based on the level of achieving intermediate results by component)</p> <p>Assess overall program success (based on PDOs) at mid-term and end-of-program</p>
When	<p>Continuously: As frequent as necessary for reporting issues / concerns'</p> <p>Monthly, Quarterly, Semi-Annually and Annually for prescribed reports</p>	<p>Annually: For Intermediate Results By Component</p> <p>Mid-Term and End-of Program: For PDOs</p>
By whom	Program staff at DA and PPMIUs	<p>External evaluation team for the overall program results (with emphasis on PDOs and intermediate outcomes by component) at mid-term and end-of program.</p> <p>Program staff at DA in collaboration with PPMIUs for annual tracking intermediate outcomes by component and other subproject specific benefits emerging in catchments areas.</p>

3.1 Progress M&E Subsystem

This part contains a step-by-step guide to be used by the concerned groups and individuals who will be implementing the Progress M&E Sub-System. It is designed to track status of interventions and assess how these are transformed into specific outputs expected from each Component.

This sub-system is expected to produce the following information: (i) status of interventions among participating Provincial/City LGUs accessing the program; (ii) status of building-up resources and mechanism for program implementation under Program Support Component lodged at the DA; (iii) measuring the physical and financial progress of the program during implementation; and (iv) alarm management on any indications or likelihood of delays and facilitate identification of measures to mitigate causes of delays.

The Progress M&E sub-system system entails planning to actual implementation. These are explained below.

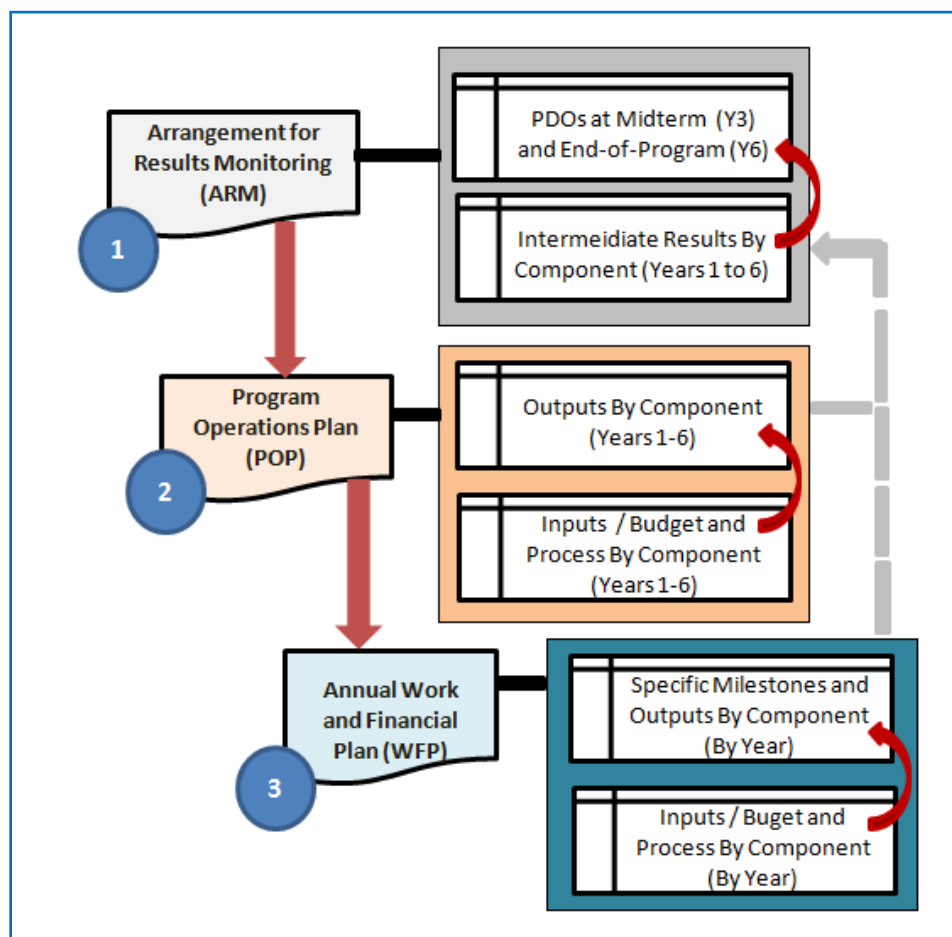
3.1.1 Implementation Plan

An implementation plan details the inputs (budget) and the process (activities / interventions) required to realize desired outputs in implementing each component of the program. Actual status of interventions and innovations concerning the targeted areas needs to be monitored and assessed based on implementation plan in order to determine what measures DA and other stakeholders have to undertake to ensure efficient delivery of outputs each Component has to produce. The PRDP implementation plan is categorized into two as follows.

- a. **Program Operations Plan (POP).** Done before the program starts, a POP is necessary to determine the direction of the program in six-year implementation. It will be formulated based on the PRDP Results Framework and Monitoring Matrix. It will outline outputs to be produced and the corresponding activities and budgets required in order to achieve results specified in the said matrix. This will help assess the cumulative status (e.g., since loan effectiveness to Year 3) of realizing outputs planned under each Component.
- b. **Physical and Financial Plan (Annual).** A physical and financial plan otherwise known as Annual Work and Financial Plan (WFP) takes off from a POP. It is done annually during implementation (e.g before start of the year). It contains detailed activities and financial requirements to realize specific milestones and outputs planned for the year. Apart from guiding the implementation, it would help assess progress or performance of the program in a specific year. WFPs are at formulated, thus, would be monitored and assessed at three levels namely, i) By Region; ii) By Cluster; and iii) Program-wide.

The schematic diagram of formulating the POP and Annual WFPs anchored on the PRDP Results Framework and Monitoring is shown in Figure 3-2.

Figure 3-2. Overview - Formulating PRDP Implementation Plans Based on Arrangement for Results Monitoring



The templates and steps to prepare a POP and WFP are found in Annexes 2 and 3 respectively.

3.1.2 Actual Progress M&E

Progress Monitoring keeps track of actual outputs as well as milestones leading to outputs and comparing them against targets expected at specific period. Analysis shall be made according to targets set for the year (using WFP) and as of the period reported (based on POP). It will also determine causes of slippages or delays and alarm management on the areas or aspects of implementation that need to be improved or given heavier attention.

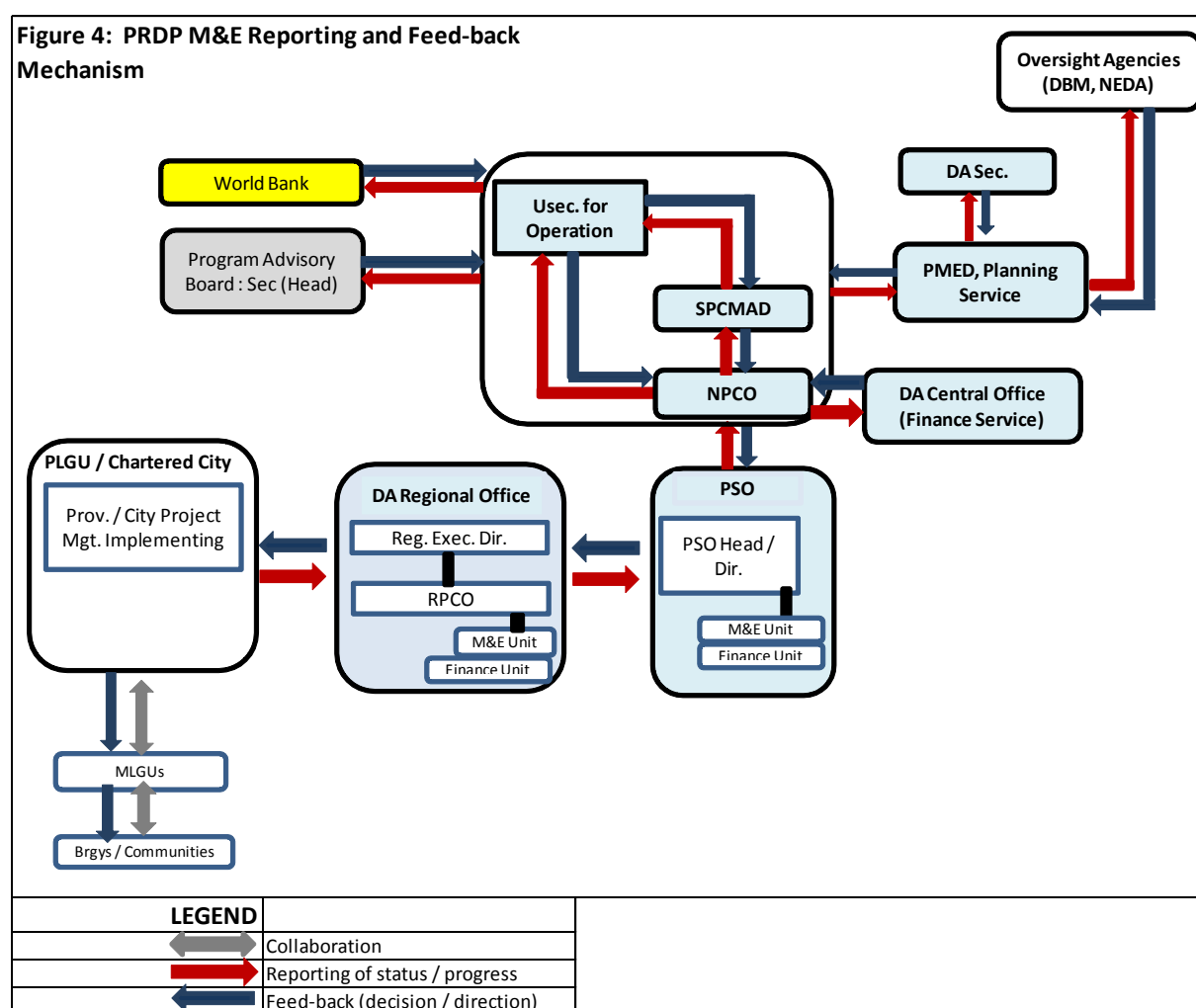
Progress evaluation on the other hand endeavours to assess efficiency in managing the program. It looks at how performance in realizing outputs according to agreed quantities and schedules, is influenced by any of the following: (i) process or operations guidelines; (ii) manner the process is carried out (approaches, strategies and activities); (iii) human

resources involved in the process; (iv) budgets earmarked for activities; (v) policy and institutionalization supports; and (vi) others. Findings would impel changes or adjustments in the manner the program is managed to improve implementation.

While evaluation is somehow done when attempting to explain slippages as monitoring is done, Progress Evaluation shall be performed adeptly through Quarterly Program Status Review performed at various program implementation levels with stakeholders and during periodic implementation review missions to be conducted jointly by the WB (donor) and DA (executing agency) with participation of oversight agencies, selected proponent PLGUs, and other stakeholders.

The schematic flow of reporting and feedback for Progress M&E in the PRDP organizational set-up is exhibited in **Error! Reference source not found..**

Figure 3-3. PRDP M&E Reporting and Feedback Mechanism



The specific M&E activities to be performed within the PRDP Organizational Structure are provided below. Reporting, which involves use of Data Capture Forms (DCFs) and Report Forms (RFs) is displayed in two scenarios namely; (i) Manual System e.g., use of MS-Excel databases, manual organization of data into specific report formats; and (ii) Web-Based System, which entails on-line submission and generation of reports for faster feedback on the status of the Program as it progresses.

The use of the manual system will take place in Year 1 until such time the web-based system is completed after prudently passing through actual field tests, analysis of results, maintenance and modifications as appropriate.

3.1.2.1 Progress M&E at the LGU Level

PLGU/Chartered City. While availing of the services and interventions from the Local Planning, Infrastructure Development and Enterprise Development Components, a participating PLGU or chartered city is required to monitor and report status of PRDP interventions prevailing in the province/city (in coordination with the municipal LGUs and other stakeholders). The major M&E functions at the PLGU or City level, which will be performed by the Provincial / City Project Management Implementing Unit (P/C PMIU⁴) are enumerated below.

- a. Monitor status of program interventions in the province / city;
- b. Review and compare actual status of interventions against targets;
- c. Conduct geo-tagging involving infrastructure and enterprise development subprojects;
- d. Ensure regular and timely conduct of Program implementation review meetings at the provincial / city level with the LCE (Governor / City Mayor), officers of the LDC, concerned departments / offices of the PLGU, (e.g. PPDO, PEO, Budget Office), concerned NGOs or POs and representative/s from DA-RPCO; and
- e. Prepare and submit M&E findings / reports to DA-RPCO using formats / templates specified in this Manual.

Progress M&E shall be done by component. Reporting of the progress to the RPCO shall be made monthly (not later than 25th day of the month). The duration of M&E activities during program implementation is explained below.

Local Planning Component. The proponent LGU is required to monitor and report status of formulating the Provincial Commodity Investment Plan (PCIP) / City Commodity Investment Plan (CCIP) under Subcomponent 1.1 (Enhancing the AFMPs Process). It will commence in the month when the RPCO presented to the LGU the results of Value Chain Analysis (VCA) as basis for drafting the PCIP / CCIP. For instance, if the VCA result is presented on June 3, 2014, a report to the RPCO shall be submitted on or before June 25, 2014. Reporting shall be sustained in succeeding months (due every 25th day) and shall end in the month when

⁴ The Provincial / City Project Management and Implementing Unit (P/C PMIU) shall be organized in a PLGU / CLGU participating in PRDP to manage, oversee and perform M&E over program interventions.

PCIP approved by the Provincial Development Council (for Province) or approved by the Sangguniang Panlungsod (SP) for Chartered City is already submitted to the RPCO. Reporting shall continue with the same manner and schedule in the event the proponent LGU in coordination with the RPCO proceeds with updating PCIP during the life of PRDP.

Infrastructure Development Component. The PPMIU / CPMIU shall monitor and report status of rural infrastructure sub-project pursued for financing under Sub-component 2.1 (Value Chain Infrastructure Support). This will commence in a month the RPCO has validated that the proposed subproject can proceed with subproject preparation to determine its feasibility. In the event the validation is conducted within 26th to the last day of the month, the first reporting period will commence in a succeeding month. Reporting of progress will be until the month the subproject is considered complete in terms of physical (as validated by the RPCO) and financial aspects (disbursements and liquidation) as discussed in the PRDP Financial Management Guideline or until the point the subproject reaches any of the following scenarios: (i) considered not feasible; (ii) non-approval by the RPAB; (iii) LGU officially withdraws its application / interest to avail of program's assistance; or (iii) RPCOs cancellation of subproject due to reaching a period of inactivity as specified in the Operations Manual of the Infrastructure Development Component.

Enterprise Development Component. The PPMIU / CPMIU shall monitor and report status of enterprise development subprojects pursued for financing under Subcomponent 3.1 (Rural agri-fishery enterprise and productivity enhancement). Reporting, likewise, shall be monthly not later than 25th day of the month. Reporting will commence in a month the LGU and RPCO held Workshop or FGD to prioritize product segment. In the event the said workshop / FGD is conducted within 26th to last day of the month, the first reporting period will commence in a succeeding month. Reporting shall end after completing the physical (as validated by RPCO) and financial disbursements and liquidation as discussed in the RBME Financial Management Guideline or upon reaching the same scenarios pertaining to infrastructure subproject cited above (e.g., not feasible / non-approval by the RPAB, and others).

M&E activities of the proponent LGU covering the three components mentioned above shall be performed through the following mechanism: (i) use of data capture forms for tracking and reporting status of PRDP interventions in the province; (ii) geo-tagging of subprojects; and (iii) provincial program implementation review. These are explained below.

3.1.2.1.1 Using Data Capture Forms

Data capture forms (DCFs) contained in this Guidelines shall be used to monitor and report status of interventions or assistance availed by the province / city. A Focus Group Discussion (FGD) is suggested to be a mechanism to ensure participation of key actors in providing DCFs with appropriate information e.g., status, issues, what needs to be improved and others (see Table 3-2).

In case actors expected to participate or be involved in an FGD would not be convened for a certain monthly reporting of progress, the focal person for each component shall accomplish data capture forms in collaboration with the concerned offices and other stakeholders.

Table 3-2. LGU-level Program Progress Monitoring Procedures Using Data Capture Forms

Responsibility Center	Manual System		Web-Based System																			
	Steps / Actions	Frequency / Schedule	Steps / Actions	Frequency / Schedule																		
PPMIU	1. Accomplish the following data capture forms (DCFs) through (i) PPMIU / CPMIU to collect data from concerned offices / players; or (ii) PPMIU / CPMIU to facilitate Focus Group Discussion (FGD) with the concerned PLGU personnel and other stakeholders to discuss the status of PRDP implementation in the province.	Monthly, on or before 25 th day of the month	PPMIU/CPMIU component head (e.g., head for PCIP formulation under the Local Planning Comp) shall open the PRDP RBME Web-Based System using a unique username and password to accomplish DCFs in the system w/in the day the FGD is conducted or w/in the day the concerned offices gave him / her appropriate data (in case FGD is not done as a mechanism in updating status). The system will display the same DCF used in the manual M&E process.	Monthly, on or before 25 th day of the month Real time updating of status (e.g., milestones towards completing the PCIP, milestones in the SP preparation, others) can also be made.																		
	<table><tr><th rowspan="2">Coverage</th><th colspan="2">Data Capture Form</th></tr><tr><th>DCF No.</th><th>Name</th></tr><tr><td>Local Planning Comp. (Status of PCIP formulation)</td><td>1.2</td><td>PCIP / CCIP Formulation Status Tracking (see Annex 4.2)</td></tr><tr><td>Rural Infrastructure Development Comp. (infrastructure subproject)</td><td>2</td><td>Infrastructure subproject status tracking see Annex 5)</td></tr><tr><td>Enterprise Development Comp. (Enterprise subproject)</td><td>3</td><td>Enterprise development subproject status tracking (see Annex 6)</td></tr><tr><td rowspan="2">Infrastructure / Enterprise Safeguards</td><td>4.1</td><td>Subproject Social Safeguard Compliance Monitoring Sheet (based on database for social safeguards compliance managed / updated by the PPMIU—See Annex 7.1)</td></tr><tr><td>4.2</td><td>Subproject environmental Safeguard Compliance Monitoring Sheet—See Annex 7.2</td></tr></table>		Coverage		Data Capture Form		DCF No.	Name	Local Planning Comp. (Status of PCIP formulation)	1.2	PCIP / CCIP Formulation Status Tracking (see Annex 4.2)	Rural Infrastructure Development Comp. (infrastructure subproject)	2	Infrastructure subproject status tracking see Annex 5)	Enterprise Development Comp. (Enterprise subproject)	3	Enterprise development subproject status tracking (see Annex 6)	Infrastructure / Enterprise Safeguards	4.1	Subproject Social Safeguard Compliance Monitoring Sheet (based on database for social safeguards compliance managed / updated by the PPMIU—See Annex 7.1)	4.2	Subproject environmental Safeguard Compliance Monitoring Sheet—See Annex 7.2
	Coverage				Data Capture Form																	
			DCF No.		Name																	
	Local Planning Comp. (Status of PCIP formulation)		1.2		PCIP / CCIP Formulation Status Tracking (see Annex 4.2)																	
	Rural Infrastructure Development Comp. (infrastructure subproject)		2		Infrastructure subproject status tracking see Annex 5)																	
	Enterprise Development Comp. (Enterprise subproject)		3		Enterprise development subproject status tracking (see Annex 6)																	
Infrastructure / Enterprise Safeguards	4.1	Subproject Social Safeguard Compliance Monitoring Sheet (based on database for social safeguards compliance managed / updated by the PPMIU—See Annex 7.1)																				
	4.2	Subproject environmental Safeguard Compliance Monitoring Sheet—See Annex 7.2																				
		Username and password bears limit as to what the user can access in the system. In the case of PPMIU, it can only access the following:																				
		(i) DCFs for its province only																				
		(ii) Status of PRDP in the province (only reports, not the details in other provinces); and																				
		(iii) Others as may be agreed in designing the MIS for Web-Based System.																				

<p>The DCFs 1,2, 3 and 4 with corresponding instructions are attached as Annexes 4 to 7 respectively</p> <p>The audience or participants to be involved in the FGD may involve but not limited to the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Provincial Planning and Development Officer <input type="checkbox"/> Provincial Agricultural Officer <input type="checkbox"/> Provincial Engineer <input type="checkbox"/> Provincial Accountant <input type="checkbox"/> Head / Representative of Farmers / Fishers Organization <input type="checkbox"/> Others. <p>See also Annex 8 for basic tips to conduct FGD.</p> <p>The DCFs to be submitted by the PPMIUs / CPMIUs will form part of the Program's M&E under Sub-Components 1.1, 2.1 and 3.1.</p>			
<p>2. PPMIU/CPMIU Head to facilitate submission of the DCFs to RPCO. A letter shall be signed by the LCE or whoever is designated by the LCE endorsing the DCFs prepared by the PPMIU. The pro-forma of letter for the submission of DCFs by the LGU to the RPCO is attached as Annex 9.</p>	<p>Monthly, on or before 25th day of the month</p>	<p>The PPMIU / CPMIU head, or whoever is designated by the LCE shall access the system to view each DCF accomplished by the PPMIU. To indicate clearance or acceptance of the content by DCF, he/she will click / tick button "SUBMIT TO RPCO". Then, endorsement letter will be automated with "Electronic Signature of the LCE, PPMIU / CPMIU Head or whoever is designated by the LCE". The letter and DCFs, will then be accessible at RPCO.</p>	<p>Monthly, on or before 25th day of the month</p>

3.1.2.1.2 Setting-up of Sub-Project Profile Including Baseline Data

The PPMIU/CPMIU shall accomplish a sub-project profile sheet corresponding to each subproject proposed or pursued for financing under Infrastructure and Enterprise Development Components. This contains basic information about the subproject including its development objective. The summary of baseline data are also required in the said template in order to display the situation in targeted areas / groups that is / are envisioned to be improved or addressed once the subproject is in place and becomes operational.

It will be submitted by the PPMIU/CPMIU as an attachment to the letter of the LGU indicating a subproject proposal. Such profile sheet shall be managed by the RPCO including provision or updating of some information as the subproject progresses e.g., date of approval by the RPAB, contract cost, actual cost and others. The Sub-project Profile Sheet is attached as Annex 10 for reference.

3.1.2.1.3 Geo-tagging

The proponent LGU will also adopt geo-tagging⁵ that has worked well in MRDP-2 as a complementary tool for monitoring subprojects. Through the I-SUPPORT Component, DA shall provide proponent LGUs the necessary training on geo-tagging.

Geo-tagging shall be done in three stages of subproject management cycle. These are enumerated and briefly described below.

- (i) Subproject Pre-Implementation Stage. Geo-tagging shall be made before infusing any interventions. This will show photos and a description of the prevailing condition in the area, community or groups to benefit from a change or benefit anticipated from realizing a proposed subproject. This forms part of baseline information concerning a specific subproject proposal.
- (ii) Subproject Implementation Stage. Series of geo-tagging shall be undertaken in subprojects undergoing implementation (e.g., construction of Farm-to-Market Road). It shall be done monthly during implementation to complement submission of data capture forms to the DA-RPCO (on or before 25th day of the month). Geo-tagging is also required along with request for payment or tranche against the physical progress, which will be validated by the RPCO in the site.
- (iii) Subproject Operations and Maintenance Stage. Geo-tagging during actual use of subproject funded by PRDP shall also be pursued by a proponent LGU. Apart from photos, this will highlight significant benefits surfacing from using the subproject. The minimum frequency and timing of geo-tagging over a completed subproject will be (i) after the subproject is validated by RPCO as a

⁵ Applied Geo-tagging Technology (AGT) is developed and currently applied in MRDP-2. It is a process of adding geographical identification metadata providing information about the subproject in a specific site such as photographs or videos, messages and others. This allows accurate view of the subproject status e.g. on-going construction without physically going to the area.

completed subproject; and (ii) twice every year (at mid and end). The PLGUs will be recommended to continue use of geo-tagging even after PRDP implementation.

3.1.2.1.4 LGU Level Program Review

The PPMIU/CPMIU shall initiate an internal Program Review at the LGU level. This aims to (i) provide feedback on the status and accomplishments; and (ii) alarm what decisions and actions are needed from the Top Management to address causes of delays particularly those within the jurisdiction or influence of the LGU (e.g., manpower support issue, budget, etc.).

The program review at the LGU level may be institutionalized by lodging it as part of the Quarterly / Monthly Management Committee (ManCom) Meeting regularly held in the Province / City, which involves the LCE, Sangguniang Panlalawigan / Panlungsod (SP) representative/s, heads of different departments, representatives of Local Development Council and other stakeholders. Whenever necessary, the PPMIU/CPMIU may invite representative/s from DA-RPCO to participate in the said quarterly meeting. The suggested outline of presentation of progress to the Provincial ManCom Meeting, which may be improved by the PPMIU/CPMIU as appropriate is attached as Annex 11.

The PPMIU/CPMIU shall furnish the DA-RPCO the result of the meeting with the ManCom within the following week the ManCom meeting is conducted. See Annex 12 for suggested matrix of agreements reached during the ManCom Meeting. PPMIU/CPMIU will coordinate and monitor compliance of individuals and / or groups responsible in carrying out actions specified in the Matrix of Agreements and report status to the ManCom during its regular quarterly/monthly meetings. Whenever necessary, the PPMIU/CPMIU may send memorandum to the ManCom to seek advice and / or support over urgent matters, which cannot wait for a ManCom meeting.

With the Web-based system, the PPMIU/CPMIU member shall access the system and accomplish Matrix of Agreements Matrix. Then, the PPMIU/CPMIU (head) will click button “FURNISH RPCO”. This will then be accessed by RPCO and will form part of its coordination and monitoring with PPMIUs.

3.1.2.1.5 Issue-Based Reporting

While DCFs are prepared and submitted with defined frequencies and schedules, the PPMIU / CPMIU may report to RPCO outstanding concerns needing urgent actions from the DA at any periods. This is to speed-up communication between the RPCO and PPMIUs in addressing issues / obstacles. The issue / concern tracking form is attached as Annex 13.

3.1.2.2 Progress M&E at the DA RPCO Level

Along with providing technical assistance to PPMIUs/CPMIUS in the implementation of Local Planning, Infrastructure Development and Enterprise Development Components, each RPCO will perform M&E function and report to the DA-PSO the status of implementing the program (by component) in the region, which entails collection, processing and analysis of progress based on reports from the proponent LGUs and tracking of progress covering its activities in the four components of the program. This will provide an aggregate view of actual accomplishments versus targets set in the region, factors affecting the program and recommendations to address key implementation issues and concerns. The overview of scope of M&E and reporting involving a DA-RCPO is provided below.

- a. Coordinate with PLGUs for timely/regular submission of DCFs 1.2, 2, 3 and 4 as well as the geo-tagging of infrastructures and enterprise development subprojects;
- b. Status of enhancing the process of formulating the Regional AFMP under Local Planning Component (under Sub-component 1.1)
- c. Monitor and consolidate status of preparation of PCIPs/CCIPs (under Sub-component 1.1);
- d. Monitor and consolidate status of PLGU/City infrastructure and enterprise development subprojects including factors affecting progress (under Sub-components 2.1 and 3.1);
- e. Monitor and assess (against plans) its accomplishments under Sub-components 2.2 and 3.2 in support to rural and enterprise development subprojects;
- f. Consolidate financial reports from each LGU and submit to the PSO the report as prescribed in the PRDP Financial Management Guidelines;
- g. Monitor and assess administration and operation matters e.g. staffing, budget, linkages, management supports, and others relevant for program implementation under Program Support Component;
- h. Submit reports to the DA-PSO;
- i. Participate in Regional / Cluster Program implementation review meetings organized by the DA-PSO; and
- j. Conduct Participatory Subproject Implementation Assessment (PSPIA) involving LGUs with completed subprojects.

These M&E tasks are explained below.

3.1.2.2.1 Preparation of Reports Using Reports Submitted by PPMIUs

Information from the reports submitted by the PPMIUs / CPMIUS shall be entered in the databases. The data will be processed to organize specific report formats that are relevant for analysis of progress in the region. The specific activities are provided in Table 3-3.

Table 3-3. DA-RPCO-Level Progress Monitoring/Reporting Procedures

Responsibility Center	Manual System		Web-Based System	
	Steps / Actions	Frequency / Schedule	Steps / Actions	Frequency / Schedule
RPCO Receiving Desk	1. RPCO receiving desk staff to record / acknowledge receipt of DCFs submitted by the PPMIU / CPMIU and endorse to component focal persons / heads for review.	Not later than 25 th day of the month.	Focal person of each component and safeguards officer to access / open the system using his/her username & password. DCFs submitted by each PPMIU / CPMIU can be accessed for appropriate review. Afterwards, the focal person has the option to either “ACCEPT” —if DCF is with complete/appropriate information or “RETURN TO PPMIU” —if the DCF lacks information e.g., not citing issues / concerns despite significantly logging below targets, and others. In such case, PPMIU / CPMIU has to re-submit specific DCF/s, which will be subject to another review by the focal person until such time the DCF is accepted. Note: Clicking buttons: “ACCEPT” and “RETURN TO PPMIU / CPMIU” shall be done in each DCF. Upon clicking the button “ACCEPT” , updating of DBs 1.1, 2.1, 3.1 and 4.1A and /.2B will be automated (using data contained in DCFs submitted by PPMIUs. Likewise, RFs 1-4 will be accurately and automatically generated at the same period.	Not later than 25 th day of the month.
DA RPCO (Component Heads and safeguards officer)	2. Focal person / head of each component and safeguards officer to review DCFs 1.2, 2, 3 and 4. Action points include: (i) Accept DCF and endorse to MIS officer for data processing; or (ii) Coordinate with the PPMIU / CPMIU in case of any of the following: (a) needs clarification on certain information; (b) need for feeding appropriate data; (c) need to expound on certain matters e.g., issues and recommendations; (d) others. Afterwards, DCF shall be endorsed to the MIS officer for data processing.	Not later than 26 th day of the month.		
DA RPCO (MIS Officer)	3. Update databases using DCFs endorsed by the Components’ focal persons. See databases below: (i) <u>DB No. 1.1</u> : PRDP Regional Database for PCIP Formulation (see Annex 14.1) (ii) <u>DB No. 2.1</u> : PRDP Regional Database for infrastructure subprojects (see Annex 15.1);	Not later than 27 th day of the month.		

Table 3-3. DA-RPCO-Level Progress Monitoring/Reporting Procedures

Responsibility Center	Manual System		Web-Based System																		
	Steps / Actions	Frequency / Schedule	Steps / Actions	Frequency / Schedule																	
	(iii) <u>DB No. 3.1</u> : PRDP Regional Database for I-REAP Subprojects (see Annex 16.1); and (iv) <u>DB No. 4.1A and 4.1B</u> : I-BUILD and I-REAP Subprojects Safeguards Compliance (see Annexes 17.1A and 18.1A).																				
DA RPCO (MIS Officer)	4. Prepare / Generate the following Report Forms (RFs) manually (through MS-Excel) <table border="1"><thead><tr><th rowspan="2">Coverage</th><th colspan="2">Report Forms</th></tr><tr><th>RF No.</th><th>Content</th></tr></thead><tbody><tr><td>PCIP Formulation</td><td>1.2</td><td>Regional PCIP Formulation Status (using DB1.2)</td></tr><tr><td>Infrastructure subprojects</td><td>2</td><td>Regional Infrastructure Subproject Status (Using DB 2.1,)</td></tr><tr><td>Enterprise development subprojects</td><td>3</td><td>Regional Enterprise Development Subproject Status (Using DB 3.1)</td></tr><tr><td>SP Safeguards compliance</td><td>4</td><td>Regional Subproject Safeguard Compliance Status (Using DBs 4.1a & 4.1b)</td></tr></tbody></table> RFs 1.2, 3,3 and 4 are attached as Annexes 19 to 22 respectively.	Coverage	Report Forms		RF No.	Content	PCIP Formulation	1.2	Regional PCIP Formulation Status (using DB1.2)	Infrastructure subprojects	2	Regional Infrastructure Subproject Status (Using DB 2.1,)	Enterprise development subprojects	3	Regional Enterprise Development Subproject Status (Using DB 3.1)	SP Safeguards compliance	4	Regional Subproject Safeguard Compliance Status (Using DBs 4.1a & 4.1b)	Not later than 27 th day of the month.		
Coverage	Report Forms																				
	RF No.	Content																			
PCIP Formulation	1.2	Regional PCIP Formulation Status (using DB1.2)																			
Infrastructure subprojects	2	Regional Infrastructure Subproject Status (Using DB 2.1,)																			
Enterprise development subprojects	3	Regional Enterprise Development Subproject Status (Using DB 3.1)																			
SP Safeguards compliance	4	Regional Subproject Safeguard Compliance Status (Using DBs 4.1a & 4.1b)																			
DA RPCO (MIS Officer)	5. Prepare RF 5: Progress on Program Management Milestones in the RPCO under the I-SUPPORT Component in coordination with the concerned individuals / units of the RPCO. See Annex 23 for the	Not later than 27 th day of the month.	MIS Officer to access the system and open a page / screen on Program Support Component (w/ plans or target milestones entered by the	Not later than 26 th day of the month.																	

Table 3-3. DA-RPCO-Level Progress Monitoring/Reporting Procedures

Responsibility Center	Manual System		Web-Based System	
	Steps / Actions	Frequency / Schedule	Steps / Actions	Frequency / Schedule
	Template of RF 5.		RPCO) to update status after coordinating with the concerned players at RPCO. Then, RF 5 will be automated.	
DA RPCO (MIS Officer)	6. Prepare RF 6: Quarterly Status of Implementing Annual WFP (if reporting period is as of March, June, September and December of the Year) in coordination with the concerned individuals / units of the RPCO. See Annex 24.1 for the Template of RF 6.1. This will allow an analysis of Region's performance in implementing the program by Component and Sub-component during the year. Status of disbursements / releases to be contained in the report form must be provided by the Accounting Division / Unit of the RPCO based on the Statement of Receipts and Expenditures as prescribed in the Financial Management Manual of PRDP.	Not later than 27 th day of the month.	MIS Officer to access the system and open a page / screen on WFP for the current year (w/ plans or target milestones entered by the RPCO) to update status after coordinating with the concerned players at RPCO. Then, RF 6 will be automated.	Not later than 27 st day of month.
DA RPCO (M&E Head / Specialist)	7. Prepare brief report on analysis / highlights of status, factors affecting progress and decisions / actions required (see Annex 25.1 for the proforma). A letter to endorse the report (w/ highlights) attached with RFs 1 to 4 (see Annex 25.2) shall be prepared for review / signing by the Regional Director for submission to PSO. If necessary, M&E Officer may coordinate with the component heads to clarify and validate information while preparing the report.	Not later than 29 th day of the month.	M&E Officer to access the system and open a page / screen with the same proforma of report. Then, M&E Officer will write / update progress with analysis / highlights as required by the RF. Once completed, he/she will click button "FOR SUBMISSION TO PSO" —letter and RFs. Afterwards, the letter and RFs can be accessed by Office of the Regional Director.	Not later than 29 th day of the month.
Regional Director	8. Review (ask clarification and / or suggest if necessary), sign and submit endorsement letter (with highlights of progress) submitting report PSO (with RFs 1-5 if monthly; or RFs 1-6 if reporting for the Quarter).	Not later than the last working day of the month.	The Reg. Dir. (or designated staff using the username and password of the Dir.) will open the system and review reports. The user has the option to either "SUBMIT TO PSO" —if agreeing with the contents of the letter and RFs; or "RETURN REPORTS TO M&E OFFICER" —a comment box will be displayed to	Not later than the last working day of the month.

Table 3-3. DA-RPCO-Level Progress Monitoring/Reporting Procedures

Responsibility Center	Manual System		Web-Based System	
	Steps / Actions	Frequency / Schedule	Steps / Actions	Frequency / Schedule
			be accomplished by user to contain reason for returning e.g., seeking improvement, clarification, giving other recommendations, etc. In such case, M&E Officer in collaboration with the focal persons of components and / or MIS Officer has to re-submit to the Regional Dir. following the same process above.	

3.1.2.2.2 Monitoring / Reporting Status of enhancing the process of Regional AFMP.

Enhancing the process of formulating the Regional AFMP, which includes updating of the Value Chain Analysis (VCA) will form part of the outputs expected from the Local Planning Component under its sub-component 1.1. The RPCO shall coordinate, monitor and report status to the PSO using DCF 1.1 attached as Annex 4.1. The reporting shall be monthly to be contained in the narrative M&E report to be submitted to by RPCO.

3.1.2.2.3 Issue-Based Tracking, Reporting and Feed-backing.

The RPCO in coordination with the PSO shall respond to the issue tracking form submitted by the PPMIUs. This intends to give decisions and actions / measures to be carried out to address specific issues / concerns raised by PPMIUs as contained in the Issue / Concern Tracking Form. The RPCO shall send PPMIUs the “Management Actions and Decisions Matrix” (see Annex 26) as a tool to provide feedback or management’s decisions and directions against issues.

In the event issues / concerns emerging in the region cannot be resolved or addressed at the RPCO level, the RPCO, likewise shall submit “Issue / Concern Tracking Form to the PSO for appropriate advice, decision or steering measures. The said form shall contain consolidated issues occurring among proponent LGUs as well as the administrative and operational concerns affecting the services of the RPCO.

3.1.2.2.4 Regional Program Assessment

Each DA-RPCO shall coordinate and ensure attendance of heads of PPMIUs to the Regional and Cluster-wide Program Assessment to be organized by the DA-PSO in assessing the status by region and cluster-wide (e.g., Luzon Cluster). Analysis shall be made based on target outputs or leading milestones planned by each region and cluster as a whole as specified in the Program Work and Financial Plan for the year and cumulative (since Program start) based on the Regional POP. This shall be held twice a year namely at mid-year and at end-of-year. Further discussions are provided below (DA-PSO M&E activities).

3.1.2.4.5 Participatory Subproject Implementation Assessment (PSPIA)

DA-RPCO in collaboration with the PPMIUs shall conduct PSPIA involving PLGUs completing subprojects under I-BUILD and IREAP Components. Through this, the RPCO intends to obtain learning from the actual experiences of proponent LGUs (province / city) in passing through the program operation in realizing specific types of subprojects. The process will objectively document lessons that may be used by the RPCO to improve its technical support to other LGUs implementing subprojects. This shall be made three months after the subproject was turned over to the proponent PLGU. Annex 27 contains the guidelines for conducting the PSPIA.

3.1.2.3 Progress M&E at the PSO Level

Along with providing technical support to RPCOs in dealing with the participating LGUs, each PSO (Luzon A, Luzon B, Visayas and Mindanao Clusters) shall monitor status of interventions in all regions covered and submit reports to the NPCO. M&E reporting at the PSO level will provide an aggregate view of actual accomplishments with respect to targets set in covered regions and provinces, factors affecting the program and recommendations to address key implementation issues and bottlenecks.

The scope of M&E and reporting involving the DA-PSO under the Progress M&E Sub-system are summarized below.

- a. Coordinate with DA-RPCOs for timely / regular submission of RFs 1 to 6 including compliance of PLGUs/City on geo-tagging of subprojects;
- b. Monitor and consolidate status of preparation of PCIPs and enhancement of Regional AFMPs under L Component;
- c. Monitor and consolidate status of PLGU subprojects in all regions covered including factors affecting activities, emerging results, etc. under Infrastructure and Enterprise Development Components;
- d. Monitor status of administration and operation matters e.g. staffing, budget, linkages, management supports, and others relevant for program implementation under the Program Support Component involving RPCOs covered and PSO itself; and
- e. Facilitate Regional and Cluster-wide Program implementation review and planning sessions especially during mid-year and end of the year.

Key approaches are explained below.

3.1.2.3.1 Preparation of Reports Using Reports Submitted by DA-RPCOs

Information from the RFs submitted by the DA-RPCOs (end of the month) shall be entered in the databases, which will be processed to generate report forms for submission to the NPCO. The instructions are provide in Table 3-4.

Table 3-4. DA-PSO-Level Progress Monitoring/Reporting Procedures

Responsibility Center	Manual System		Web-Based System	
	Steps / Actions	Frequency / Schedule	Steps / Actions	Frequency / Schedule
DA PSO (Receiving Desk)	1. PSO receiving desk staff to record / acknowledge receipt of RFs 1-5 (in reporting for the Month) or RFs 1-6 (if reporting for the Quarter) from each DA-RPCO and endorse to component / safeguards focal persons.	Not later than last day of the month	Component heads / safeguards officer to access / open the system using his/her username & password. RFs submitted by each RPCO can be accessed for appropriate review. Afterwards, the focal person has the option to either “ACCEPT” —if RF or “RETURN TO RPCO” . In such case, RPCO has to re-submit specific RF, which will be subject to another review by the focal person until such time the RF is accepted.	Not later than last day of the month
DA PSO (Component Heads/ focal of safeguards)	2. Focal person / head of each component and safeguards officer to review RFs submitted by the RPCOs. Action points include: (i) Accept RFs and endorse to MIS officer for data processing; or (ii) Coordinate with the RPCO in case of any comments, seeking further clarification, query and others. Afterwards, RF shall be endorsed to the MIS officer for data processing.	Not later than 1 st day of ensuing month.	Note: Clicking buttons: “ACCEPT” and “RETURN TO RPCO” shall be done in each RF. Upon clicking the button “ACCEPT” , updating of DBs 1.2, 2.2, 3.2 and 4.1B and 4.2B will be automated (using data contained in RFs submitted by PPMIUs/CPMIU. Likewise, RFs 1-4 involving the cluster will be accurately and automatically generated at the same period.	
	3. Update cluster wide databases using RFs endorsed by the Components’ focal persons and safeguards officer. See databases below:	Not later than 1 st day of ensuing	MIS Officer to access the system and open a page / screen on I-SUPPORT (w/ plans or target milestones entered by the RPCO) to	Not later than last working day of the

Table 3-4. DA-PSO-Level Progress Monitoring/Reporting Procedures

Responsibility Center	Manual System		Web-Based System												
	Steps / Actions	Frequency / Schedule	Steps / Actions	Frequency / Schedule											
DA PSO (MIS Officer)	(i) <u>DB No. 1.2</u> : PRDP Regional Database for PCIP Formulation (see Annex 15.2)	month.	update status after coordinating with the concerned players at PSO. Then, RF 5 will be automated (Monthly).	month.											
	(ii) <u>DB No. 2.2</u> : PRDP Regional Database for I-BUILD subprojects (see Annex 16.2);		MIS Officer to access the system and open a page / screen on WFP for the current year (w/ plans or target milestones entered by the PSO) to update status after coordinating with the concerned players at RPCO. Then, RF 6 will be automated (for the Quarter). Two reports will be generated as follows:												
	(iii) <u>DB No. 3.2</u> : PRDP Regional Database for I-REAP Subprojects (see Annex 17.2); and		i) Status of PSO WFP implementation (RF 6);												
	(iv) <u>DB No. 4.1B / 4.2B</u> : I-BUILD and I-REAP Subprojects Safeguards Compliance (see Annexes 18.2b and 18.2b).		ii) Status of WFP Implementation (Cluster-wide)—RF 7.												
	4. Process data and prepare Report Forms (RFs) consolidating the progresses on PCIP, infrastructure and enterprise development subprojects and safeguards compliance based on updated DBs (see Annexes 19-22). The report forms to be prepared by component in the cluster are as follows.	Not later than 1 st day of ensuing month.													
	<table><tr><th rowspan="2">Coverage</th><th colspan="2">Report Forms</th></tr><tr><th>RF No.</th><th>Content</th></tr><tr><td>PCIP Formulation</td><td>1.2</td><td>Cluster wide PCIP Formulation Status (using DB1.2)</td></tr><tr><td>Infrastructure subproject</td><td>2</td><td>Cluster wide Infrastructure Subproject Status (Using DB 2.2)</td></tr></table>	Coverage	Report Forms		RF No.	Content	PCIP Formulation	1.2	Cluster wide PCIP Formulation Status (using DB1.2)	Infrastructure subproject	2	Cluster wide Infrastructure Subproject Status (Using DB 2.2)			
Coverage	Report Forms														
	RF No.	Content													
PCIP Formulation	1.2	Cluster wide PCIP Formulation Status (using DB1.2)													
Infrastructure subproject	2	Cluster wide Infrastructure Subproject Status (Using DB 2.2)													

Table 3-4. DA-PSO-Level Progress Monitoring/Reporting Procedures

Responsibility Center	Manual System				Web-Based System	
	Steps / Actions			Frequency / Schedule	Steps / Actions	Frequency / Schedule
	s					
	Enterprise development subprojects	3	Cluster wide enterprise development Subproject Status (Using DB 3.2)			
	SP Safeguards compliance	4	Cluster wide Subproject Safeguard Compliance Status (Using DBs 4.2A & 4.2B)			
	I-SUPPORT	5	Progress on Program Management milestones under the Program Support Component (Cluster-wide),			
	WFP	6	Cluster wide Quarterly Status of WFP (if report is as of March, June, September and December). This will allow an analysis of Cluster/s performance in implementing the program by Component and Sub-component during the year. See Annex 24.2 RF 6.2 for the template.			
	Status of disbursements / releases to be contained in RF 6 must be provided by the Accounting Division / Unit of the PSO using Statement of Receipts and Expenditures Submitted by RPCOs and the same report pertaining to its own expenditures in undertaking activities for program components as discussed in the Financial Management Guideline.					
DA PSO (M&E)	5.	Prepare the following Narrative Reports and endorse for signing			Not later	M&E Officer to access the system and open a
						Not later than

Table 3-4. DA-PSO-Level Progress Monitoring/Reporting Procedures

Responsibility Center	Manual System		Web-Based System	
	Steps / Actions	Frequency / Schedule	Steps / Actions	Frequency / Schedule
Officer)	<p>and submission to NPCO.</p> <p>Monthly: Brief report on analysis / highlights of status, factors affecting progress and decisions / actions required (See Annex 29.1 for the format)</p> <p>Quarterly / Semi-Annual / Annual Report (see Annex 30 for the annotated outline of the report)</p>	than 2 nd day of the ensuing month	<p>page / screen with the same proforma of reports (Monthly / Quarterly). Then, M&E Officer will write / update progress with analysis / highlights as required by the report formats. Once completed, he/she will click button “FOR SUBMISSION TO NPCO”. Afterwards, the letter and RFs can be accessed by Office of the PSO Director / Dep. Dir.</p>	1 th working day of the ensuing month.
PSO Dir./ Dep. Dir.	<p>6. Review / sign reports and submit to NPCO (with RFs 1-5 if monthly; RFs 1-6 if Quarterly Report). The proforma of letter with highlights of progress is attached as Annex 29.2</p>	Not later than 2 nd day of the ensuing month	<p>The PSO Dir. / Dep. Dir. (or designated staff using the username and password of the Dir.) will open the system and review reports.</p> <p>The user has the option to either “SUBMIT TO NPCO”—if agreeing with the contents of the letter and RFs; or “RETURN REPORTS TO M&E OFFICER”—a comment box will be displayed to be accomplished by user to contain reason of returning e.g., seeking improvement, clarification, giving other recommendations, etc. In such case, M&E Officer in collaboration with the MIS Officer has to re-submit following the same process above.</p>	Not later than 2 nd working day of the ensuing month.

3.1.2.3.2 Tracking status of enhancing the process of Regional AFMP

The DCF 1.1 to be submitted by the RPCOs will be consolidated at a cluster level to provide status and assessment of enhancing the RAFMP in the cluster. The status and analysis will form part of the Monthly Report to be submitted by the PSO to the NPCO as mentioned in Table 3-4.

3.1.2.3.3 Issue-Based Tracking, Reporting and Feed-backing

The PSO in coordination with the NPCO (if necessary) shall respond to the issue tracking form submitted by the RPCOs. This intends to give decisions and actions / measures to be carried out to address specific issues / concerns raised as contained in the said tracking form. The PSO shall render feedback by sending to RPCOs the “Management Actions and Decisions Matrix” (see Annex 26, which contains specific management’s decisions and directions against factors that hamper the program activities / interventions.

In the event issues / concerns emerging in the Cluster need to be elevated at the DA central office, the PSO shall submit “Issue / Concern Tracking Form to the NPCO seeking appropriate advice, decision or steering measures. The said form shall contain consolidated issues occurring among regions covered as well as the administrative and operational concerns affecting the services of the PSO.

3.1.2.3.4 Regional and Cluster-wide Program Assessment

With support from the NPCO, each DA-PSO shall organize a “Two-Day” assessment and planning workshop involving RPCOs and heads of PPMIUs twice a year namely at mid-year and at end-of-year. These are briefly explained below.

- a. Mid-Year Assessment and Planning Workshop shall be carried out by 3rd week of June every year. This is to discuss and assess the activities, outputs and financial performance of the program by region based on the targets as of the mid of the year and agree on the adjustments or mechanisms needed to be carried out in the 2nd half of the year. The program of activities to guide the flow of the workshop is attached as Annex 27a (By Cluster). The results of the assessment and planning workshop shall serve as inputs to the conduct of the program-wide Mid-Year Assessment to be called by NPCO by 3rd week of June every year, which is further discussed in the next section (Program-wide Assessment).
- b. Year-end Assessment and Planning Workshop on the other hand, which will be carried out by 2nd week of December every year, shall discuss and assess regional and cluster specific performance in a year. This will entail comparing activities, outputs completed as well as funds disbursed against corresponding targets for the year and as of the year (since program start).
 - a. The year-end assessment will also cover results or emerging benefits in program areas particularly with regard to intermediate outcome indicators

specified in the PRDP Results Framework and Monitoring (further discussed in Results M&E Sub-system).

- b. The program of activities to guide the flow of the year-end assessment and planning workshop is attached as Annex 27b (By Cluster). Results of year-end assessment shall be used and further discussed in the Program-wide assessment and planning workshop to be called by the NPCO by 3rd week of December every year.

3.1.2.4 National Program Coordination Office (NPCO)

The overall or program wide monitoring and evaluation of the PRDP shall be carried out by the M&E Unit of the NPCO based on submission from the four PSOs / Clusters (Luzon A, Luzon B, Visayas and Mindanao). Reports shall be submitted to the SPCMAD to integrate the PRDP progress in the DA FAPs implementation reports being submitted to the Office of the Secretary due every 7th day of the ensuing month. Then, SPCMAD will submit quarterly reports to PMED under the Planning Service to integrate PRDP progress and achievements in the DA-wide programs and projects with respect to MFOs and organizational outcomes pursued by the agency.

3.1.2.4.1 Reporting Procedures

Procedures for the overall or program wide monitoring procedures using RFs submitted by PSOs are provided in Table 3-5.

Table 3-5. DA-NPCO-Level Progress Monitoring/Reporting Procedures

Responsibility Center	Manual System		Web-Based System	
	Steps / Actions	Frequency / Schedule	Steps / Actions	Frequency / Schedule
NPCO (Receiving Desk)	1. NPCO receiving desk staff to record / acknowledge receipt of RFs 1-5 (in reporting for the Month) or RFs 1-6 (if reporting for the Quarter) from each DA-PSO and endorse to component /safeguards focal persons.	Not later 2 nd day of the ensuing month	NPCO receiving desk staff to open the system using his/her username & password to accept submission of RFs (including narrative report) by PSO. Upon pressing the button accept reports, the RFs will become accessible to the concerned focal persons for components and safeguards.	Not later than 5th working day of ensuing month.
DA NPCO (Focal Person for Each Component / safeguards)	2. Focal person of each component and safeguards officer to review RFs. Action points include: (i) Accept RFs and endorse to MIS officer for data processing; or (ii) Coordinate with the PSO in case of any comments, seeking further clarification, query and others. Afterwards, RF shall be endorsed to the MIS officer for data processing.	Not later than 3 rd day of ensuing month.	Focal person of each component and safeguards officer to access / open the system using his/her username & password. RFs submitted by each PSO can be accessed for appropriate review. Afterwards, the focal person has the option to either “ACCEPT” —if RF or “RETURN TO RPCO” . In such case, PSO has to re-submit specific RF, which will be subject to another review by the focal person until such time the RF is accepted. Note: Clicking buttons: “ACCEPT” and “RETURN TO PSO shall be done in each RF. Upon clicking the button “ACCEPT” , updating of DBs 1.3, 2.3, 3.3 and 4.1c/4.2c will be automated (using data contained in RFs submitted by PPMIUs. Likewise, RFs 1-4 involving the cluster will be accurately and	

Table 3-5. DA-NPCO-Level Progress Monitoring/Reporting Procedures

Responsibility Center	Manual System		Web-Based System	
	Steps / Actions	Frequency / Schedule	Steps / Actions	Frequency / Schedule
NPCO (MIS Officer)			automatically generated at the same period.	
	<p>3. Update project wide databases using RFs endorsed by the Components' focal persons and safeguards officer. See databases below:</p> <ul style="list-style-type: none"> (i) <u>DB No. 1.3</u>: PRDP Regional Database for PCIP Formulation (see Annex 15.3) (ii) <u>DB No. 2.3</u>: PRDP Regional Database for I-BUILD subprojects (see Annex 16.3); (iii) <u>DB No. 3.3</u>: PRDP Regional Database for I-REAP Subprojects (see Annex 17.3); and (iv) <u>DB No. 4.3A / 4.3B</u>: Infrastructures and enterprise development subprojects safeguards compliance (see Annexes 17.3 and 18.3). <p>4. Process data and prepare Report Forms (RFs) consolidating the progresses on Local Planning, Infrastructure Development, Enterprise Development, and Program Support Components and subproject safeguards compliance based on updated DBs. The report forms to be prepared by component in the cluster are as follows.</p>	Not later than 3 rd day of ensuing month.	<p>MIS Officer to access the system and open a page / screen on I-SUPPORT (w/ plans or target milestones entered by the NPCO) to update status after coordinating with the concerned players at NPCO. Then, RF 5 will be automated (Monthly).</p> <p>MIS Officer to access the system and open a page / screen on WFP for the current year (w/ plans or target milestones entered by the PSO) to update status after coordinating with the concerned players at RPCO. Then, RF 6 will be automated (for the Quarter). Two reports will be generated as follows:</p> <ul style="list-style-type: none"> i) Status of NPCO WFP implementation (RF 6); ii) Status of WFP Implementation (Program-wide / Overall)—RF 7. 	Not later than 6 th working day of the ensuing month.

Table 3-5. DA-NPCO-Level Progress Monitoring/Reporting Procedures

Responsibility Center	Manual System		Web-Based System																								
	Steps / Actions	Frequency / Schedule	Steps / Actions	Frequency / Schedule																							
	<table><tr><th rowspan="2">Component</th><th colspan="2">Report Forms</th></tr><tr><th>RF No.</th><th>Content</th></tr><tr><td>Local Planning Comp</td><td>1</td><td>Nationwide PCIP Formulation Status (by cluster) (using DB1.3) Status of RAFMP (based on DCF 1.1—Annex 4.1) Status of formulating the National AFMP (based on DCF 1.3—Annex 4.3)</td></tr><tr><td>I-BUILD</td><td>2</td><td>Nationwide Infrastructure subprojects status (Using DB 2.3)</td></tr><tr><td>I-REAP</td><td>3</td><td>Nationwide enterprise development subprojects status (Using DB 3.3)</td></tr><tr><td>SP Safeguards</td><td>4</td><td>Regional Subproject Safeguard Compliance Status (Using DBs 4.3A & 4.3B)</td></tr><tr><td>I-SUPPORT</td><td>5</td><td>Progress on Program Management milestones under the I-SUPPORT Component (Program-wide)</td></tr><tr><td>WFP</td><td>6</td><td>Quarterly Status of WFP (if report is as of March, June, September</td></tr></table>	Component	Report Forms		RF No.	Content	Local Planning Comp	1	Nationwide PCIP Formulation Status (by cluster) (using DB1.3) Status of RAFMP (based on DCF 1.1—Annex 4.1) Status of formulating the National AFMP (based on DCF 1.3—Annex 4.3)	I-BUILD	2	Nationwide Infrastructure subprojects status (Using DB 2.3)	I-REAP	3	Nationwide enterprise development subprojects status (Using DB 3.3)	SP Safeguards	4	Regional Subproject Safeguard Compliance Status (Using DBs 4.3A & 4.3B)	I-SUPPORT	5	Progress on Program Management milestones under the I-SUPPORT Component (Program-wide)	WFP	6	Quarterly Status of WFP (if report is as of March, June, September			
Component	Report Forms																										
	RF No.	Content																									
Local Planning Comp	1	Nationwide PCIP Formulation Status (by cluster) (using DB1.3) Status of RAFMP (based on DCF 1.1—Annex 4.1) Status of formulating the National AFMP (based on DCF 1.3—Annex 4.3)																									
I-BUILD	2	Nationwide Infrastructure subprojects status (Using DB 2.3)																									
I-REAP	3	Nationwide enterprise development subprojects status (Using DB 3.3)																									
SP Safeguards	4	Regional Subproject Safeguard Compliance Status (Using DBs 4.3A & 4.3B)																									
I-SUPPORT	5	Progress on Program Management milestones under the I-SUPPORT Component (Program-wide)																									
WFP	6	Quarterly Status of WFP (if report is as of March, June, September																									

Table 3-5. DA-NPCO-Level Progress Monitoring/Reporting Procedures

Responsibility Center	Manual System			Web-Based System	
	Steps / Actions		Frequency / Schedule	Steps / Actions	Frequency / Schedule
		<div>and December) This will allow an analysis of Program's performance in implementing the program by Component and Sub-component during the year.</div> <div>Physical & Financial 8 Physical and Financial Progress: By Component and Overall (see Annex 31)</div> <div>Obligations & Utilization 9 Fund Utilization Status: By Component and Overall (see Annex 32)</div>			
	<p>Status of disbursements / releases to be contained in RF 6 report form must be provided by the Accounting Division / Unit of the Central Office using Statement of Receipts and Expenditures Submitted by PSOs and the same report pertaining to expenditures of NPCO in various components to depict a program wide financial progress.</p>				
NPCO M&E Specialist / Officer	<p>c. Prepare the following reports and endorse for signing by NPCO Dir. or Dep. Dir. for submission to SPCMAD.</p> <p>Monthly: Brief report on analysis / highlights of status, factors affecting progress and decisions / actions required (See Annex 33 for format)—RFs attached.</p> <p>a. Quarterly / Semi-Annual / Annual Program M&E Reports</p>		Not later than 14th working day of ensuing month.	M&E Officer to access the system and open a page / screen with the same proforma of reports (Monthly / Quarterly). Then, M&E Officer will write / update progress with analysis / highlights as required by the report formats. Once completed, he/she will click button "FOR SUBMISSION TO SPCMAD" . Afterwards, the letter and RFs can be accessed by Office of the NPCO Director /	Not later than 7th working day of the ensuing month.

Table 3-5. DA-NPCO-Level Progress Monitoring/Reporting Procedures

Responsibility Center	Manual System		Web-Based System	
	Steps / Actions	Frequency / Schedule	Steps / Actions	Frequency / Schedule
	<ul style="list-style-type: none"> • Program Performance Report (see Annex 30)—with RFs as attachments: • ODA Report forms required by NEDA (see Annex 34) • Budget Accountability Reports 1-5 (see Annex 35) • BAR 1 (to be prepared by M&E Specialist / Officer) • BARs 2-5 (to be submitted by DA Finance Service to NPCO) 		Dep. Director.	
NPCO Director / Dep. Director	d. Review, sign and submit endorsement letter (with highlights of progress) to SPCMAD (with RFs 1-5 if monthly; or RFs 1-8 if reporting for the Quarter, semi-annual annual). The same report will be submitted to the World Bank, oversight agencies and others.	Not later than 5th day of ensuing month.	<p>The NPCO Dir./ Dep. Dir. (or designated staff using the username and password of the Dir.) will open the system and review reports.</p> <p>The user has the option to either “SUBMIT TO SPCMAD”—if agreeing with the contents of the letter and RFs; or “RETURN REPORTS TO M&E OFFICER”—a comment box will be displayed to be accomplished by user to contain reason of returning e.g., seeking improvement, clarification, giving other recommendations, etc. In such case, M&E Officer in collaboration with the MIS Officer has to re-submit following the same process above.</p>	Not later than 8th working day of the ensuing month.

Apart from consolidating submission of reports from the PSOs, the NPCO shall be responsible to track progress of developing a Manual for Planning and Budgeting System and an Electronic Planning and Budgeting System under the Subcomponent 1.1: Enhancing the AFMPs Process to be carried by the Central Office. M&E will be undertaken by the NPCO M&E Unit in coordination with the Local Planning Unit of the NPCO. Likewise, progress will be part of the periodic M&E reports to be prepared by the NPCO M&E Unit.

3.2.2.4.2 Issue-Based Tracking, Reporting and Feed-backing

The NPCO in coordination SPCMAD and taking orders from the Undersecretary for Operation and NPAB (if necessary), shall respond to the issue tracking form submitted by the PSOs. This intends to give decisions and actions / measures to be carried out to address specific issues / concerns raised as contained in the said tracking form. The NPCO shall render feedback by sending to PSOs the “**Management Actions and Decisions Matrix**” (see Annex 25), which contains specific management’s decisions and directions against factors that hamper the program activities / interventions.

3.1.2.4.3 Periodic Supervision Mission with WB

Complementing with submission of reports, SPCMAD shall coordinate a program supervision mission with the WB at least twice a year (e.g., every May and November of the year). Its main aim is to determine status of implementation and assess implications with the intermediate outcomes by component and PDOs desired under the program. This will seek technical guidance from the WB and others (oversight agencies and PLGUs) on key approaches and reforms needed to keep the program on track towards achieving the PDOs. An Aide Memoire will be prepared by WB that will contain actions agreed to be pursued by DA and other stakeholders to address causes of delay and / or sustain gains.

3.1.2.4.4 Program-wide Mid-year and End-of-year Assessment.

Following a mid-year (every 3rd week of June) and year-end assessment (every 2nd week of December) by Cluster, program wide assessment of program’s performance at the program-wide level shall be initiated by the NPCO involving the PSOs. These intend to track and evaluate the overall performance of the program and determine what needs to be resolved and strategize to either maintain a well pace or improve implementation as the program progresses. The program of activities in the conduct of Mid-year and Year-End Assessments are attached as Annexes 28a and 28b respectively.

3.1.2.4.5 Meeting with the NPAB

At least twice a year e.g., mid-term and end-of year, the NPCO will coordinate meeting with the NPAB to provide feedback on the progress and results of the Program. The NPAB shall take into consideration the M&E findings in building-up of policy reforms and issuances deemed crucial to support operating units as the Program progresses.

3.2 Results M&E Sub-System

The “Results M&E Sub-system” shall focus on tracking success or effectiveness of implementing the PRDP based on indicators contained in the Program’s Results Framework and Monitoring. It involves two levels enumerated and briefly described below.

- a. Intermediate Outcomes by Component shall be tracked to determine the success or failure of the program on a component basis. It is also relevant to describe how each Component is contributing to the achievement of Program Development Objectives (PDOs).
- b. Program Development Objectives (PDOs) shall be tracked to determine the overall success or failure of the program.

The distinct but complementing functions of monitoring and evaluation of results are briefly explained below.

Monitoring results involves gathering of data about specific benefits (results) desired by the program among targeted areas. Monitoring shall be done annually for intermediate outcome indicators by Component and during mid-term and end of program concerning the PDO indicators.

Evaluation of results on the other hand seeks to determine how program’s results are influenced by the manner the program is handled and / or progressing. It involves assessment whether or not outputs realized as the program progress are sufficient, relevant and sustainable for achieving the desired results. Findings shall be the bases for infusing adjustments in the program on any of the following: (i) implementation arrangement and approaches, (ii) strategies, (iii) resources, (iv) policy supports and issuances, (v) funds by component, (vi) duration of the loan effectiveness, (vii) others.

The steps in implementing the Results M&E Sub-system are provided below.

3.2.2 Establishing Baseline Data

Baseline data shall be established at the onset of the program to allow comparison of situations in targeted areas before, during and after the program interventions. It shall be performed two levels namely; (i) Program level; and (ii) Subproject Level that will involve areas pursuing subprojects through I-BUILD and I-REAP Components.

3.2.2.1 Program Level Baseline

Baseline study shall be conducted to gather data and describe the situations in targeted program areas relative to result indicators pertaining to the (PDOs) and intermediate outcomes anticipated from each component. This is to allow measuring of results or changes by comparing conditions in program targeted areas before, during and after

program interventions take place. The NPCO has already engaged a third party to conduct a baseline study as one of the foremost activities in Year 1 of implementation under the I-SUPPORT Component.

Procurement process to engage a service provider (consulting firm) must be done in the first three months of the program while actual baseline study must be available within the succeeding three months. The Terms of Reference (TOR) for Baseline Study is attached as Annex 33 for reference.

3.2.2.2 Sub-project Level Baseline

Subproject baseline data will be essential for subproject or PLGU specific evaluation. Apart from collecting data relative to intermediate outcomes expected from I-BUILD and I-REAP Components, the activity may also include specific information according to types of subproject e.g., average time of travel from farm to market w/out FMR, etc. The templates for baseline data gathering specific for types of subprojects are attached as Annex 11 for reference.

3.2.3 Mechanism for Data Gathering and Reporting

After establishing baseline data, changes as the program progresses shall be tracked through the approaches summarized in Table 3-6. Further discussion is provided after the Table.

Table 3-6. Mechanism for Tracking PRDP Results

Result Indicators	Unit of Measurement	Data Collection Mechanism		Responsibility for Data Collection	Description (Indicator)
		Instruments	Frequency / Schedule		
PDO Level Results Indicators*					
Increase in value of annual marketed outputs (7% increase by year)	Value of marketed outputs for major commodities (Php)	Mid-Term and End-of Program Evaluation Studies. See Annexes 36 and 37 for TORs for Mid-Term and End-of-Program Evaluation Studies	Year 3 (Mid-Term); Year 6 (End-of-Program)	3rd Party (Firm) to be contracted by NPCO under I-SUPPORT Component	Commodities surveyed to be based on regional comparative advantage for that commodity
10% increase in annual real farm incomes of household beneficiaries	Average farm incomes (Php)				To include on & off-farm
20% Increase in the number of farmers & fishers with improved access to technologies and information	Number of producers adopting climate-smart technologies & Proportion of whom are women				Relates to weather, market prices, quality, packaging requirement
GEO level –Number of globally significant biodiversity sites with productive and sustainably managed seascapes (20%)	Number of globally significant biodiversity sites				Increase in productive seascapes and marine protected areas in targeted areas resulting from integrated marine and coastal spatial planning, pollution reduction, and improved

Table 3-6. Mechanism for Tracking PRDP Results

Result Indicators	Unit of Measurement	Data Collection Mechanism		Responsibility for Data Collection	Description (Indicator)
		Instruments	Frequency / Schedule		
					management of coastal resources
INTERMEDIATE RESULTS BY COMPONENT					
L COMPONENT					
81 Provincial Commodity Investment Plans (PCIPs) agreed based on regional AFMPs	Number of Provinces	Consultations between RFU, Province & others (to be part of Year-End Assessment and Planning Workshop)	Annually; Year 1 to Year 6	RPCOs in collaboration with PSOs	Number of Provincial LGUs with approved business plans based on the AFMP
81 PCIP interventions being supported through effective technical backstopping	Number of Provinces		Annually; Year 1 to Year 6	RPCOs in collaboration with PSOs	Number of effective joint work programming being implemented between RFUs and PLGUs, & between PLGUs and other service providers)
Enhanced Planning Programming & Budget Guidelines being effectively mainstreamed (across DA programs)	Number of Regions (16)	Refinement of drafts prepared as part of project prepn. and under MRDP2	Annually; Year 2 to Year 6	PMED through SPCMAD, NPCO and PSOs	Enhanced Planning Programming & Budget Guidelines issued & being used by RFUs to integrate programs & resources
	Number of Agencies participating in joint planning & programming with RFUs (27)	Refinement of drafts prepared as part of project prepn. and under MRDP2	Annually; Year 2 to Year 6	PMED through SPCMAD, NPCO and PSOs	Enhanced Planning Programming & Budget Guidelines issued & being used by RFUs to integrate programs & resources
8 Biodiversity conservation and coastal resources co-management features incorporated in the PCIPs	Number of provinces	consultations between RFU, Province & other stakeholders	Year 1 and Year 6	RPCOs in collaboration with PSOs	PCIPs contain actions to conserve biodiversity and reduce pollution as critical to the commodity value chain
I-BUILD COMPONENT					
Improved road networks linking production areas with markets, leading to reduction in travel time by at least 30% at end of the project	% increase	Sampling Survey	Year 3 and Year 6	RFUs in coordination with PPMIUs	Proportion of farmers & fishers with all-weather. road access to market centers Based on sphere of influence)
Producers satisfied with adequacy of access to post-harvest services and facilities	20% increase from baseline	Sampling Survey	Year 3 and Year 6		Improvements in post-harvest facilities and technical services providing information on post-harvest handling and technologies.
Area provided with irrigation and drainage services (ha)	30 increase from baseline	Sampling Survey	Year 6		New and rehabilitated irrigation and drainage systems increasing the effective area available for cropping

Table 3-6. Mechanism for Tracking PRDP Results

Result Indicators	Unit of Measurement	Data Collection Mechanism		Responsibility for Data Collection	Description (Indicator)
		Instruments	Frequency / Schedule		
I-REAP COMPONENT					
Increased producers' groups participating in vertically linked commodity value chain clusters	% increase in number of groups operating viable enterprises&	Sampling Survey	Year 3 - Year 6	RFUs in coordination with PPMIUs	Viable Smallholder enterprises following good business practices e.g., having professional managers
	% increase in number of women directly benefiting from enterprise development	Sampling Survey	Year 3 - Year 6		
Producer productivity enhanced through formalized arrangements for marketing and /or technical services	Number of formalized arrangements between enterprises within commodity value chains	Sampling Survey	Year 3 - Year 6		Contractual and formalized arrangements for marketing of produce and /or provision of technical services
Increased smallholder and fisher resilience to climate change and adverse weather conditions	% using climate smart technologies	Sampling Survey	Year 3 - Year 6		Smallholders & fishers have awareness, access and use of climate-smart technologies
Productivity in globally significant biodiversity sites enhanced through improved resource management, biodiversity conservation, co-management arrangements, and knowledge sharing	% increase in fish stocks in target areas	PSO to contract resource inventory assessment survey in collaboration with RFUs	Year 3 - Year 6		Fish density, diversity, and biomass increased due to improved management and protection in target areas
I-SUPPORT COMPONENT					
Harmonized Operation Manual mainstreamed for I-BUILD, I-REAP and I-SUPPORT.	Three MRDP2 manuals available	Build on manuals prepared under MRDP2	Year 1, Year 3 and Year 5	FOS through NPCO and PSOs	Roll-out of harmonized manuals as the standardized way of doing business across the DA
Efficient Program implementation, reporting and loan utilization		M&E Reports	Quarterly reporting to Usec. for Operations and semestral updating of Results matrix.		Efficient implementation, (procurement, financial reporting, safeguard compliance etc.)

3.2.4 Tracking Intermediate Outcomes by Component

Monitoring and evaluation of intermediate outcomes by component should be done in years prescribed in the RFM. Results shall form part of Annual Assessment/ Planning Workshop and will be integrated in the PRDP Annual Performance Report. Data gathering shall adopt the same method applied in Baseline Study, which involves consultations with the DA implementing units and survey in program areas.

Annual monitoring and evaluation of anticipated from each Component shall involve the activities summarized below.

3.2.4.1 Local Planning Component

M&E for intermediate outcomes of the Local Planning Component shall be done by RPCO in coordination with the PPMIUs. The specific steps are summarized in Table 3-7.

Table 3-7. M&E Procedures for L Intermediate Outcomes

Actors	Activities	Schedule / Frequency
PSO as facilitator	Step 1: FGD involving the RPCOs and PPMIUs as part of the Year-End Program Assessment by Cluster. During FGD, RPCO will use guide questions and criteria to objectively arrive at consensus on level of achieving each result indicator. The	Part of Day 1 of the Two-day Workshop to be conducted every 2 nd week of December from Year 1 to Year 6.
PSO	Step 2: Reporting of results during Program-wide Assessment. Change/s in figures / information agreed during Year-End Assessment at Cluster Level may occur due to clarification and validation that may happen as reporting / further discussion proceeds.	Part of Day 1 of the Two-day Workshop to be conducted every 3 rd week of December from Year 1 to Year 6.
SPCMAD MIS Officer assigned in PRDP	Step 3: Register L results in PRDP Results Database attached as Annex 35.	1 st working day after the Year-End Assessment.
SPCMAD M&E Specialist for PRDP	Step 4: Integrate L results in the PRDP Annual Performance Report.	Preparation / Finalization of Annual Performance Report until end of January of the succeeding year

3.2.4.2 Enterprise Development Component

The RPCO in coordination with the PPMIUs shall conduct a survey on program benefits as a mechanism to determine the status of achieving the four intermediate outcomes anticipated from this Component. This will program areas with infrastructures completed through the program's financing. The specific steps are provided in Table 3-8 below.

Table 3-8. M&E Procedures for tracking Intermediate Outcomes

Actors	Activities	Schedule / Frequency
RPCOs in coordination with PPMIUs.	<p>Step 1: Conduct survey among program areas using the same methodology applied in Baseline Study (e.g., stratified random sampling with percent of universe to be covered by the survey; using a questionnaire). The sub-activities are as follows:</p> <p>1.1 Hiring of field interviewers. Number will vary by number of target respondents by region;</p> <p>1.2 Actual field survey by interviewers;</p> <p>1.3 Data processing (tabulation) and analysis (RPCO MIS and M&E Officer)</p>	<p>October (every year)</p> <p>November (every year)</p> <p>1st wk. Of December (annual, from Year 3 to Year 6)</p>
PSO	Step 2: Reporting of results (regional by cluster) during Program-wide Assessment.	Part of Day 1 of the Two-day Workshop to be conducted every 3rd week of December from Year 3 to Year 6.
SPCMAD MIS Officer assigned in PRDP	Step 3: Register I-BUILD results in PRDP Results Database (Annex 35).	1 st working day after the Year-End Assessment.
SPCMAD M&E Specialist for PRDP	Step 4: Integrate I-BUILD results in the PRDP Annual Performance Report.	Preparation / Finalization of Annual Performance Report until end of January of the succeeding year

3.2.4.3 Enterprise Development Component

As with I-BUILD, monitoring and evaluation of intermediate outcomes expected from I-REAP Component shall adopt survey technique used in baseline study. Thus, field interviewers to be hired in October every year from Year 3 to Year 6 of implementation will also do survey for tracking I-REAP results in program targeted areas. The specific steps are provided below (Table 3-9).

Table 3-9. M&E Procedures for I-REAP Intermediate Outcomes

Actors	Activities	Schedule / Frequency
RPCOs in coordination with PPMIUs.	Step 1: Conduct survey among program areas using the same methodology applied in Baseline Study (e.g., stratified random sampling with percent of universe to be covered by the survey; using a questionnaire). The field interviewers cited in Table 9 (to be engaged in October) will also do survey for I-REAP results.	November (every year)
RPCO MIS and M&E Officer	Step 2: Data processing (tabulation), and analysis.	1 st wk. Of December (annual, from Year 3 to Year 6)
PSO	Step 2: Reporting of results (regional by cluster) during Program-wide Assessment.	Part of Day 1 of the Two-day Workshop to be conducted every 3rd week of December from Year 3 to Year 6.
SPCMAD MIS Officer assigned in PRDP	Step 3: Register I-REAP results in PRDP Results Database (Annex 35).	1 st working day after the Year-End Assessment.
SPCMAD M&E Specialist for PRDP	Step 4: Integrate I-REAP results in the PRDP Annual Performance Report.	Preparation / Finalization of Annual Performance Report until end of January of the succeeding year

3.2.4.4 Program Support

Monitoring and evaluation of the two intermediate outcomes expected from the I-SUPPORT Component will require different mechanisms described below (Table 3-10).

Table 3-10. M&E Procedures for I-SUPPORT Intermediate Outcomes

Indicators	Mechanisms	Schedule / Frequency
Harmonized Operation Manual (Ops Man) mainstreamed for I-BUILD, I-REAP and I-SUPPORT.	1. SPCMAD to monitor use and appropriateness of the Ops Man as a guide in implementing I-BUILD, I-REAP and I-SUPPORT components. An FGD involving the NPCO, PSO and RPCO shall be conducted during Year-End Assessment to assess the extent of harmonization and improvements that have to be made (if any). Unlike intermediate outcomes in other components, which are largely quantitative, updates on about this result indicator will be qualitative or descriptive based on the result of discussion / assessment. Thus, overall status	Part of Day 1 of the Two-day Workshop to be conducted every 2 nd week of December from Year 1 to Year 6.

Table 3-10. M&E Procedures for I-SUPPORT Intermediate Outcomes

Indicators	Mechanisms	Schedule / Frequency
	<p>of achieving the intermediate outcome may be expressed as either achieved (if extent of harmonization mirrors what is fully expected), partially achieved (if harmonization still has to undergo modification) or not yet achieved (if largely not yet progressing towards desired results).</p> <p>2. Reporting of results during Program-wide Assessment. Change/s of information or findings agreed during Year-End Assessment at Cluster Level may occur due to clarification and validation that may happen as reporting / further discussion proceeds.</p> <p>3. Register I-SUPPORT results in PRDP Results Database attached as Annex 35.</p> <p>4. Step 4: Integrate L results in the PRDP Annual Performance Report.</p>	<p>Part of Day 1 of the Two-day Workshop to be conducted every 3rd week of December from Year 1 to Year 6.</p> <p>1st working day after the Year-End Assessment.</p> <p>Preparation / Finalization of Annual Performance Report until end of January of the succeeding year</p>
Efficient Program implementation, reporting and loan utilization	<p>1. SPCMAD to give monthly, quarterly, semi-annual and annual feedback to DA management and NPAB on the status of implementation in terms of activities, outputs and fund utilization (loan, grant and GOP), using the procedures discussed in Progress M&E Sub-system (use of reports submitted by PSOs).</p> <p>2. SPCMAD to present every mid-year and year end assessment the rate of efficiency both in physical and financial aspects (bases for planning).</p>	<p>Based on schedules cited in Progress M&E Sub-system in the preceding section.</p> <p>Part of Day 2 of Mid-year / Year End Assessment (3rd week of Dec.)</p>

3.2.5 Tracking of Program Development Objectives

Monitoring and evaluation of achieving the PDOs shall be the main subject of the Mid-term and Program-End Evaluation studies to be conducted by a third party. The latter shall determine the overall success of the program. This would bring the DA relevant learning why the program has succeeded or failed and what improvements can be made in the design and implementation approaches of relatively similar programs / projects DA may implement in the future. The former on the other hand, intends to measure achievement of PDOs and contributory intermediate outcomes from program components at the middle stage of implementing the program. This will assess the manner the program is implemented and how it leads to or affect the state of achieving PDOs. This will provide DA relevant learning how the program will be handled in the next half of the implementation

period. The TORs for the conduct of mid-term and end-of-program evaluation studies are attached as Annexes 36 and 37 respectively. Likewise, information shall be maintained in Results Database (Annex 38).

3.2.3 Reports. Using information obtained from the mechanism for gathering data explained in Table 8 to 11 above, the NPCO shall prepare RF 10 (PRDP Results Tracking Matrix). See Annex 39 for the format of the report. This will be used to measure the success of the program on a component basis and overall, which will be part of Annual Performance Progress Report, Periodic Supervision Mission, Mid-Term Evaluation and End-of-Program Evaluation.

Annex 1: Results Framework and Monitoring

COUNTRY: PHILIPPINES RURAL DEVELOPMENT PROGRAM

Results Framework

		Project Development Objective (PDO): To increase rural incomes and enhance farm and fishery productivity in the targeted program areas.											
PDO Level Results Indicators*	Core	Unit of Measure	Baseline	Cumulative Target Values**						Frequency	Data Source/ Methodology	Responsibility for Data Collection	Description (indicator definition etc.)
				YR1	YR2	YR3	YR4	YR5	YR6				
Increase in value of annual marketed outputs	<input type="checkbox"/>	Value of marketed outputs for major commodities (PhP)	tbd	7% over baseline	7% over Y1	7% over Y2	7% over Y3	7% over Y4	7% over Y5	1 st year of program Mid-term Year 6	Survey of each Region participating in Program	PMED through FOS, NPCO and PSOs	Commodities surveyed to be based on regional comparative advantage for that commodity
Increase in annual real farm incomes of household beneficiaries	<input type="checkbox"/>	Average farm incomes (PhP)	tbd	5% over baseline	5% over Y1	5% over Y2	5% over Y3	5% over Y4	5% over Y5	1 st year of program Mid-term Year 6	Survey of each Region participating in Program	PMED through, FOS, NPCO and PSOs	To include on & off-farm
- Increase in income for targeted beneficiaries of enterprise development						15%			30%				

Increase in the number of farmers and fishers with improved access to DA services.	X					10%			20%	1 st year of program Mid-term Year 6	Survey of each Region participating in the Program	PMED through, FOS, NPCO and PSOs	Technologies relate to production through post-harvest handling and marketing, including strategies for coping with weather variables.
GEO level – Increase in MPA management effectiveness at select sites in GEF target areas & seascapes		Number of globally significant biodiversity sites World Bank – WWF MPA Scorecard	Baseline Scorecard percentage for each MPA evaluated			Increase by 5% of baseline score per each selected site		Increase by 8% of baseline score per each selected site		1 st year of program Mid-term Year 6	Survey of each Region participating in Program;	PMED through the NPCO, PSOs and RPCOs	Protected area scorecard that assess site management, financial stability, and capacity.
INTERMEDIATE RESULTS													
Intermediate Result Local Planning & Program Support: Investments for AFMP Planning at the Local and National levels													
Provincial Commodity Investment Plans (PCIPs) agreed based on regional AFMPs	<input type="checkbox"/>	Number of Provinces	0	20	50	60	81	81	81	3-yr rolling business plan	Based on consultations between RFO, Province & other stakeholders	PMED through FOS, NPCO and PSOs	Number of Provincial LGUs with approved business plans based on the AFMP
PCIP interventions being supported through effective technical backstopping		Number of Provinces	0	20	50	60	81	81	81			PMED through FOS, NPCO and PSOs	Number of effective joint work programming being implemented between RFOs and PLGUs, & between PLGUs and other service providers)
Enhanced Planning Programming & Budget Guidelines being effectively mainstreamed (across DA programs)		Number of Regions Number of Agencies participating in joint planning & programming with RFOs	0 0	0 0	4 2	8 5	12 10	16 20	16 27	Enhanced Manuals to be issued & updated periodically as needed	Refinement of drafts prepared as part of project prepn. and under MRDP2	PMED through FOS, NPCO and PSOs	Enhanced Planning Programming & Budget Guidelines issued & being used by RFOs to integrate programs & resources

Biodiversity conservation and coastal resources co-management features incorporated in the PCIPs		Number of provinces	8	8					8	3-yr rolling business plan	Based on consultations between RFO, Province & other stakeholders	PMED through FOS, NPCO and PSOs	PCIPs contain actions to conserve biodiversity and reduce pollution as critical to the commodity value chain
Intermediate Result Infrastructure : Intensified Building-Up of Infrastructure and Logistics for Development													
Improved road networks linking production areas with markets, leading to reduction in travel time by at least 30% at end of the project	X <input type="checkbox"/>	Increase	Tbd			10%			30%	1 st year of program Mid-term Year 6	Survey of each Region participating in Program. Expand on sub-project logframe results.	PMED through FOS, NPCO and PSOs	Improvements made that allow all-weather road networks linking production areas and markets.
Producers satisfied with adequacy of access to post-harvest services and facilities	X <input type="checkbox"/>					10%			20%	1 st year of program Year 6	Survey of each Region participating in Program. Expand on sub-project logframe results	PMED through FOS, NPCO and PSOs	Improvements in post-harvest facilities and technical services providing information on post-harvest handling and technologies.
Area provided with irrigation and drainage services (ha)	X	Increase in area with irrigation	Tbd			15%			30%	1 st year of program Year 6	Survey of each Region participating in Program. Expand on sub-project logframe results	PMED through FOS, NPCO and PSOs	New and rehabilitated irrigation and drainage systems increasing the effective area available for cropping

	Intermediate Result Enterprise: Investments for Rural Enterprises and Agricultural and Fisheries Productivity												
Increased producers' groups participating in vertically linked commodity value chain clusters		% increase in number of groups operating viable enterprises % increase in number of women directly benefiting from enterprise development % increase in number of women directly benefiting from enterprise development	Tbd tbd			25% 25%			50% target 1500 50%	1 st year of program Mid-term Year 6	Survey of each Region participating in Program. Expand on sub-project logframe results	PMED through AMAS, NPCO and PSOs	Viable Smallholder enterprises following good business practices
Producer productivity enhanced through arrangements for marketing and /or technical services		% of producers having formalized arrangements for marketing and/or technical services				20%			50%	1 st year of program Mid-term Year 6	Survey of each Region participating in Program. Expand on sub-project logframe results	PMED through AMAS, NPCO and PSOs	Contractual and formalized arrangements for marketing of produce and /or provision of technical services
Increased producer groups and fisher resilience to climate change and adverse weather conditions		% using climate smart technologies	tbd			10%			25%	1 st year of program Mid-term Year 6	Survey of each Region participating in Program. Expand on sub-project logframe results	PMED through AMAS, NPCO and PSOs	Smallholders & fishers have awareness, access and use of climate-smart technologies
Productivity in globally significant		% increase in fish stocks in target	tbd			5 %			10 %	1 st year of program	Survey of each Region	PSO to contract resource inventory	Fish density, diversity, and

fish biodiversity sites enhanced through improved resource management, biodiversity conservation, co-management arrangements, and knowledge sharing		areas								Mid-term Year 6	participating in Program	assessment survey in collaboration with RFOs	biomass increased due to improved management and protection in target areas
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PDO Level Results Indicators*	Core	Unit of Measure	Baseline	Cumulative Target Values**						Frequency	Data Source/ Methodology	Responsibility for Data Collection	Description (indicator definition etc.)
				YR 1	YR 2	YR3	YR 4	YR5	YR6				
	Intermediate Result Project Implementation Support: Implementation Support to PRDP												
Harmonized Operational mainstreamed for Local Planning & Program Support, Infrastructure , &Enterprise		MRDP2 manuals available		Harmonized manuals issued for use by all programs		Pilot test		Adoption/ mainstream ing		To be worked on from the outset of the project	Build on manuals prepared under MRDP2	FOS through NPCO and PSOs	Roll-out of harmonized manuals as the standardized way of doing business across the DA
Efficient Program implementation, reporting and loan utilization		Beginning with retroactive financing from January 2013		Quarterly reporting to Usec.for Operations and 6-monthly updating of Results matrix.	Quarterly reporting to Usec.for Operations and 6-monthly updating of Results matrix.	Quarterly reporting to Usec.for Operations and 6-monthly updating of Results matrix.	Quarterly reporting to Usec.for Operations and 6-monthly updating of Results matrix.	Quarterly reporting to Usec.for Operations and 6-monthly updating of Results matrix.	Quarterly reporting to Usec.for Operations and 6-monthly updating of Results matrix.	Quarterly Reporting to DA Management on project progress	M & E log-frame for the project, & Financial reports	FOS through NPCO and PSOs	Efficient implementation, (procurement , financial reporting, safeguard compliance etc)

Annex 2: Format and Steps in Preparing a Program Operations Plan

Step 1:

Review the PRDP LOGFRAME (With Target Outputs By Component)

Design Summary	Performance Indicators / Targets	Data Sources / Reporting Mechanism	Assumptions / Risks
Impact			
Outcome			
Outputs			
Activities With Milestones	Budget Allocation / Requirement		



Step 2:

Prepare Activity Plan/s for each target output

- Transfer the activities from the PRDP LOGFRAME to the first column of the activity plan. Define the necessary sub-activities
- For each activity/sub-activity
 - Set time frame (from – to)
 - Assign responsibilities
 - Specify intermediate milestones (Year 1 to n)
 - Determine inputs and estimate cost
 - Specify important assumptions (e.g. conditions necessary to accomplish an activity in a given timeframe)

Activity Plan Template

Component_____

Target Output: _____ By ____ 20____

Activities/ Sub- Activities	Timeframe		Respon- sibility Center / Office / Person	Project life Target / Perfor- mance Indicat- or	Annual Milestones and Budget Requirements										Assumpt- ions
	From	To			Year 1					Year n...					
					Target milestones /indicators	LP	GP	GOP	Total	Target milestones /indicators	LP	GP	GOP	Total	
TOTAL BUDGET															

Step 3:

Presentation and / Critiquing: Validation / Synchronization of activity plans

- Consistency with overall program or component target/ s;
- Consistency of cost with overall or component fund allocation/ availability of financial resources;
- Workload of assigned/ responsible personnel;
- Consistency of timing activities with Project OVIs

Organize/ consolidate validated activity-plans into POP Format / Template

[illegible]

PRDP RBME Manual

Annex 3: Template for Preparing Annual Work and Financial Plan (WFP)

Col. 1	Col. 2	Col. 3			
Outputs and Activities By Component	Performance Indicators (Outputs / Milestones)	Performance / Physical Targets			
		Q1	Q2	Q3	Q4

Prepared by:

Instructions to be printed at the back of the form

Column Number	
1	By Component, cite target outputs and / or mile
2	Corresponding to target outputs / milestones, c
3	Against a performance indicator, put quarterly
4	Against activities in Column 1, put budget or fir

Total	Q1				Q2			
	LP	GEF	GOP	TOTAL	LP	GEF	GOP	TOTAL

Noted By:

Instruction / Content

estones leading to outputs under each Component. Under Each output or milestone, put major activities. site performance targets (e.g., no of subprojects approved, no. of completed subprojects, etc.).

targets.

financial requirments (for obligation) by fund source and by quarter.

Col. 4								
Financial Requirements								
Q3				Q4				
LP	GEF	GOP	TOTAL	LP	GEF	GOP	TOTAL	LP

[illegible]

PRDP RBME Guideline Annex 4.1
Philippine Rural Development Program (PRDP)
DCF 1.2: Regional VCA Tracking

1. Reporting Period

Month	Year

2. Region: _____

3. Target Completion

Month	Year

Col. 1	Col. 2		OUTSTAND
RAFMP Enhancement Process	Completion		
	Target	Actual	
1. Formation of a Regional Core Planning Team (RCPT)			
2. Training of RCPT			
3. Prioritization of commodities with regional VCA			
3.1 Review of existing RAFMP and preparation of List of Commodities for			
3.2 Concurrence of RPCO on Commodity List			
3.3 Gathering of Data for Commodity Prioritization			
3.4 Actual Prioritization of Commodities for			
3.5 Approval of Priority Commodities			
4. Conduct of Regional VCA			
4.1 Mapping the Value Chain			
4.2 Analysis of Value Chain			
4.3 Formulating the Competitiveness Strategy and Identifying Interventions			
4.4 Writing the VCA Report			
4.5 Stakeholder Consultation/Validation			
4.6 Approval of Interventions and services (by RPCO)			
4.7 Approval of Interventions and services (by NPCO)			

Prepared By:

INSTRUCTIONS (to be printed at the back of the form)

Column Number	
1	Put the process / major activities for enhancing the RAFMP as prescribed in the
2	Put target date (based on standard timeline prescribed in I-PLAN OpsMan) at
3	Put outstanding concerns/issues as of the reporting period that delay or likely to
4	Against an outstanding issue/s, put recommendation/s by citing urgent actions

Regional consultation, inputs to RAFMP guided by national framework

Phil Devt Plan (e.g., growth by 5% in terms of

Col. 3	Col. 4	
ING ISSUES / CONCERNS	IMMEDIATE MEASURES / ACTIONS NEEDED	
	Actions/ Measures	Responsibility Center

Certified By:

Regional Director

Instruction / Content
e I-PLAN Component Operations Manual
nd actual date of completion corresponding to each milestone / major activity
o delay completion of RAFMP enhancement
or measures needed and to be performed by whom (responsibility center)

50 PCIP (Y1)

PRDP RBME Guideline Annex 4.2**Philippine Rural Development Program (PRDP)****DCF 1.2: Provincial / City Commodity Investment Plan Formulation**1. Proponent PLGU / City: 2. Reporting Period 3. Target Completion 4. New / Updating (put X)

New	Updating
<input type="text"/>	<input type="text"/>

5. % Completion

Target	Actual	Variance
0.0%	0.0%	0.0%

Col. 1	Col. 2.1	Col. 2.2
Milestones	Expected Date of Completion	Actual Date of Completion
1. VCA Results (quality) presented to LCEs		
2. PCIP drafted		
3. Technical Review of Draft PCIP completed		
4. Stakeholders consulted on the draft PCIP		
5. PCIP revised / refined.		
6. Revised / Refined PCIP presented to LCEs		
7. PCIP reviewed / approved by the SP / PDC		
8. PCIP endorsed to the RPCO (w/ resolution)		

Prepared By:

PPMIU / I-PLAN Focal Person

INSTRUCTIONS (to be printed at the back of the form)

Column Number	
1	Put the milestones towards completing the PCIP as prescribed in
2.1	Dates in this Column will be automated based on entry (date) in
2.2	As PCIP formulation progresses, put the actual date of completion
3	Put outstanding concern as of the reporting period that delay or
4	Against an outstanding issue/s, put recommendation/s by citing

Col. 3	Col. 4
OUTSTANDING ISSUES / CONCERNS	IMMEDIATE MEASURES / ACTION
	Actions/ Measures

Certified By:

Head, PPMIU

Instruction / Content
from the I-PLAN Component Operations Manual
indicated in the 1st Milestone: VCA Results (quality) presented to LCEs
completion of milestones already done / completed.
likely to delay completion of PCIP formulation
Urgent actions or measures needed and to be performed by whom (responsibility center)

NS NEEDED
Responsibility Center

--

PRDP RBME Guideline Annex 4.3

Philippine Rural Development Program (PRDP)

DCF 1.3: National AFMP Enhancement Status Tracking (TO BE ACCOMPLISHED BY NPC)

Col. 1	Col. 2		OUTSTANDING
NAFMP Formulation Process	Completion		
	Target	Actual	
1. Formation of the National Core Planning Team (NCPT)			
2 Training of NCPT			
3. Prioritization of Commodities at National Level			
3.1 Review of existing AFMP and Preparation of List of Commodities for Prioritization.			
3..2 Concurrence of NPCO on Commodity List			
3.3 Gathering and Analysis of Data for Commodity Prioritization			
3.4 Actual Commodity Prioritization			
3.5 Approval of Prioritization Commodities			
4. Conduct of Value Chain Analysis			
4.1 Mapping of the Value Chain			
4.2 Analysis of the value chain			
4.3 Formulation of the Competitiveness			
4.4 Writing the VCA report			
4.5 Stakeholder consultation/validation			
4.6 Presentation and Approval of			
5. Enhancement of National AFMP			

Prepared By:

INSTRUCTIONS (to be printed at the back of the form)

Column Number	
1	Put the process / major activities for formulating the NAFMP as prescribed
2	Put target date (based on standard timeline prescribed in I-PLAN OpsMa
3	Put outstanding concerns/issues as of the reporting period that delay or lik
4	Against an outstanding issue/s, put recommendation/s by citing urgent acti

o)

Col. 3	Col. 4	
ING ISSUES / CONCERNS	IMMEDIATE MEASURES / ACTIONS NEEDED	
	Actions/ Measures	Responsibility Center

Certified By:

NPCO Director

Instruction / Content
in the I-PLAN Component Operations Manual
n) and actual date of completion corresponding to each milestone / major activity
ely to delay completion of NAFMP enhancement
ions or measures needed and to be performed by whom (responsibility center)

PRDP RRDG Guideline Annex 5

Philippine Rural Development Program (PRDP)
DCF 2-1 BUILD Sub-Project Status Tracking

1. Assessment Period

Start

End

Year

2. Name of Proposer/PLGU

3. Sub-Project ID

4. Sub-Project Title

Milestones	Col. 2 COMPLETION (mm/dd/yyyy)						Col. 3 Description of Status (If On-Going)	Col. 4 Factors Affecting Progress	Col. 5	
	Target				Actual (against original target)	Actual (against revised target)			IMMEDIATE MEASURES / ACTIONS NEEDED	
	Original	1st Revision	2nd Revision	3rd Revision					Action/ Measures	Responsibility Center
Submissions of Subproject Proposed by PRDC										
1. Pre-implementation										
1.1 Validation of proposal by										
1.2 Preparation of NOL by LGU										
1.3 Preparation of RFP by LGU										
1.4 Submission of bid data (RFP / Bid Data / RFP / Bid Data / RFP / Bid Data)										
1.5 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.6 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.7 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.8 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.9 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.10 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.11 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.12 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.13 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.14 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.15 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.16 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.17 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.18 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.19 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
1.20 PS / LDU / Bid Data / RFP / Bid Data / RFP / Bid Data / RFP / Bid Data										
Revision of Timelines From 2.1 to 2.7										
Sequence of Revision										
1st Revision										
2nd Revision										
3rd Revision										

INSTRUCTIONS (to be printed at the back / successive pages of the form)

Basis Information (Two Portions of the Form)

Revision No.

Instruction / Content

1

For the revision period a. Monthly Review Date: 1st, 15th, 20th, 25th, 30th, 31st

2

For the revision period a. Monthly Review Date: 1st, 15th, 20th, 25th, 30th, 31st

3

For the revision period a. Monthly Review Date: 1st, 15th, 20th, 25th, 30th, 31st

4

For the revision period a. Monthly Review Date: 1st, 15th, 20th, 25th, 30th, 31st

Table A PRE-IMPLEMENTATION ACTIVITIES

Column

Instruction / Content

1

Should contain major pre-implementation activities a subproject will pass through as indicated in the 1-BUILD Operations Manual. This must be filled out by PRDC prior to PLGU's use.

2

Target period sub-columns must be calculated based on the standard timelines of completing activities based on 1-BUILD Operations Manual. The target completion dates of activities will be automated based on standard timelines from the date of Submission of Letter of Intent (LOI). As the subproject progresses, the PRDC should give updates by putting dates (Month, Day and Year) for each activity completed.

3

For the revision period a. Monthly Review Date: 1st, 15th, 20th, 25th, 30th, 31st

4

For the revision period a. Monthly Review Date: 1st, 15th, 20th, 25th, 30th, 31st

5

Against outstanding issues, and recommendation(s) by citing urgent actions or measures needed and to be performed by whom (responsibility center)

Revision of timelines from 2.1 to 2.7
* If in case there will be revisions due to the following scenarios below, the target completion date may be revised. Just put X mark on the box under the sequence of revision and indicate the date of actual completion to automate the revisions of timelines.
a. If the issuance of NOL 1 will be released later than the target date of completion.
b. If the issuance of LDU will encounter problems in the bidding process, hence will require to re-bid for the approval of PRDC.
c. If the issuance of the NOL 2 for WB will be released later than the target date of completion.

PRDP RBME Guideline Annex 6

Philippine Rural Development Program (PRDP)

DCF 3: I-REAP Sub-Project Status Tracking (Sub-Component 3.1: Rural Agri-fishery Enterprises)

1. Reporting Period

Month	Day	Year

2. Name of Proponent PLGU

3. Sub-Project ID

4. Sub-Project Title

5. Product Segment

A. PRE-IMPLEMENTATION ACTIVITIES *(Enter the actual date started and actual completion date of the activities)*

Col. 1	Col. 2		Col. 3
ACTIVITIES	COMPLETION		Description of Status (if On-Going)
	Target	Actual	
Workshop / FGD to prioritize product segment (By PPMIU & RPCO)			
Pre-Implementation			
1 Submission of LOI (PG)			
2 Shortlisting and selection of proponent group(s)--			
3 Training on Business Planning for PPMIU and			
4 Preparation of Business Plan (DED if w/ works) and			
5 Finalization of Business Plan and DED (if works)--\			
6 Packaging of Business Plan, WFP, Proc. Plan (By			
7 Review / Approval of Business Plan (w/ WFP, Proc.			
8 Issuance of NOL on Business Plan (PSO / WB)			
9 RPAB approval on Business Plan			
10 Finalization and signing of the Enterprise Investment			
11 Signing of the IMA and issuance of CAF (By PSO,			
2. Bidding Process			
2.1 Placement of advertisement of PLGU-BAC			
2.2 Conduct of Bidding (Opening & evaluation of bids by			
2.3 Submission of bid evaluation to RPCO by PLGU-BAC			
2.4 RPCO review of bid evaluation report and endorse			
2.5 WB/PSO Issuance of NOL 2 (Bid Evaluation Report)			
2.6 Request for CAF			
2.7 CAF Issuance to PLGU thru RPCO			
2.8 Contract awarding			
2.8 PLGU Issuance of Notice to Proceed for Contract			
2.9 Pre-Construction Conference			

B. IMPLEMENTATION ACTIVITIES *(BASED ON APPROVED SCOPE)*

C

Col. 1	Col. 2	Col. 3
Item #	Item of Works / Activities	Cost (In Pesos)
		Rel. Wt (%)

[illegible]

Outstanding Issues / Concerns Affecting Implementation	

Col. 7	
Issues / Concerns	Actions / Measures

C. FINANCIAL PROGRESS (FUND RECEIPTS AND DISBURSEMENTS)

C.1 Implementation Cost

Fund Source	Contract Cost	% Dist
NG-LP	18,000,000.00	
NG-GOP		
LGU-Equity	2,000,000.00	
TOTAL	20,000,000.00	

C.2 Releases for Subproject Implementation

Col. 1	Col. 2	Col. 3	Col. 4	
Tranches	Amount	Date	LA No.	
1st Release	0.00			
NG-LP				
NG-GOP				
LGU-Equity				
2nd Release	0.00			
NG-LP				
NG-GOP				
LGU-Equity				
3rd Release	0.00			

NG-LP				
NG-GOP				
LGU-Equity				
4th Release	0.00			
NG-LP				
NG-GOP				
LGU-Equity				
CUMULATIVE RELEASE	0.00			
NG-LP	0.00			
NG-GOP	0.00			
LGU-Equity	0.00			

C.3 Balance for Release	
Fund Source	Amount
NG-LP	18,000,000.00
NG-GOP	0.00
LGU-Equity	2,000,000.00
TOTAL	20,000,000.00

C.4 Disbursements / Expenditures				
Col. 1	Col. 2	Col. 3	Col. 4	
Tranches	Amount	Date	LA No.	
1st Disbursements	0.00			
NG-LP				
NG-GOP				
LGU-Equity				
2nd Disbursements	0.00			
NG-LP				
NG-GOP				
LGU-Equity				
3rd Disbursements	0.00			
NG-LP				
NG-GOP				
LGU-Equity				
4th Disbursements	0.00			
NG-LP				
NG-GOP				
LGU-Equity				
CUMULATIVE RELEASE	0.00			
NG-LP	0.00			
NG-GOP	0.00			
LGU-Equity	0.00			

C.5 Balance for Disbursements Against Release		
Fund Source	Amount	% of Release
NG-LP	0.00	
NG-GOP	0.00	
LGU-Equity	0.00	
TOTAL	0.00	

D. CLOSING ACTIVITIES

Col. 1	
ACTIVITIES	
1	Transfer between LGU and PG
2	LGU COA Final Inspection Report

3	Final Payment (Closing of Account)
---	------------------------------------

Note: Use a separate sheet to further discuss problems encountered, causes and remedial measures needed (if any)

PREPARED BY:

PPMIU I-REAP Focal Person

CERTIFIED BY:

Head, P

Provincial Planning & Devt. Officer

Provincial Agriculturist

Provincial Accountant

Date of Focus Group Discussion:

Month	Day	Year

Note: Signatories may include other stakeholders present in the FGD e.g., representatives from municipal LGUs, for

INSTRUCTIONS (to be printed at the back / succeeding pages of the form)

Basic Information (Top Portion of the Form)

Reference No.	Instruction /
1	Put the reporting period e.g., Month: January; Day: 31; Year: 2013
2	Put name of the proponent PLGU e.g., Provincial Local Government Unit of Ifugao
3	Should contain a subproject I.D to be assigned by the RPCO (Given)
4	Put complete title of subproject
5	Put Product Segment (e.g., Calamansi Fresh)

Table A (PRE-IMPLEMENTATION ACTIVITIES)

Column Number	Instruction /
1	Should contain major pre-implementation activities a subproject will pass through as indicated
2	Target period sub-column must be calculated based on the standard timelines of completing a
3	Put description of progress for an on-going activity.
4	Put outstanding concern as of the reporting period that delay or likely to delay completion of a
5	Against an outstanding issue/s, put recommendation/s by citing urgent actions or measures ne

Table B (IMPLEMENTATION ACTIVITIES)

Column Number	Instruction /
1	Enumerate the major item of works based on program of works specified in the awarded contract
2	Put cost viz-a-viz items / works in Column 1 based on awarded contract. Amount should be in
3	Assigning of weight (%) for each activity / item will be automated by accounting share of its c
4	Based on program of works, put overall target quantity, unit and completion date of each activ Notice to Proceed to implement the subproject.
5	As the subproject proceeds with implementation, PPMIU must provide target and actual accor

6	Indicate actual date of completion activity / item.
7	Put outstanding concern as of the reporting period that delay or likely to delay completion of s
8	Against an outstanding issue/s, put recommendation/s by citing urgent actions or measures ne
9	Cite actors (responsibility centers) against a actions or measures to be carried out

Table C: FINANCIAL PROGRESS (FUND RECEIPTS AND DISBURSEMENTS)

Sub-Table	Instruction /
C.1	Put subproject cost broken down by fund souce
C.2	Col 2: Put actual amounts of releases to implement the subproject by fund souce and sequen Col 3: By release, put the date corresponding to the amount Col 4: By release, put the L.A Number corresponding to the amount Col 5: By release, put the Check Number corresponding to the amount Col 6: By release, put the Banck Account Number corresponding to the amount
C.3	Put balance (amount) for releases by fund source (against project cost)
C.4	Col 2: Put actual amounts of expenditures in implementation of the subproject by fund souce Col 3: By report disbursements, put the date corresponding to the amount Col 4: By report disbursements, put the L.A Number corresponding to the amount Col 5: By report disbursements, put the Check Number corresponding to the amount Col 6: By report disbursements, put the Banck Account Number corresponding to the amount
C.5	Put balance (amount) disbursements by fund source (against releases)
C.6	Put outstanding concerns as of the reporting period that pertain to fund receipts and disburse
C.7	Against an outstanding issue/s, put recommendation/s by citing urgent actions or measures ne
C.8	Cite actors (responsibility centers) against a actions or measures to be carried out

Table D (CLOSING ACTIVITIES)

Column Number	Instruction /
1	Should contain physical and financial closing activities based on I-BUILD Operations Manual an
2	Put date of completion (Month, Day & Year) corresponding to each closing activity cited in Col

and Productivity Enhancement)

[illegible]

um. Physical Progress	Target	Actual	Variance
	0.0%	0.0%	0.0%

Col. 4			Col. 5		Col. 6
Overall Target			Progress As of The Period (Quantity)		Completion Date
Unit	Qty	Completion	Target	Actual	

--	--

f necessary)

--

--

PPMIU

armer / fisher organization, etc. as appropriate.

Content

Content
l in the I-REAP Operations Manual. This must be filled out by RPCO prior to PLGU's use.
ctivities based on I-REAP Operations Manual. The target completion dates of activities
activities.
eeded and to be performed by whom (responsibility center)

Content
ract. This must be filled out by the PPMIU upon issuance of Notice to Proceed to
Pesos expressed in whole numbers. This must be filled out by the PPMIU upon issuance
ost against total contract cost e.g., cost of an item / work is Php 100,000.00. With total
ity / item indicated in Column 1. This must be filled out by the PPMIU upon issuance of
mplishment as of the period of report for each activity / item.

subproject.
eeded

struction / Content
ce of releases e.g., 1st release
and sequence of report of disbursements e.g., 1st disbursements
t
ments.
eeded

Content
d Financial Management Guideline (Given)
umn 1.

PRDP RBME Manual Annex 7.1: Proponent LGUs Database for Social Safeguards Compliance

Name of Proponent LGU	
Update As of	
Month	
Year	

SP ID	Province	Name of Subproject
		TOTAL

[illegible]

[illegible]

[illegible]

[illegible]

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

0

0

PRDP RBME Guideline Annex 7.1: DCF 4.1

**Philippine Rural Development Program (PRDP)
Status of Safeguards Compliance By Subproject**

Name of Proponent LGU:

Name of Subproject:

Col. 1	Col. 2
Name of Proponent LGU	Name of Subproject

Prepared By:

PPMIU Focal Person for Safeguards

Noted By:

PPMIU Head

Col. 3	Col. 4
ISSUES (POTENTIAL IMPACT)	MITIGATING MEASURES

[illegible]

--

Col. 7		
Status of Compliance		
5.2	5.3	5.4
Target As of the Reporting Period	Actual As of the Reporting Period	Variance (5.3 - 5.2)
30	25	(5)
		-
		-
		-
		-
		-
		-

1

1

Col. 8	Col. 9	Col. 10
MEANS OF VERIFICATIONS/REMARKS	Factors Affecting Safeguards Compliance	Actions Needed

PRDP RBME Guideline Annex 7.3

Philippine Rural Development Program (PRDP)

DCF 4.2: Environmental Safeguards Compliance Monitoring

1. Reporting Period
2. Name of Proponent PLGU
3. Name of Beneficiary Group
4. Sub-Project ID
5. Sub-Project Title

Col. 1	Col. 2
ENVIRONMENTAL ISSUES (POTENTIAL IMPACT)	MITIGATION MEASURES

Prepared By:

PPMIU Focal Person for Safeguards

INSTRUCTIONS (to be printed at the back of the form)

Basic Information (Top Portion of the Form)

Reference No.	
1	Put the reporting period e.g., Month: January
2	Put name of the proponent PLGU e.g., Province
3	Cite the name of beneficiary group e.g., name
4	Should contain a subproject I.D to be assigned
5	Put complete title of the rural infrastructure /

Safeguards Compliance Monitoring Sheet

Column Number	
1	List social and environmental issues or po
2	Put measure/s against each potential adve
3	Put status of compliance with meaure/s fo
4	Put remarks to describe status cite in Colu

Col. 3		
STATUS OF MITIGATING MEASURES IMPLEMENTATION		
Completed	On-Going	No Action Yet

Certified By:

Head, PPMIU

Instruction / Content
; Day: 31; Year: 2013
cial Local Government Unit of Ifugao
of a People's Organization.
d by the RPCO (Given)
enterprise subproject

Instruction / Content

tential adverse impact of the subproject based on appraisal.
--

erse impact indicated in Column1. This must be obtain the measures approved /
r each potential adverse impact. Put check corresponding to "Completed", "On-
umn 3 and corresponding means of verification in case of on-going and complete

Col. 4
MEANS OF VERIFICATIONS/REMARKS

agreed during appraisal.
Going", "No Action Yet"
d measures.

PRDP RBME System Manual
ANNEX 8

**PRDP PROVINCIAL IMPLEMENTATION
STATUS TRACKING**

**KEY POINTS FOR HOLDING FOCUS GROUP
DISCUSSION (FGD)**

PRACTICAL GUIDE IN CONDUCTING FGD AS MAIN METHODOLOGY IN DATA GATHERING:

The following points have to be considered when doing FGD involving the PPMIU and other stakeholders involved in the formulation of PCIP under I-PLAN component and pursuing subprojects through I-BUILD and I-REAP financing. This shall be applied when going through each of the data collection instrument or Data Capture form (DCFs __ to __)

To start the FGD, the head of the PPMIU or designated member must:

- Explain the FGD activity, its purpose, and procedures.
- Assure the participants that all comments or ideas are welcome, and that there are no wrong answers to the questions to be asked.
- Assure the participants that the discussions are anonymous and confidential, and that all information gathered will be used for the purpose stated.
- Explain the role of the Facilitator, Documenter, and the individual participants in the discussion.

Using the guide questions prepared by the facilitator for each DC form, FGD shall proceed by using the points provided below.

A. DOs and DON'Ts of FGD.

DOs	DON'Ts
1. DO ask specific questions to accomplish DC form and discuss only those questions relevant for the form e.g., causes of delay, etc.	1. DON'T ask general questions or not related to the topic
2. DO use open-ended questions, sequence them from the general to the specific	2. DON'T use questions which will inhibit discussion
3. DO stick to one specific topic for discussion at a time (e.g raising question on the status of undertaking target activity)	3. DON'T fumble from one topic to another
4. DO ask each participant with know-how and responsibility to a question rather than throwing it out generally to all participants.	4. DON'T allow one or two participants to dominate the discussions
5. DO listen to the group responses, both verbal and non-verbal	5. DON'T ignore responses from the group
6. DO encourage participation of all group	6. DON'T interrupt speakers when they are

members and build up a group discussion especially when determining key issues and arriving at options for recommendations.	speaking
7. DO maintain a smooth flow and focus of discussion	7. DON'T let the discussion veer away from the topic
8. DO acknowledge all responses and link group ideas together	8. DON'T dismiss any idea that is presented
9. DO show respect for everyone's ideas in the group (e.g., in identifying what needs to be done)	9. DON'T get into an argument with the participants
10. DO let the group decide which ideas are the best (e.g. when agreeing on recommendations)	10. DON'T judge whether the answer is correct or wrong
11. Do stay neutral during the discussion	11. DON'T get defensive or give in to the urge of joining the discussion
12. DO end the FGD by synthesizing the discussion based on the responses given by the participants and show the accomplished DCF for validation and additional information as appropriate.	12. DON'T leave the participants without a clear understanding of the result of the discussion

B. Handling Difficult Situations

The Facilitator must be ready to handle difficult situations. Some of the suggested solutions to these situations are:

Situation	Suggested Solution
1. Someone is dominating the discussion	Thank him/her and say, "I really appreciate your comments." Then make direct eye contact with other participants and ask something like, "I'm very interested in hearing how other participants are feeling about this issue" or "It's very interesting to get a different opinion, and I would like to hear from other participants as well."
2. Men are speaking up more than women or vice versa	Respectfully thank a man who has just spoken, then suggest that it would be great to hear from some of the women participants, as well.
3. No one responds to a question	Be quiet for a moment and give the participants time to think.
4. Participants feeling uncomfortable	Start with an icebreaker and put participants at ease

5. Participants did not understand the question	Paraphrase or reword the question
6. Participants are tired of talking and/or no more to say	Say, "Is there anything else that you would like to share? [pause] If none, let's move on to our next question."
7. Participants begin to talk about topics that are not relevant to the objective	Say, "Thank you for that interesting idea. We can discuss it in a separate session. Can we move on to another topic?" Or say that We only have ____ minutes remaining for the discussion.
8. Participants are having side conversations	Set ground rules and respectfully remind the participants of the ground rules and ask them to finish their conversations and rejoin the group discussion taking place.
9. Participant jumps ahead, providing information relevant to, or even answering a question not yet asked	Gently return the participant to the topic and refer to the facilitation guide.
10. Participants say that they do not feel comfortable answering the question	This must be honored. Say "thank you", appreciate their honesty then move on to the next question.
11. Participants begin to leave	Keep participants fully engaged in the entire FGD. At the start, let the participants know how long the FGD will take and emphasize that it is important for them to stay for the entire FGD.

PRDP M&E Guideline

Annex 9: Sample PLGU Letter of Endorsement of Reports to DA-RPCO (with highlights of progress)

Date:

MEMORANDUM

FOR :

FROM :

SUBJECT : PRDP Progress Report In The Province of _____

This is to submit to your Office the status of implementing the Philippine Rural Development Program (PRDP) in the Province of _____ as of ____ (Month) ____ (Year). Attached are Data Capture Forms (DCFs) prescribed by the PRDP Results-Based Monitoring and Evaluation Guideline, which determine status of formulation of PCIPs under the Local Planning Component and subprojects proposed / implemented for financing under Infrastructure and Enterprise Development Components.

Trusting in your continued support to the Province.

Governor *(or whoever is
allowed to sign in behalf
of the LCE, eg.,
Administrator, PPMIU
Head)*

[illegible]

PRDP RBME Guideline

Annex 11: Outline of PPMIU Presentation to ManCom On the Progress of PRDP Interventions in The Province

Part 1: Updates on Agreed Actions (Based on Last Meeting)

ISSUES / CONCERNS BY INTERVENTION	AGREED ACTIONS / MEASURES	STATUS OF UNDERTAKING AGREED ACTIONS / MEASURES	REMARKS
PCIP Formulation Issue 1 Issue n..			
Infrastructure Subproject Issue 1 Issue n..			
Enterprise Development Subproject Issue 1 Issue n..			

Part 2: Progress Updates By Intervention

1.1 PCIP Formulation

1.1a Status

1.2b Outstanding Issues / Concerns (if any)

1.3c Measures needed

1.2 Rural Infrastructure Subproject

2.1a Status

2.2b Outstanding Issues / Concerns (if any)

2.3c Measures needed

1.3 Enterprise Development Subproject

3.1a Status

3.2b Outstanding Issues / Concerns (if any)

3.3c Measures needed

PRDP RBME GUIDELINE**Annex 12: Summary of Agreements during PLGU ManCom Meeting**

Interventions	Outstanding Concerns / Issues	Agreements		Responsibility Center		Remarks
		Action	Timeline	Lead	Support	
PCIP Formulation						
Devt./ Implementation of Rural Infrastructure SPs e.g., FMR						
Devt./ Implementation of Enterprise Development SP						

PRDP Issue / Concern Tracking

For:

[illegible]

[illegible]

PRDP RBME Guideline Annex 14.2

Database 1.2: PRDP Cluster Database of PCIPs

Region	PCIP ID	Proponent LGU	Date of PCIP Formulation Workshop	Completion of
				Target

Note: PCIP No. to be assigned by RPCO with the following structure: e.g, R01-P01 where; R01 refers to Reg

PCIP (Mo., Year)	Completing Parts of PCIP (Put Date as Accepted Complete BY RPCO, Month, Day & Yr.)				
Actual	Section 1 (__)	Section 2 (__)	Section 3 (__)	Section 4 (__)	Section n (__)

gion 1 and PO1 refers to 1st Province in the list.

PRDP RBME Guideline Annex 14.3

Database 1.3: PRDP Database of PCIPs (All Clusters)

Cluster	Region	PCIP ID	Proponent LGU	Date of PCIP Formulation Workshop

Note: PCIP No. to be assigned by RPCO with the following structure: e.g, R01-P01 where; R01 ref

PRDP RBME Guideline Annex 15.1

Database 2.1: PRDP Regional Database of I-BUILD Subprojects

Sub-Project ID.	Proponent LGU	Location (Catchment Area)				Name of Sub-Project (SP)	Sub-Proj Category	Sub-Proj Type
		Province	Disrict	Municipal ity	Brgy/Sitio			

Note: SP ID to be assigned by RPCO with the following structure: e.g, IB-R0011-DVO-FMR-001 where; IB r

[illegible]

Refers to I-BUILD Comp.; R0011 as Region 11; DVO as Davao Province; FMR as Farm to Market Road SP;

[illegible]

[illegible]

[illegible]

[illegible]

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[illegible]

[illegible]

[illegible]

[illegible]

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IMPLEMENTATION (% PHYSICAL PROGRESS); CUMULATIVE BY MONTH

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[illegible]

[illegible]

[illegible]

[illegible]

PRDP RBME Guideline Annex 15.2

Database 2.2: PRDP Cluster Database of I-BUILD Subprojects

Region	Sub-Project ID.	Proponent LGU	Location (Catchment Area)				Name of Sub-Project (SP)	Sub-Proj Category
			Province	Disrict	Municipal ity	Brgy/Sitio		

Note: SP ID to be assigned by RPCO with the following structure: e.g, IB-R0011-DVO-FMR-001 where; IB r

[illegible]

001 as the first subproject of the Province of Davao

[illegible]

[illegible]

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[illegible]

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[illegible]

IMPLEMENTATION (% PHYSICAL PROGRESS); CUMULATIVE BY MONTH

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[illegible]

Fund Release

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[illegible]

[illegible]

PRDP RBME Guideline Annex 15.3

Database 2.3: PRDP Database of I-BUILD Subprojects (All Clusters)

[illegible]

Note: SP ID to be assigned by RPCO with the following structure: e.g, IB-R0011-DVO-FMR-001 where; IB r

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IMPLEMENTATION (% PHYSICAL PROGRESS); CUMULATIVE I

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BY MONTH

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[illegible]

[illegible]

PRDP RBME Guideline Annex 16.1

Database 3.1: PRDP Regional Database of I-REAP Subprojects

[illegible]

Note: SP ID to be assigned by RPCO with the following structure: e.g, IB-R0011-DVO-FMR-001 where; IB r

[illegible]

Refers to I-BUILD Comp.;R0011 as Region 11; DVO as Davao Province; FMR as Farm to Market Road SP; I

[illegible]

001 as the first subproject of the Province of Davao

[illegible]

Shortlisting
Training on
Preparation
Finalization
Packaging
Review /
Issuance of
RPAB
Finalization
Signing of

SUBPROJECT PROGRESS MILESTONES (COMPLETION)

ITIES	
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TATION (% PHYSICAL PROGRESS); CUMULATIVE BY MONTH

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Fund Release	
1	10/1/2018
2	10/1/2018
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6	10/1/2018
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100	10/1/2018

[illegible]

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[illegible]

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PRDP RBME Guideline Annex 17.1

Database 3.1: PRDP Regional Database of I-REAP Subprojects

BASIC INFORMATION

[illegible]

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WORKS

Crops/ Influence Area

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PRDP RBME Guideline Annex 16.2

Database 3.2: PRDP Cluster Database of I-REAP Subprojects

[illegible]

Note: SP ID to be assigned by RPCO with the following structure: e.g, IB-R0011-DVO-FMR-001 where; IB r

[illegible]

[illegible]

SUBPROJECT PROGRESS MILESTONES (C)

INTEGRATION ACTIVITIES

[illegible]

Shortlisting

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Finalization

Packaging

Review / _____

Issuance of _____

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Finalization

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[illegible][illegible]

[illegible]

[illegible]

	IMPLEMENTATION
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TATION (% PHYSICAL PROGRESS); CUMULATIVE BY MONTH

[illegible]

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[illegible]

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[illegible]

[illegible]

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PRDP RBME Guideline Annex 16.3

Database 3.3: PRDP Database of I-REAP Subprojects (All Clusters)

[illegible]

Note: SP ID to be assigned by RPCO with the following structure: e.g, IB-R0011-DVO-FMR-001 where; IB r

BASIC INFORMATION								
Name of Sub-Project (SP)	Sub-Proj Category	Sub-Proj Type	Unit Measurement	Development Objective	Crops Influence Area	Physical Target		NG-LP
						Qty	Unit	

efers to I-BUILD Comp.;R0011 as Region 11; DVO as Davao Province; FMR as Farm to Market Road SP; i

[illegible]

001 as the first subproject of the Province of Davao

[illegible]

SUBPROJECT PROGRESS M

IMPLEMENTATION ACTIVITIES

[illegible]

Shortlisting

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Finalization

Packaging

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Finalization

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IMPLEMENTATION (% PHYSICAL PROGRESS); CUMULATIVE BY MONTH

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PRDP RBME Guideline Annex 17.1

Database 4.1a: PRDP Regional Database of Infrastructure Subprojects' S

BASIC INFORMATION						
Sub-Project ID.	Proponent LGU	Location (Catchment Area)				Name of Sub-Project (SP)
		Province	Disrict	Municipal ity	Brgy/Sitio	

Note: Month 1 to n refers to PRPP Implementation Period

Social and Environmental Safeguards Compliance

[illegible]

**Status of Compliance
(Put Completed / On-going)**

[illegible]

PRDP RBME Guideline Annex 17.2

Database 4.2A: PRDP Cluster Database of Infrastructure Subprojects' Social and

BASIC INFORMATION							
Region	Sub-Project ID.	Proponent LGU	Location (Catchment Area)				Name of Sub-Project (SP)
			Province	Disrict	Municipal ity	Brgy/Sitio	

Note: Month 1 to n refers to PRPP Implementation Period

Environmental Safeguards Compliance

[illegible]

**Status of Compliance
(Put Completed / On-going)**

[illegible]

PRDP RBME Guideline Annex 17.3

Database 4.3A: PRDP Database of Infrastructure Subprojects' Social and E

BASIC INFORMATION							
Cluster	Region	Sub-Project ID.	Proponent LGU	Location (Catchment Area)			
				Province	Disrict	Municipal ity	Brgy/Sitio

Note: Month 1 to n refers to PRPP Implementation Period

Environmental Safeguards Compliance (All Clusters)

[illegible]

PRDP RBME Guideline Annex 17.1

Database 4.1B: PRDP Regional Database of Enterprise Development Sub-Projects

BASIC INFORMATION						
Sub-Project ID.	Proponent LGU	Location (Catchment Area)				Name of Sub-Project (SP)
		Province	Disrict	Municipal ity	Brgy/Sitio	

Note: Month 1 to n refers to PRPP Implementation Period

Projects' Social and Environmental Safeguards Compliance

[illegible]

**Status of Compliance
(Put Completed / On-going)**

[illegible]

PRDP RBME Guideline Annex 18.2

Database 4.2b: PRDP Cluster Database of Enterprise Development Subprojects' S

BASIC INFORMATION							
Region	Sub-Project ID.	Proponent LGU	Location (Catchment Area)				Name of Sub-Project (SP)
			Province	Disrict	Municipal ity	Brgy/Sitio	

Note: Month 1 to n refers to PRPP Implementation Period

Social and Environmental Safeguards Compliance

[illegible]

**Status of Compliance
(Put Completed / On-going)**

[illegible]

PRDP RBME Guideline Annex 18.3

Database 4.3B: PRDP Database of Enterprise Development Subprojects' Sc

BASIC INFORMATION							
Cluster	Region	Sub-Project ID.	Proponent LGU	Location (Catchment Area)			
				Province	Disrict	Municipal ity	Brgy/Sitio

Note: Month 1 to n refers to PRPP Implementation Period

Social and Environmental Safeguards Compliance (All Clusters)

[illegible]

PRDP RBME Guideline Annex 19

Philippine Rural Development Program (PRDP)

Report Form 1.2: PCIP Formulation Status

1. Reporting Period	Month	Day	Year

2. Reporting Office	RPCO (By Province)	
	PSO (Cluster)	
	NPCO (Program-wide)	

RF 1.2.1: Status of PCIPs By Province

Provincial Local Government Units (By Region, if PSO report, by Cluster if NPCO report)	Target Completion of PCIP Formulation (Month & Year)	Status As of Previous Month

RF 1.2.2: On-going PCIP Formulation

Provincial Local Government Units (By Region, if PSO report, by Cluster if NPCO report)	Target Completion of PCIP Formulation (Month & Year)	Status As of Previous Month

RF 1.2.3: Completed PCIPs (Formulation)

Provincial Local Government Units (By Region, if PSO report, by Cluster if NPCO report)	Completion Period (Mo. Yr.)	
	Target	Actual

RF 1.2.4 Overall Status of PCIP Formulation in the Region

ting PCIPs)

Remedial Measures Required	
1	1.1
2	2.1
3	3.1
4	4.1
5	5.1
6	6.1
7	7.1
8	8.1
9	9.1
10	10.1
11	11.1
12	12.1
13	13.1
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100	100.1

[illegible]

PRDP RBME Guideline Annex 20**Philippine Rural Development Program (PRDP)
Report Form 2: Regional I-BUILD Subproject Status**

1. Reporting Period	Month	Day	Year

2. Reporting Office	RPCO	
	PSO	
	NPCO	

RF 2.1: Active Infrastructure Subprojects in Various Stages

Proponent Provincial Local Government Unit (By Region, if PSO report, By Cluster if NPCO Report)	Name of Subproject	Proposed / Indica		
		LP	GOP	LGU Equity
TOTAL COST				

RF 2.2: Subprojects Under Pre-Implementation and Procurement

Proponent Provincial Local Government Unit (By Region, if PSO report, By Cluster if NPCO Report)	Name of Subproject	Proposed / Indica		
		LP	GOP	LGU Equity
TOTAL COST				

Note:

% Against Regional Total is computed by computing the % share of total cost of a particular subproject against the total cost of all subprojects in the region, then, multiplied by 100 is equal to 10%.

RF 2.3: Subprojects Under Implementation Stage (Construction)

Col. 1	Col. 2	Col. 3
--------	--------	--------

PLGU 1_____		
PLGU n_____		
FS for RPAB Approval		
PLGU 1_____		
PLGU n_____		
DED Preparation		
PLGU 1_____		
PLGU n_____		
On-going Procurement		
PLGU 1_____		
PLGU n_____		
Construction / Implementation		
PLGU 1_____		
PLGU n_____		

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ative Cost		Status As of Previous Month		Status As of This Month	
Total	% Against Regional Total	Target	Actual	Target	Actual

ative Cost		Status As of Previous Month		Status As of This Month	
Total	% Against Regional Total	Target	Actual	Target	Actual

r subproject against the total cost of subprojects in Pre-Implementation Stage e.g., Php 10M (cost of subprojec

	Col. 4	Col. 5	Col. 6
--	--------	--------	--------

in Pesos)		Status As of Previous Month (% Cumulative Completion)			Status As of This Month (% Cumulative Completion)			Actual Release	
Total	% Against Regional Total	Target	Actual	Variance	Target	Actual	Variance	Amt.	% of Total Cost (By SP)

st		Closing	
Total	% Against Regional Total	Physical	Financial

Total	% Against Regional Total

Remedial Measures Required	
Action/s Required	Responsibility Center

[illegible]

Outstanding Issues / Concerns	Immediate Actions / Measures Needed	
	Action/s	Responsibility Center

Outstanding Issues / Concerns	Immediate Actions / Measures Needed	
	Action/s	Responsibility Center

t) divided by Php 100M (total cost of subprojects in Pre-Implementation Stage)

Col. 7	Col. 8
--------	--------

Outstanding Issues / Concerns	Immediate Actions / Measures Needed	
	Action/s	Responsibility Center

Philippine Rural Development Program (PRDP) Report Form 3: Regional I-REAP Subproject Status

1. Reporting Period	Month	Day	Year
2. Reporting Office	RPCO		
	PSO		
	NPCO		

Proponent Provincial Local Government Unit (By Region, if PSO report, by Cluster if NPCO Report)	Name of Subproject	Proposed / Indicative		
		LP	GOP	LGU Equity
TOTAL COST				

Proponent Provincial Local Government Unit (By Region, if PSO report, by Cluster if NPCO Report)	Name of Subproject	Proposed / Indicative		
		LP	GOP	LGU Equity
TOTAL COST				

[illegible]

OVERALL / TOTAL			
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RF 3.4: Completed Subprojects

Proponent Provincial Local Government Unit (By Region, if PSO report, by Cluster if NPCO Report)	Name of Subproject	Actual Cost		
		LP	GOP	LGU Equity
TOTAL COST				

RF 3.5: Summary of I-REAP Subprojects In Various Stages

Proponent Provincial Local Government Unit (By Region, if PSO report, by Cluster if NPCO Report)	Number of Subprojects	Cost		
		LP	GOP	LGU Equity
FS Preparation				
For FS Approval By RPCO				
FS for RPAB Approval				
On-going Procurement				
On-going Implementation				
Completed				
TOTAL				

RF 3.6 List of I-REAP Subprojects In Watchlist (Incurring Delays or Negative Slippages)

Proponent Provincial Local Government Unit (By Region, if PSO report, by Cluster if NPCO Report)	Name of Subproject	Major Cause/s of Delay
SPs under FS Preparation		
PLGU 1 _____		
PLGU n _____		
For FS Approval By RPCO		
PLGU 1 _____		
PLGU n _____		
FS for RPAB Approval		
PLGU 1 _____		
PLGU n _____		
On-going Procurement		
PLGU 1 _____		
PLGU n _____		
Implementation		
PLGU 1 _____		
PLGU n _____		

Outstanding Issues / Concerns	Immediate Actions / Measures Needed	
	Action/s	Responsibility Center

Outstanding Issues / Concerns	Immediate Actions / Measures Needed	
	Action/s	Responsibility Center

Outstanding Issues / Concerns	Immediate Actions / Measures Needed	
	Action/s	Responsibility Center

--	--	--

RF 4.3: Subprojects In Watch List (Low Compliance w/ Social and Environmental Safeguards)

PRDP RBME Guideline Annex 23**Philippine Rural Development Program (PRDP)****Report Form 5: Program Support Component Milestones Tracking (Program Manager)**

Reporting Office Region-wide
Cluster-wide
NPCO

Region _____
e.g. Luzon Cluster

Reporting Period Mo. & Year

Stage	Milestones	Unit Responsible
Pre-implementation	Executive Order creating PAB issued	Draft prepared by PRDP Prep Team, OSEC seeks approval from OP
	Special order for PSOs and RPCOs	OSEC
	Detailing of RPCO, PSO and RPCO staff	
	Operations Manuals for all components prepared, reviewed and approved	Prep Team oversight
	Training of program implementers	
Year 1	Baseline study	PCO, PSOs and RPCOs
	IEC materials on PRDP	PCO
	Vehicle and equipment procurement	PSO and RPCO
	Memorandum of Agreement with stakeholders	PSOs and RPCOs
Year 2		
Year 3		
Year 4		
Year 5		
Year 6		

Note: Milestones are sample only and may not be appropriate for DA-RPCOs. Miles

=====

gement Milestones)

Target Completion (Mo., Year)	Status	OUTSTANDING ISSUES / CONCERNS

stones should be based with Program Operations Plan (POP)

[illegible]

PRDP RBME Guideline Annex 24.1

Reprot Form 6.1: Quarterly Status of Implementing Annual WFP (By Region)

Reporting Office

RPCO

Reporting Period

Mo. & Year

Major Activities By Component / Sub-Component	Performance Indicators	Annual Physical Target			LP
		Target	Actual	Variance	
Component 1: Local Planning					
Subcomponent 1.1: Enhancing the AFMPs Process					
Activity 1.1.1					
Activity 1.1.n					
Subcomponent 1.2: Supporting AFMP Implementation					
Activity 1.2.1					
Activity 1.2.n					
Component 2: Infrastructure Development					
Sub-component 2.1: Value Chain Infrastructure Support					
Activity 2.1.1					
Activity 2.1.n					
Sub-component 2.2: Approaches for Improving the Effectiveness and Sustainability of Infrastructure Investments					
Activity 2.2.1					
Activity 2.2.n					
Component 3. Enterprise Development					
Subcomponent 3.1: Rural agri-fishery enterprise and productivity enhancement					
Activity 3.1.1					
Activity 3.1.n					
Subcomponent 3.2: Technology and Information for Enterprise and Market Development					

Activity 3.2.1					
Activity 3.2.n					
Component 4: Program Support					
Activity 4.1					
Activity 4.n					
TOTAL					

Prepared By:

[illegible]

Noted By:

Accomplishments

Fund Utilization (Obligation out of Annual Budget) In Pesos

[illegible]

[illegible]

[illegible]

[illegible]

PRDP RBME Guideline Annex 24.2

Reprot Form 6.2: Quarterly Status of Implementing Annual WFP (By Cluster)

Reporting Office

PSO

Reporting Period

Mo. & Year

Region	Major Activities By Component / Sub-Component	Performance Indicators	Annual Physical T	
			Target	Actual
	Component 1: Local Planning			
	Subcomponent 1.1: Enhancing the AFMPs Process			
	Activity 1.1.1			
	Activity 1.1.n			
	Subcomponent 1.2: Supporting AFMP Implementation			
	Activity 1.2.1			
	Activity 1.2.n			
	Component 2: Infrastructure Development			
	Sub-component 2.1: Value Chain Infrastructure Support			
	Activity 2.1.1			
	Activity 2.1.n			
	Sub-component 2.2: Approaches for Improving the Effectiveness and Sustainability of Infrastructure Investments			
	Activity 2.2.1			
	Activity 2.2.n			
	Component 3. Enterprise Development			
	Subcomponent 3.1: Rural agri-fishery enterprise and productivity enhancement			
	Activity 3.1.1			
	Activity 3.1.n			
	Subcomponent 3.2: Technology and Information for Enterprise and Market Development			

	Activity 3.2.1			
	Activity 3.2.n			
	Component 4: Program Support			
	Activity 4.1			
	Activity 4.n			
TOTAL				

Prepared By:

1

[illegible]

Noted By:

[illegible]

[illegible]

[illegible]

[illegible]

PRDP M&E Guideline**Annex 25: Sample DA-RPCO Letter of Endorsement of Reports to PSO (with highlights of progress)**

Date:

MEMORANDUM

FOR :

FROM :

SUBJECT : **PRDP Progress Report In Region ____**

This is to submit to your Office the status of implementing the Philippine Rural Development Program (PRDP) in Region __ as of ____ (Month), ____ (Year), which at present involves __ (no.) Provincial Local Government Units (PLGUs) participating in the program. Attached for your reference are PRDP M&E Report Forms (RFs), which show status of formulation of PCIPs under the I-PLAN Component, subprojects pursued through financing from I-BUILD and I-REAP Components and program operation in the region under the I-SUPPORT Component. Attached also is RF 6, which shows the status of implementing our Work and Financial Plan this year as of this reporting period. (note: Quarterly only)

Highlights of progress, major issues, challenges and measures to maintain gains (if momentum is on track against targets) or address delays (if overall progress is incurring delays) are summarized below.

- A. **Formulation of PCIPs.** The program has already engaged __ out of __ total __ (no.) PLGUs in Region __ in formulating its respective PCIPs. A summary of status, key factors that affect progress and actions needed are shown in the Table below.

Status of PCIP Formulation	No. Of PLGUs	Outstanding Issues and Concerns	Measures	
			Actions Needed	Responsibility Center
Not Yet Starting				
On-going				
Completed		N.A.	N.A.	N.A.
TOTAL				

Note: specific PLGU may be cited as appropriate to highlight a certain issue / concern.

- B. **I-BUILD Subprojects.** The program supports ___ PLGUs in realizing ___ subprojects through funding assistance from the I-BUILD Component. A summary of status, key factors that affect progress and actions needed are shown in the Table below.

Subproject Stages	No. Of SPs	No. Of PLGUs	Cost (Million Php)	Outstanding Issues and Concerns	Measures	
					Actions Needed	Responsibility Center
Pre-Implementation						
Implementation						
Completed				N.A.	N.A.	N.A.
TOTAL						

Note: specific PLGU subproject/s may be cited as appropriate to highlight a concern.

- C. **I-REAP Subprojects.** The program supports ___ PLGUs on the development and operation of various enterprises using funds from the I-REAP Component. A summary of status, key factors that affect progress and actions needed are shown in the Table below.

Subproject Stages	No. Of SPs	No. Of PLGUs	Cost (Million Php)	Outstanding Issues and Concerns	Measures	
					Actions Needed	Responsibility Center
Pre-Implementation						
Implementation						
Completed				N.A.	N.A.	N.A.
TOTAL						

- D. **I-SUPPORT.** The RPCO continues to actively provide the ___(no.) PLGUs the necessary technical assistance in going through the program activities in participating PLGUs. The support, however, still needs to be strengthened to be able to match with the growing number of subprojects in the pipeline. In this regard, the RPCO shall undertake the following:

- (i) _____;
- (ii) _____;
- (iii) _____;

- E. **Utilization of Funds.** Actual against target disbursements marks a substantial slippage of negative 25% largely due to delays in translating subprojects in the pipeline to implementation. See Table below for disbursements by Component and Fund Source.

Component	Target Disbursements (For the Year As of this Month)				Target Disbursements (For the Year As of this Month)			
	LP	GEF	GOP	TOTAL	LP	GEF	GOP	TOTAL
I-PLAN								
I-BUILD								
I-REAP								
I-SUPPORT								
TOTAL								

Measures to be undertaken in the three components of the program as specified above need to be carried out with support from the PSO in order to improve disbursements performance in the next periods.

For your information and usual assistance.

RFU Head / Director

PRDP RBME Guideline

Annex 26:

PRDP Management Actions and Decissions Ma

From:

For:

[illegible]

trix[illegible]

PRDP RBME Guideline Annex 27: GUIDE TO PARTICIPATORY SUB-PROJECT IMPLEMENTATION ASSESSMENT (PSPIA)

A. Background

The PSPIA shall help the project management to determine manifestations of initial impact, that is, whether the project contributes to the change desired by the beneficiaries. This will likewise facilitate identification of lessons learned at beneficiary, implementation and management levels and encourage preparation of specific action plans, where necessary, in support to the project sustainability plans.

This approach will increase the **sustainability** of the completed sub-project by way of enhancing beneficiary consciousness on the project results, its benefits to individuals and groups, and what needs to be done and by whom in order to sustain it.

B. The Concept of PSPIA

The PSPIA shall utilize Focus Group Discussions (FGDs) among systematically selected beneficiaries on a per sub-project basis to assess the sub-project against key parameters as:

- 1) **EFFICIENCY** in terms of quality and timeliness of implementation;
- 2) **EFFECTIVENESS** in terms of extent of contribution of interventions to project purpose and/or subproject objectives;
- 3) **RELEVANCE** in terms of appropriateness of sub-project design and objectives versus the problems; and
- 4) **POTENTIAL SUSTAINABILITY** in terms of likelihood of continuation of benefits without external assistance. This would also see if an indication of impact in terms of its effect on the community is already visible.

PSPIA applies the combination of top-down and bottom-up approach in assessment. While the project management conducts regular Monitoring & Evaluation of the project, the PSPIA will give opportunity to consider reactions and perceptions of beneficiaries, as main stakeholder, in the overall assessment. This will result to the synergy of the *technical* know-how on the part of implementers and the *practical* experience and perceptions on the part of the beneficiaries.

PSPIA shall likewise be a tool for informed decision-making so that beneficiaries can decide on further steps to take towards sustainability of project outcomes. While the process will rely much on the level of satisfaction and perceptions of beneficiaries, it will maximize objective reference to quantitative data.

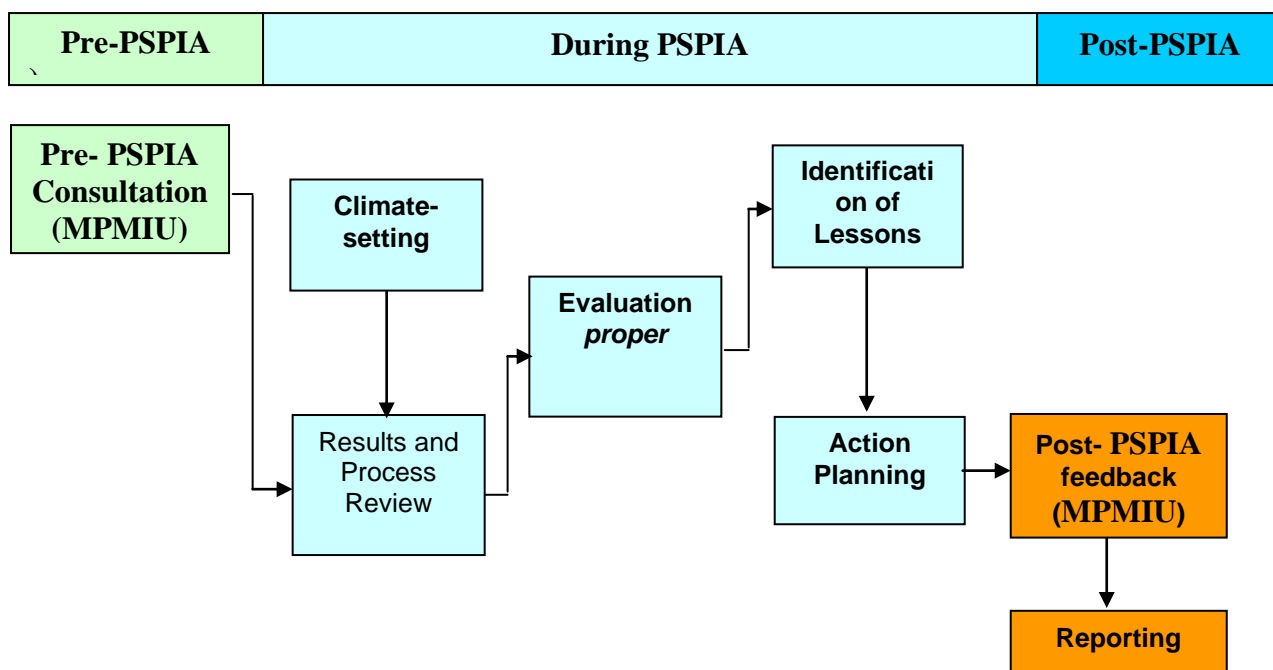
C. Purpose

PSPIA shall be done in line with the following specific objectives:

1. Review with the beneficiaries the extent of attainment of sub-project results in relation to the process by which they were attained. This shall make use of quantitative data from the PRDP databases and report forms.

2. Enable the beneficiaries to conduct practical assessment of the project using specific parameters and with reference to objective data and information. (This will have reference to project records including the subproject objectives and sustainability plan formulated and along with the sub-project proposal)
3. Document the lessons learned during the sub-project implementation
4. Enable the beneficiaries to take specific action plans, where necessary, in support to project sustainability.

D. Implementation Framework



E. Implementation Guidelines and Procedures

e.1 General Implementation Guidelines

1. PSPIA shall be done on a per sub-project basis within three months after turnover or after one cycle.
2. The process shall apply participatory methods, that is, Focus Group Discussions (FGDS), utilizing concrete data base from the PRDP databases particularly those relating to process and results monitoring.
3. Implementers of the PSPIA shall be at least two M&E Staff, one of whom will be the lead facilitator and the other the documenter.
4. To promote neutrality among the participants, the PSPIA will be conducted without the field implementers nor representatives from implementing unit and/or component./
5. As much as possible, the evaluation shall be done on-site to enable quick reference to tangible outputs. The venue should be conducive to discussions, that is, well-shaded, spacious with adequate ventilation and far from disturbances so as to avoid disruptions.

6. Results of the PSPIA shall be aptly documented and presented to Project Management units concerned to enable the sharing of lessons in implementation.
7. As much as possible, duration shall be a maximum of only four (4) hours so as not to take much time from participants.
8. **proponent/assessors:** About fifteen to twenty-one (21) persons consisting of a representative of concerned Barangay Committees, proponent and the rest, who have been identified as direct beneficiaries and have been there since the start of sub-project will be selected in random. Direct beneficiaries shall be selected according to level of access or likeliness of access to benefits. Interpretation of levels of access versus sub-project types are as follows:

Sub-project type	Level of access to benefits		
	High access	Medium access	Low access
Roads/bridges	Nearest	Medium distance	Farthest
Potable Water Supply	- do -	- do -	- do -
Irrigation	Irrigated 2 seasons	Irrigated one season	Occasionally for one season
Fisheries related (e.g., Fish production and fish culture)	High income earner	Break-even	Loser
Fruit tree, other production sub-projects	- do -	- do -	- do -
Post-harvest facilities, draft animal, etc	Grantees		
Solar Dryers and Warehouse	Frequent user	Occasional user	Non-user
Crop productions	High income earner	Break-even	Loser

e.2 Specific Implementation Procedures

1. During Pre- PSPIA

Consultation with Component Concerned (at Mun level)

Objective: to discuss with Operation unit concerned the following:

- opinions/suggestions for sustainability
- other relevant information

Persons Involved : Concerned Component

Time frame : 30 min to 1 hr (depending on number of sub-projects and magnitude of issues)

Timing : a day before PSPIA

Steps

1. Have the following ready prior to the preliminary assessment.
 - List of completed sub-projects indicating location, target and actual beneficiaries, target and actual date of completion
 - Final Inspection Report
 - Output Monitoring Report (if available)
2. Validate these data from the concerned Component (at Mun level)
3. Solicit further information and/or comments if necessary.
4. Solicit opinions, suggestions on proper maintenance and sustainability measures that should be done by beneficiaries.
5. Solicit lessons learned in the implementation of the specific sub-project/s.
6. Clarify other arrangements.

Consultation with MPMIU

1. Explain the purpose and mechanics of PSPIA
2. Explain roles and expectations from MPMIU
3. Seek support/agreement on necessary notifications and other arrangements.

2. During PSPIA Proper (Detailed Procedures)

Activity	Process	Materials	Mechanics/ Strategies	Time Frame
Climate setting				
Preliminaries	Invocation National Anthem Introduction of participants Welcome remarks Unfreezing Exercises/SLEs ¹ Expectations setting	PSPIA objectives in Manila paper	Presentation	15-20 min.
Part I Introduction:	1. State purpose of PSPIA	<i>PSPIA Framework in</i>	1. <i>Facilitate leveling off:</i>	5-10 min.

¹ Structure Learning Exercise

Activity	Process	Materials	Mechanics/ Strategies	Time Frame
Sub-project evaluation, its nature and purposes		<i>visual</i>	2. <i>Relate purpose with their expectations</i>	
	2. Explain the concept, nature and value of PSPIA			
	3. Discuss: - Why participants will be assessors - Mechanics of assessment - Tools		Discussions	
	4. <i>Explain roles of the facilitator and the documenter</i>		Discussions	
	5. <i>Seek agreement on roles</i>		Discussions	
	6. Present activities and schedule	Visual: Activities and schedule		
	7. <i>Seek agreement on norms for smooth conduct of PSPIA</i>		Discussions	
Results and Process Review				
Subproject(SP) Profile	1.Present SP Summary profile: - Name of SP - No. of proponent by gender and by Ethno-linguistic grouping	Summary profile	Present in visual	10-20 min
	2. Present objectives, targets and coverage of the sub-project implemented/completed			
	3. Solicit information on accomplishment from the proponent		<i>If no information is gathered, present information gathered from Preliminary Assessment.</i> <i>If they are able to give information, use Pre-PSPIA Consultation information in probing.</i>	
	4. Facilitate consensus that		<i>Discussion</i>	

Activity	Process	Materials	Mechanics/ Strategies	Time Frame
	the project has already been completed, e.g., ready for use.			
	5. Reflect on how the project was completed by giving a brief run-down of specific activities.	In visual	<i>presentation</i>	
	6. Acknowledge whatever efforts done by the beneficiaries/community in contribution to project.		<i>Discussion</i>	
Evaluation				
General Orientation	1. Explain the procedure of assessment. For sustainability, present the original sustainability plan but advise them to assess suitability and to add or modify in accordance with what they believe is necessary.	Criteria and sustainability plan on Manila paper, post it		10-15 min
	2. Explain the categorization system	Add: categorization system in visual		
	3. Explain the mechanics, e.g., first in sub-grouping of five evaluators each, presentation in plenary, and then overall assessment. Stress that in the plenary, sub-groups must explain the basis of rating		<i>discussion</i>	
	4. Check for understanding of instructions. One way is to ask one person how they will do it.			
Sub-group discussion	1. Divide the group into sub-groups of five to seven each.			
	2. Give each sub-group a set of the guide questions per parameter.	guide questions on Manila paper ; Sustainability plan on Manila paper; and Category system on Manila paper		
	3. Give time frame of twenty			

Activity	Process	Materials	Mechanics/ Strategies	Time Frame
	minutes for each sub-group discussion			
Plenary presentation	1. In the plenary, ask the reporter of each sub-group to report their groups' findings/ratings and justifications/ explanations.			25-30 min
	2. After all group presentation, ask the proponent on their assessment category per parameter		the purpose of doing the same activity at sub-group before going to the plenary is to enable the process of learning)	
	3. Summarize the presentations including the assessment category per parameter and consensus on the findings category			
Identification of lessons	1. Ask: What lessons can be derived from the experience in terms of : - ensuring efficiency, effectiveness, relevance, assurance of high impact to community, and sustainability?		(This can be rephrased as: If you were to repeat the process, what things would you replicate or change, and how?	15-20 min
	2. Write responses on the board or manila paper			
	3. Process the responses until you generate consensus			
Action Planning	1. Identify items that need immediate action in the interest of the project.			
	2. Facilitate action planning: what actions will be done by whom and when? Note these down on Manila paper.	In Manila paper	<i>Workshops</i>	15-20 min
Synthesis and Closing Program	1. Recapitulate the accomplishments for the activity versus the desired results/objectives.		<i>10-15 min</i>	
	2. Reiterate the action plans.			
	3. Identify who would be responsible for overseeing plan implementation and who would monitor it.			

Activity	Process	Materials	Mechanics/ Strategies	Time Frame
	4. Handover the visual (Action Plan) to the identified person charged with overseeing plan implementation with a promise to furnish copy to the one who would monitor it (The Beneficiary Monitoring Group)			
Closing Program	5. Thank the participants then facilitate a short closing program.		<i>5 mins</i>	

3. During Post-PSPIA

1. Finalize the documentation

Immediately after the PSPIA,

- compile outputs of the PSPIA including the list of participants
- categorize issues/concerns according to interested parties, e.g., prepare a list to be furnished to proponent, MPMIU, to component concerned, and to RPCO and PSO

2. Discuss with MPMIU the major results of the PSPIA. Stress on lessons and issues requiring their attention

3. Conduct Post- PSPIA Assessment with TSO unit concerned. Discuss in brief the major outputs but give more focus on lessons and issues concerning the unit.

4. Prepare/submit PSPIA Completion Report highlighting major outputs and agreements with or comments from MPMIU on lessons and issues and forward to PD/DPD, copy furnish component concerned. If there are lessons that need to be disseminated, draft a memorandum for signature of PD/DPD for subsequent dissemination.

e.3 Roles and Responsibility

a) PSO-M&E

1. Oversee and coordinate overall implementation of PSPIA
2. Spearhead the PSPIA orientation for M&E counterpart staff at Regional level
3. Assist RPCO in conducting PSPIA of all Provincial initiated subprojects
4. Validate reports forwarded by the RPCO;
5. Prepare report for submission/dissemination to the management and components based on the PSPIA report forwarded by RPCO.

b) RPCO-M&E

1. Coordinate and oversee the conduct PSPIA in their covered provinces and Municipalities;
2. Monitor the actual completion and the turn over of the subproject to the proponent to ensure that PSPIA will be conducted as per timing defined in this guideline;
3. Conduct PSPIA on all completed subprojects implemented by the provinces;
4. Provide technical assistance to PPMIU-M&E in the conduct of PSPIA;
5. Prepare Regional consolidated lessons learned drawn out from PSPIA conducted and the lessons learned forwarded by PPMIU-M&E.

c) PPMIU-M&E

1. Monitor the actual completion and the turn over of the subproject to ensure that PSPIA will be conducted as per timing defined in this guideline;
2. Conduct PSPIA on all completed subprojects implemented by their POs;
3. Prepare Municipal consolidation of lessons learned drawn out from PSPIA conducted and forward to PPMIU-M&E.

d) Community-based Monitoring and Evaluation Group/the Proponent

Aside from their role as beneficiaries, planners and implementers of the Program, these groups will also serve as source of data particularly in the following task: process, progress and results monitoring. For the purpose of PSPIA, these groups shall play the following functions:

1. Ensure that the attendance (of all invitees) is 100% during PSPIA; and
2. Play as a respondent/assessor during the conduct of assessment.

F. Estimated timing of the conduct of PSPIA according to subproject type

Subproject type	Estimated time for the conduct of PSPIA
A) Rural Infrastructure	
1. Farm to market road	One month after turn over to the proponent
2. Bridges	- do-
3. Irrigation	After the end of first cropping season after turnover to the proponent
4. Potable Water System	One month after turn over to the proponent
5. Warehouse and Drying facilities	At least one cropping season after turn over
6. other RI subprojects	One month after turn over to the proponent
B) Community Fund for Agricultural Development	
1. Food Processing, Crops Production (cash), Livestock dispersal and production (small scale), Poultry,	At least one production cycle after turn over

Subproject type	Estimated time for the conduct of PSPIA
fisheries, and other production related subprojects	
2. Crops Production (perennial);	One month after turn over to the proponent
3. Draft and pack animals, pre and post harvest facilities/machineries	One month after the first cropping season the draft or pack animals was received by the beneficiaries.
C) Natural Resources Management	
Sustainable Hilly Land Farming; Stream Bank Stabilization; Reforestation; Mangrove rehabilitation/ Reforestation; and Protected Area/Fish Sanctuary	One month after turn over to the proponent

PRDP M&E Guideline**Annex 27a: Workshop Design for PRDP Mid-Year Performance Assessment and Planning Session****Part 1: Workshop by PSO (Cluster)****Coordinator / Facilitator: PSO****Participants: PPMIUs and RPCOs**

Activities Per Day	Duration (Time)	Expected Outputs Per Day	Requirements	Responsibility Center / Facilitator	
				Lead	Support
Day 1					
Registration	8:00-8:15AM			PSO Staff	
Welcome Remarks and Overview of Workshop Objectives, Expected Outputs and Flow of Activities	8:15-9:00AM			Head of PSO	
Workshop 1: FGD By Region--Discussion of (i) Status of PRDP implementation; (ii) Factors that positively / negatively affect progress; (iii) Agreement on lessons learned; (iv) Agreement on next steps e.g., existing strategies to be pursued / firmed up and new strategies or approaches to be performed (by whom, when and how), and others.	9:00AM – 5:00PM	Consolidated assessment of the status of PRDP interventions (by Component) in the provinces covered by each Region--- measurement of slippages both in physical and financial aspects (based on approved WFPs of the region). Documented lessons learned and causes of delays (if any) and the corresponding strategies needed for the next half of the year to implement the program.	NPCO to provide a standard FGD template to guide the flow of discussion towards common outputs across PSOs / Regions	PSO M&E Officer	Designated PSO staff to act as facilitator during the workshop
Day 2					
Presentation of outputs by Region (including question and answer after each	8:30AM – 12NN		MIS to process reports presented	PSO M&E Officer	PSO MIS Officer to help in data

presentation) Presentation of consolidated status (e.g., for Luzon Cluster) and Open Forum for Agreeing On Next Steps, what needs to be addressed (by whom, when and how) and etc.— cluster-wide to serve as inputs to the program overall / national assessment.	1:00 – 5:00PM	Overall status of PRDP implementation in the Cluster; lessons learned, outstanding issues to be addressed (categorized into different levels by control center or influence in terms of addressing matters e.g., at PLGU, RPCO, PSO, NPCO, NPAB, others), and recommendations to be shared and discussed in the overall program assessment.	by each Region for Cluster-wide presentation and analysis of status		processing
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PRDP M&E Guideline**Annex 27b: Workshop Design for PRDP Year-End Performance Assessment and Planning Session****Part 2: Workshop by PSO (Cluster)****Coordinator / Facilitator: PSO****Participants: PPMIUs and RPCOs**

Activities Per Day	Duration (Time)	Expected Outputs Per Day	Requirements	Responsibility Center / Facilitator	
				Lead	Support
Day 1					
Registration	8:00-8:15AM			PSO Staff	
Welcome Remarks and Overview of Workshop Objectives, Expected Outputs and Flow of Activities	8:15-9:00AM			Head of PSO	
Workshop 1: FGD By Region--Discussion of (i) Program results in the region (based on indicators set as intermediate results by component as contained in the Results Framework and Monitoring. ¹ (ii) Status of PRDP WFP implementation; (iii) Factors that positively / negatively affect progress; (iv) Agreement on lessons learned;	9:00AM – 5:00PM	Program results by Region and Cluster measured. Consolidated assessment of the status of PRDP interventions (by Component) in the provinces covered by each Region--- measurement of slippages both in physical and financial aspects (based on approved WFPs of the region). Documented lessons learned and causes of delays (if any) and the corresponding strategies needed for the next year of implementing the program.	NPCO to provide a standard FGD template to guide the flow of discussion towards common outputs across PSOs / Regions	PSO M&E Officer	Designated PSO staff to act as facilitator during the workshop

¹ Intermediate results by component that emerge in each regions shall be collected (e.g., through on sampling survey) before the joining the year –end assessment. The method, schedule of collecting data about results of the program are further discussed in the Results M&E section of the Main Part.

(v) Agreement on next steps e.g., existing strategies to be pursued / firmed up and new strategies or approaches to be performed (by whom, when and how), and others.					
<p>Day 2</p> <p>Presentation of outputs by Region (including question and answer after each presentation)</p> <p>Presentation of consolidated status (e.g., for Luzon Cluster) and Open Forum for Agreeing On Next Steps, what needs to be addressed (by whom, when and how) and etc.— cluster-wide to serve as inputs to the program overall / national assessment.</p>	<p>8:30AM – 12NN</p> <p>1:00 – 5:00PM</p>	<p>Consolidated program results in the Cluster</p> <p>Physical and financial Overall status of PRDP implementation in the Cluster; lessons learned, outstanding issues to be addressed (categorized into different levels by control center or influence in terms of addressing matters e.g., at PLGU, RPCO, PSO, NPCO, NPAB, others), and recommendations to be shared and discussed in the overall program assessment.</p>	MIS to process reports presented by each Region for Cluster-wide presentation and analysis of status	PSO M&E Officer	PSO MIS Officer to help in data processing

PRDP M&E Guideline**Annex 25b: Workshop Design for PRDP Mid-Year Performance Assessment and Planning Session****Part 2: Program-wide Workshop****Coordinator / Facilitator: NPCO****Participants: PSOs and selected RPCOs (if needed)**

Activities Per Day	Duration (Time)	Expected Outputs Per Day	Requirements	Responsibility Center / Facilitator	
				Lead	Support
Day 1					
Registration	8:00-8:15AM			NPCO Staff	
Welcome Remarks and Overview of Workshop Objectives, Expected Outputs and Flow of Activities	8:15-9:00AM			Head of NPCO	
Presentation / Discussion of results or Mid-Year Assessment By Cluster	9:00AM – 5:00PM	Status in each Cluster clarified including key learning and outstanding issues as bases for drawing out strategies to either sustain or improve momentum in the next half of the year. This will also involve sharing of good practices among by regions and provinces to resolve or prevent various issues / concerns.	NPCO to provide a standard reporting format of presentation	Head / Dep Head of PSO	M&E Officer for assist in preparation of presentation
Plenary session to discuss key lessons learned, outstanding issues and recommended actions by cluster (by whom, when and how) and etc.)					
Day 2					
Presentation of PRDP overall physical and financial progress at mid-year based on reports from each PSO.	8:30AM – 9:30AM	Overall status of PRDP implementation (consolidated involving all regions and provinces) at mid-year	MIS to process reports presented by each Cluster for Program-wide presentation	NPCO Head / Dep Head	NPCO M&E / MIS Officers to help preparing presentation
Plenary session for finalizing / firming up	9:30AM – 10:30AM	Agreements / consensus to handle the program in the next half of the			

strategies for the next half of the year.		year.	n and analysis of status		based on Day 1
Preparation of Catch-up Plan (if incurring slippages) or momentum sustainability plan(if on track)for 2 nd half of the year By Cluster / PSO	10:30AM	Agreed catch-up plan / momentum sustainability plan			
Presentation and Finalization of Catch-up Plan or Momentum Sustainability Plan By Cluster	10:30AM – 5:00PM				

PRDP M&E Guideline

Annex 26b: Workshop Design for PRDP Year-End Performance Assessment and Planning Session

Part 2: Program-wide Workshop

Coordinator / Facilitator: NPCO

Participants: PSOs and selected RPCOs (as needed)

Activities Per Day	Duration (Time)	Expected Outputs Per Day	Requirements	Responsibility Center / Facilitator	
				Lead	Support
Day 1					
Registration	8:00-8:15AM			NPCO Staff	
Welcome Remarks and Overview of Workshop Objectives, Expected Outputs and Flow of Activities	8:15-9:00AM			Head / Dep. Head of NPCO	
Presentation / Discussion of results or Year-End Assessment By Cluster covering results and implementation progress e.g., progress during the year and cumulative (since program start)	9:00AM – 5:00PM	<p>Program results by Region and Cluster measured.</p> <p>Consolidated assessment of the status of PRDP interventions (by Component) in the provinces covered by each Region--- measurement of slippages both in physical and financial aspects (based on approved WFPs of the region).</p> <p>Documented lessons learned and causes of delays (if any) and the corresponding strategies needed for the next year of implementing the program.</p>	NPCO to provide a standard FGD template to guide the flow of discussion towards common outputs across PSOs / Regions	PSO M&E Officer	Designated PSO staff to act as facilitator during the workshop
<ul style="list-style-type: none"> - Status in all regions / provinces covered - Lessons learned - Outstanding Issues / Concerns - Actions Recommended - Others 					

Day 2					
1)Presentation of PRDP overall progress and results (based on presentation / discussion in Day 1)	8:30AM – 9:00AM		MIS to process reports presented by each Region for Cluster-wide presentation and analysis of status	PSO M&E Officer	PSO MIS Officer to help in data processing
i). Progress on intermediate results by component;		Consolidated program results in the Cluster			
ii). Physical and Financial Progress: For the Year and As of The Year.		Physical and financial Overall status of PRDP implementation in the Cluster; lessons learned, outstanding issues to be addressed (categorized into different levels by control center or influence in terms of addressing matters e.g., at PLGU, RPCO, PSO, NPCO, NPAB, others)			
iii). Common outstanding issues / concerns in various program areas					
2)Plenary session for firming up strategies and setting priorities for next year.	9:30AM – 11:00AM	Summary of strategies to resolve / prevent issues & concerns in the coming year.			
3)Preparation / Presentation of WFP for next year.	11:00AM to 5:00PM	Substantial draft of WFP for signing by Regional Directors and for consolidation by cluster and program-wide			

PRDP RBME Guideline Annex 28

Report Form 7: Status of Implementing ____ (Yr.) WFP (By Implementing Unit

As of _____ (Month), _____ (Year)

Implementing Offices	Physical Progress		
	% Completion of Annual Target		
	Target	Actual	Variance
LUZON CLUSTER			
CAR Coordination Office			
Region 1 Coordination Office			
Region 2 Coordination Office			
Region 3 Coordination Office			
Region 4a Coordination Office			
Region 4b Coordination Office			
Region 5 Coordination Office			
VISAYAS CLUSTER			
Region 6 Coordination Office			
Region 7 Coordination Office			
Region 8 Coordination Office			
MINDANAO CLUSTER			
Region 9 Coordination Office			
Region 10 Coordination Office			
Region 11 Coordination Office			
Region 12 Coordination Office			
Region 13 Coordination Office			
ARMM Coordination Office			
NPCO			
OVERALL / PROGRAM-WIDE			

and

[illegible]

Annex 29.1

Philippine Rural Development Program (PRDP) Annotated Outline for the Monthly Progress Report

This monthly report shall be prepared and submitted by the Program Support Offices (PSOs) to the National Program Coordination Office (NPCO) on or before 2nd day of the ensuing month. It will be used by the NPCO M&E Unit in collaboration with the heads of the PRDP components / units in the NPCO in preparing the program-wide monthly progress report for submission to the DA-Special Projects Coordination Division (SPCMAD) not later than 5th day of the ensuing month. This will be part of the progress monitoring report being prepared by the SPCMAD involving the Foreign Assisted Projects (FAPs) handled by the Department of Agriculture (DA), which will be submitted to the Office of the Secretary not later than 7th day of the ensuing month.

The information required in this report is expected to evolve as the program progresses. At present, the report intends to capture relevant activities and preliminary accomplishments including operational concerns that need to be addressed as well as lessons to be considered in refining the program implementation guidelines.

This outline specifies the basic information to be contained in the monthly report. The PSOs may impart other information as may be deemed essential to better display and analyze the progress of PRDP. The RPCOs shall also submit report to the PSO using this template on or before last day of the month.

Part 1: Overall Progress

This section shall describe briefly the overall progress of PRDP in the cluster as of the month being reported compared to the progress as of the previous month. This shall highlight key accomplishments / milestones realized during the month and underscore relevant changes from the previous month (e.g., Regions completing Value Chain Analysis, PLGUs preparing / completing PCIPs, number of subprojects administered under the I-BUILD and I-REAP Components, others). Given the status as of the month, a glimpse of what to expect in the next period (e.g., month or quarter) likewise, needs to be indicated (e.g., specific workshop/s to be undertaken, completion of PCIPs of certain pilot provinces, etc.).

Part 2: Overview of Progress by Component

2.1: Investments for Agro-Fishery Modernization Plan (AFMP) Planning at the Local and National Levels (I-PLAN)

This section shall provide a brief discussion and relevance of activities conducted during the month (e.g., activities related to enhancing the Regional Value Chain Analysis, training, workshop, etc.) in line with the program's technical assistance to the participating Provincial Local Government Units (PLGUs) in developing its respective Provincial Commodity Investment Plans (PCIPs). Please insert photo of a major activity with caption (i.e. name of activity, purpose, location, people involved and others).

The discussion shall be supported by a summary of status of enhancing the Regional VCAs and PCIPs by providing information in Tables 1 and 2 respectively.

Table1. Status of the Regional VCAs as of _____

Region	VCA Commodity	Status/ Progress last month	Status/ Progress this month	Target Completion

Table2. Status of the PCIP Formulation as of _____

Region	Province	Status/ Progress last month	Status/ Progress this month	Target Completion

In line with indentifying areas or aspects of implementing the I-PLAN Component, this section shall also contain the cluster's assessment of outstanding issues and concerns as well as the actions or measures that need to be undertaken by specific player/s both from the PLGU and DA levels (e.g., RPCO, PSO, and NPCO). Lessons learned ¹ occurring (if any) in the course of implementing the program operations guidelines as may be obtained as we deal with the pilot provinces, likewise, needs to be mentioned.

2.2: Intensified Building-Up of Infrastructure and Logistics for Development (I-BUILD)

Similarly, this section shall contain a concise discussion of activities conducted during the month (e.g., validation of subproject proposals, assistance to provinces in preparing Subproject Feasibility Study, training, workshop, etc.) as we endeavor to assist the pilot provinces in determining rural infrastructure subprojects that may be proposed for funding under the program. A photo of a major activity with caption (i.e. name of activity, purpose, location, people involved and others) shall also be inserted.

An overview of the status of subprojects as of the reporting period needs to be provided and will be supported by details to be contained in Table 3.

¹ Lessons learned refers to a generalization based on the experience that can improve or maintain good project implementation process.

Table3. Status of Rural Infrastructure Subprojects as of _____

Region/ Province	Name of SP	Type	Length	Indicative Cost	Status/ Progress last month	Status/ Progress this month

The cluster's assessment of outstanding issues and concerns as well as the actions or measures that need to be undertaken by specific player/s e.g., by the PLGU and / or DA RPCO, PSO or NPCO as well as lessons surfacing (if any) in order to improve implementation of the I-BUILD Component shall be specified.

2.3: Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP)

This will contain a brief discussion of activities conducted during the month (e.g., workshop to prioritize commodity segment, assistance to provinces in preparing its Business Plans, training, workshop, etc.) as we endeavor to augment livelihood opportunities for rural communities by supporting the establishment of various enterprise development subprojects. Please insert photo of a major activity with caption (i.e. name of activity, purpose, location, people involved and others).

An overview of the status of enterprise development subprojects shall be provided and will be supported by details to be contained in Table 4.

Table 4. Status of Enterprise Development Subprojects as of _____

Region/ Province	Commod ity	Name of Enterpr ise	Name of Proponen t	Indicative Cost	Status/ Progress last month	Status/ Progress this month

The cluster's assessment of outstanding issues and concerns as well as the actions or measures that need to be undertaken by specific player/s e.g., by the PLGU and / or DA RPCO, PSO or NPCO well as lessons surfacing (if any) in order to improve implementation of the I-REAP Component shall be indicated.

2.4 Implementation Support to PRDP (I-SUPPORT)

This section shall briefly discuss activities undertaken during the month to support the implementation of I-PLAN, I-BUILD and I-REAP Components in the cluster. Please provide a photo with caption involving a major activity that took place during the month.

As of the reporting period, this section shall also provide an overview of status of staffing in the PSO and RPCOs in the cluster, which will be summarized in Table 5. This is important to allow the NPCO gauge or track the organizational capability and readiness of a certain PSO and its RPCOs as we approach the launching of the PRDP by 3rd or 4th Quarter this year.

Table 5: Status Engaging Personnel for PRDP by Office as of _____

Office	Total No. of staff requirement	Actual No. of staff hired / engaged	No. of staff not yet hired / engaged
PSO _____			
RPCO _____			
RPCO _____			
RPCO _____			
RPCO _____			

3. Utilization of Funds

This section shall provide an assessment of financial performance of the cluster (PSO and RPCOs) in terms of utilizing its budget for the year. The basic data should be provided in Table 6, which will be used in the analysis of financial progress as of the month.

As appropriate, this will also indicate pressing issues that hinder efficient utilization of funds as well as the measures / actions that need to be carried out in managing the program.

Table 6. Status of 2014 Budget Utilization, Cumulative as of _____ (In Pesos)

Office / Component	Annual Budget (FY 2014)	Obligations	Disbursements
PSO			
I-PLAN			
I-BUILD			
I-REAP			
I-SUPPORT			
SUB-TOTAL			
RPCO _____			
I-PLAN			
I-BUILD			
I-REAP			
I-SUPPORT			
SUB-TOTAL			
RPCO _____			
I-PLAN			
I-BUILD			
I-REAP			
I-SUPPORT			
SUB-TOTAL			
RPCO _____			
I-PLAN			
I-BUILD			
I-REAP			
I-SUPPORT			
SUB-TOTAL			
Total (cluster-wide)			
I-PLAN			
I-BUILD			
I-REAP			
I-SUPPORT			
GRAND TOTAL			

PRDP M&E Guideline**Annex 29: Sample DA-PSO Letter of Endorsement of Reports to NPCO (with highlights of progress)**

Date:

MEMORANDUM

FOR :

FROM :

SUBJECT : **PRDP Progress Report In Luzon Cluster**

This is to submit to your Office the status of implementing the Philippine Rural Development Program (PRDP) in Luzon Cluster as of ____ (Month), ____ (Year), which at present involves __ (no.) regions and ____ Provincial Local Government Units (PLGUs) participating in the program. Attached for your reference are PRDP M&E Report Forms (RFs) for the Cluster, which show status of formulation of PCIPs under the I-PLAN Component, subprojects pursued through financing from I-BUILD and I-REAP Components and program operation in Luzon under the I-SUPPORT Component. Attached also is RF 6, which shows the status of implementing our Work and Financial Plan this year as of this reporting period. (note: Quarterly only)

Highlights of progress, major issues, challenges and measures to maintain gains (if momentum is on track against targets) or address delays (if overall progress is incurring delays) are summarized below.

- A. **Formulation of PCIPs.** The program has already engaged __ out of __ total __ (no.) PLGUs in __ the regions under Luzon Cluster in formulating its respective PCIPs. A summary of status, key factors that affect progress and actions needed are shown in the Table below.

Status of PCIP Formulation	No. Of PLGUs	Outstanding Issues and Concerns	Measures	
			Actions Needed	Responsibility Center
Not Yet Starting				
On-going				
Completed		N.A.	N.A.	N.A.
TOTAL				

Note: specific PLGU may be cited as appropriate to highlight a certain issue / concern.

- B. **I-BUILD Subprojects.** The program supports ___ PLGUs in realizing ___ subprojects through funding assistance from the I-BUILD Component. A summary of status, key factors that affect progress and actions needed are shown in the Table below.

Subproject Stages	No. Of SPs	No. Of PLGUs	Cost (Million Php)	Outstanding Issues and Concerns	Measures	
					Actions Needed	Responsibility Center
Pre-Implementation						
Implementation						
Completed				N.A.	N.A.	N.A.
TOTAL						

Note: specific PLGU subproject/s may be cited as appropriate to highlight a concern.

- C. **I-REAP Subprojects.** The program supports ___ PLGUs on the development and operation of various enterprises using funds from the I-REAP Component. A summary of status, key factors that affect progress and actions needed are shown in the Table below.

Subproject Stages	No. Of SPs	No. Of PLGUs	Cost (Million Php)	Outstanding Issues and Concerns	Measures	
					Actions Needed	Responsibility Center
Pre-Implementation						
Implementation						
Completed				N.A.	N.A.	N.A.
TOTAL						

- D. **I-SUPPORT.** Luzon PSO continues to actively provide the ___(no.) RPCOs the necessary technical assistance in going through the program activities involving PLGUs engaged in the program. The support, however, still needs to be strengthened to be able to match with the growing number of subprojects in the pipeline. In this regard, the PSO shall undertake the following:

- (i) _____;
- (ii) _____;
- (iii) _____;

- E. **Utilization of Funds.** Actual against target disbursements marks a substantial slippage of negative 25% largely due to delays in translating subprojects in the pipeline to implementation. See Table below for disbursements by Component and Fund Source.

Component	Target Disbursements (For the Year As of this Month)				Target Disbursements (For the Year As of this Month)			
	LP	GEF	GOP	TOTAL	LP	GEF	GOP	TOTAL
I-PLAN								
I-BUILD								
I-REAP								
I-SUPPORT								
TOTAL								

Measures to be undertaken in the three components of the program as specified above need to be actively carried out in order to improve disbursements performance in the next periods.

For your information and usual assistance.

Luzon Cluster Head / Director

Annex 30: Annotated Outline of Narrative Program Performance Report (For Quarterly, Mid-Year and Year-End Reports)

This template shall be used by the PSO and NPCO in preparing periodic narrative progress report. It is meant to provide a detailed feedback on the progress and gains of the PRDP as it progresses. A PSO report entails the performance of the program in each cluster, which involves regions and provinces under its scope. Report to be made by the NPCO on the other hand shall entail the overall or program-wide implementation status and performance in the delivery of desired outputs and results. It hopes to lay foundation for informed decision making and weave efforts of different players / stakeholders into common direction to efficiently and effectively manage the program.

Part 1: Background (2 to 3 pages)

This part should contain the basic information about the PRDP as follows:

- 1.1 Development Objectives
- 1.2 Target Beneficiaries
- 1.3 Loan Effectiveness (Program Duration)
- 1.4 Components (with brief description)
- 1.5 Cost By Component and Fund Source

Part 2: Overview of Progress (1 to 2 pages)

This part should contain a summary of PRDP's progress and achievements at two levels namely (i) for the period being reported (e.g., a Quarter, 1st half of the year, or entire year—annual report); and (ii) cumulative as of the reporting period (since Program-start to reporting period). Analyses shall cover the following:

- 2.1 Physical and Financial Progress by Component and Overall.

This section shall contain a brief discussion of the status of the PRDP implementation for the period being reported and as of the reporting period (cite time elapsed). A discussion should be supplemented with graphs and / or tables for easier tracking of status showing target versus actual progresses in each component and overall in order to measure slippages in terms of physical and financial (obligations and disbursements) aspects of implementing the program.

- 2.2 Key factors (facilitating / hindering) that affect implementation and main measures that need to be carried out, likewise shall be cited.

Part 3: Status by Component (4-7 pages)

This section shall contain details of progress and achievements by component. Key areas or points to highlight may involve but not limited to the following:

3.1 I-PLAN Component.

3.1.1 Status of PCIP Formulation. Discussion shall explain information contained in Report Forms 1.1 to 1.4 (attached as Annex 16 in the RBME Guideline). In particular, discussion shall include the following:

- (i) Summary table (see RF 1.3) showing number of PCIPs in various status of formulation e.g., completed, on-going and not yet starting. This is to describe distribution of participating PLGUs with regard to formulating their respective PCIPs under the program. RFs 1.1, 1.2 and 1.4 shall be annexed for the details. Photos showing activities related to the component (e.g., training on PCIP formulation, meetings, supervision mission, community dialogue, others) may be provided with captions.
- (ii) Discuss magnitude of PLGUs in watch list needing further technical assistance from the RPCO and PSO to complete PCIPs.
- (iii) Factors affecting the progress
 - Outstanding causes of delays (if any)
 - Enabling factors (if any)
- (iv) Challenges and strategies / catch up measures to be undertaken

3.1.2 Planning Programming & Budget Guidelines. This shall contain a brief description of the status of mainstreaming across DA programs the enhanced planning programming and budget guidelines being adopted in the PRDP, taking off from the guidelines applied in MRDP 2. Likewise, issues and recommendations need to be cited.

3.2 I-BUILD Component.

Discussion shall explain information contained in Report Forms 2.1 to 2.5 (attached as Annex 17 in the RBME Guideline). In particular, discussion shall include the following:

- (i) Summary table (see RF 2.4) showing magnitude and cost of rural infrastructure subprojects in various stages. This is to describe distribution of subprojects in different status as basis to measure the level of likelihood of achieving the intermediate outcomes anticipated from I-BUILD component overtime. RFs 2.1, 2.2, 2.3 and 2.5 shall be attached as annexes for details. Photos showing

subprojects (e.g, undergoing construction, completed, others) and related activities (e.g., RPCO visit to a subproject site, coaching, meetings, supervision mission, etc.) may be provided with captions.

- (ii) Discuss magnitude of PLGU-subprojects in watch list or already incurring significant delays in passing through the different stages. This is to identify centers where RPCO and PSO would pour in greater technical assistance.
- (iii) Safeguards compliance. This shall contain a brief description about the state of compliance with the safeguards established or agreed to mitigate adverse social and environmental impacts anticipated from implementing various rural infrastructure subprojects. Discussion shall be derived from RF 4 (attached as Annex 19 in the RBME Manual)
- (iv) Factors affecting progress.
 - Outstanding causes of delays (if any)
 - Enabling factors (if any)
- (iv) Challenges and strategies / catch up measures to be undertaken

3.3 I-REAP Component.

Discussion shall explain information contained in Report Forms 3.1 to 3.5 (attached as Annex 18 in the RBME Guideline). In particular, discussion shall include the following:

- (i) A Summary table (see RF 3.4) showing magnitude and cost of enterprise subprojects in various stages. This is to describe distribution of subprojects in different status as basis to measure the level of likelihood or confidence of achieving the intermediate outcomes anticipated from the I-REAP component overtime. RFs 3.1, 3.2, 3.3 and 3.5 shall be attached as annexes for details. Photos showing subprojects and related activities (e.g., community dialogue, training, others) may be provided with captions.
- (ii) Discuss magnitude of PLGU-subprojects in watch list or already incurring significant delays in passing through the different stages. This is to identify centers where RPCO and PSO would pour in greater technical assistance.
- (iii) Safeguards compliance. This shall contain a brief description about the state of compliance with the safeguards established to mitigate adverse social and environmental impacts anticipated from the development of enterprise subprojects. Discussion shall be derived from RF 4 (attached as Annex 19 in the RBME Manual)

- (iv) Factors affecting progress.
 - Outstanding causes of delays (if any)
 - Enabling factors (if any)
- (iv) Challenges and strategies / catch up measures to be undertaken

3.4 I-SUPPORT Component.

Discussion shall explain information contained in Report Form 5 (attached as Annex 20 in the RBME Guideline). It will emphasize status of activities, mechanisms, and resources to be in place to support implementation of I-PLAN, I-BUILD and I-REAP components. Photos showing activities related to I-SUPPORT Component (e.g., orientation activities, training, meetings, supervision mission, others) may be provided with captions.

Part 4: Status of Loan Dated Covenants

This section shall contain a brief discussion of the status of achieving the loan dated covenants to be carried out by DA in implementing the program as indicated in the Loan Agreement. Graphs and / or tables may be provided to show magnitude of covenants achieved, partially achieved and not yet achieved. Covenant/s achieved during the reporting period as well as the other covenants that continue to be delayed shall be noted. Catch-up measures (if needed), likewise, shall be discussed. A matrix of the loan dated covenant with status may be attached as Annex for details.

Part 5: Emerging Benefits / Results

This section shall feature results or benefits emerging in areas as a result of the program activities and interventions. This shall cite status of achieving intermediate outcomes by component specified in the Results Framework (for annual report) and / or other benefits or success stories observed and documented involving specific program areas e.g., communities, POs (for Quarterly, Semestral, Annual Report). In the event a certain periodic report is preceded by the conduct of a Mid-Term Evaluation, this will also exhibit the key results of the said evaluation particularly with regard to achieving Program Development Objectives (PDOs) indicated in the Results Framework.

Part 6: Conclusion and Recommendation

This section shall provide an overall analysis of the program's performance as of the reporting period. In particular, it will note whether or not the progress of the program remains at right pace towards achieving the intermediate outcomes by component and PDOs. Key actions needed to either sustain or regain momentum in the coming periods also need to be mentioned.

PRDP RBME Guideline
Annex 31

Report Form 8: PRDP Overall Physical and Financial Progress

As of _____ (Month), _____ (Year)

Components / Sub-Components	Cost PM	Weight (%)	
			Target
Component 1: I-Local Planning			
Sub-Component 1.1: Enhancing the AFMPs Process			
Sub-Component 1.2: Supporting AFMP implementation			
Component 2: Infrastructure Development			
Sub-Component 2.1: Increasing access to strategic and climate-resilient rural infrastructure facilities by target beneficiaries.			
Sub-Component 2.2: Strengthening partnerships of the DA and the LGUs in planning and management of program interventions.			
Component 3: Enterprise Development			
Sub-Comp. 3.1 Rural agri-fishery enterprise and productivity enhancement support			
Sub-Comp. 3.2 Technology, information enterprise and market development support			
Component 4: Program Support			
OVERALL			

Note: The computation of the physical progress will adopt the "Cost-Based" Approach required by t

Physical Progress					Financial Progress		
% Completion		Accumulated Weight			Disbursements (PM)		% Utili
Actual	Variance	Target	Actual	Variance	Target	Actual	Target

the NEDA in the monitoring the ODA projects.

[illegible]

PRDP RBME Guideline
Annex 32

Report Form 9.1: PRDP Fund Utilization Status By Component (In Pesos)

As of _____ (Month), _____ (Year)

Components / Sub-Components	Total Program Cost		
	LP	GP	GOP
Component 1: I-Local Planning			
Sub-Component 1.1: Enhancing the AFMPs Process			
Sub-Component 1.2: Supporting AFMP implementation			
Component 2: Infrastructure Development			
Sub-Component 2.1: Increasing access to strategic and climate-resilient rural infrastructure facilities by target beneficiaries.			
Sub-Component 2.2: Strengthening partnerships of the DA and the LGUs in planning and management of program interventions.			
Component 3: Enterprise Development			
Sub-Comp. 3.1 Rural agri-fishery enterprise and productivity enhancement support			
Sub-Comp. 3.2 Technology, information enterprise and market development support			
Component 4: Program Support			
TOTAL			

Report Form 9.2: PRDP Fund Utilization Status By Component (In US \$)

As of _____ (Month), _____ (Year)

Components / Sub-Components	Total Program Cost		
	LP	GP	GOP
Component 1: I-Local Planning			
Sub-Component 1.1: Enhancing the AFMPs Process			
Sub-Component 1.2: Supporting AFMP implementation			
Component 2: Infrastructure Development			
Sub-Component 2.1: Increasing access to strategic and climate-resilient rural infrastructure facilities by target beneficiaries.			
Sub-Component 2.2: Strengthening partnerships of the DA and the LGUs in planning and management of program interventions.			
Component 3: Enterprise Development			
Sub-Comp. 3.1 Rural agri-fishery enterprise and productivity enhancement support			

Sub-Comp. 3.2 Technology, information enterprise and market development support			
Component 4: Program Support			
TOTAL			

PRDP M&E Guideline**Annex 33: Sample NPCO Letter of Endorsement of Reports to SPCMAD (with highlights of progress)**

Date:

MEMORANDUM

FOR :

FROM :

SUBJECT : **PRDP Progress Report As Of _____**

This is to submit to your Office the status of implementing the Philippine Rural Development Program (PRDP) as of ____ (Month), ____ (Year), which at present involves __ (no.) regions and ____ Provincial Local Government Units (PLGUs) participating in the program. Attached for your reference are PRDP M&E Report Forms (RFs), which show status of formulation of PCIPs under the I-PLAN Component, subprojects pursued through financing from I-BUILD and I-REAP Components and program operation in Luzon under the I-SUPPORT Component. Attached also are RFs 6, 7 and 8, which shows the status of implementing our Work and Financial Plan this year as of this reporting period (note: Quarterly only), physical and financial progresses respectively.

Highlights of progress, major issues, challenges and measures to maintain gains (if momentum is on track against targets) or address delays (if overall progress is incurring delays) are summarized below.

- A. **Formulation of PCIPs.** The program has already engaged __ out of __ total __ (no.) PLGUs in __ the regions under Luzon Cluster in formulating its respective PCIPs. A summary of status, key factors that affect progress and actions needed are shown in the Table below.

Status of PCIP Formulation	No. Of PLGUs	Outstanding Issues and Concerns	Measures	
			Actions Needed	Responsibility Center
Not Yet Starting				
On-going				
Completed		N.A.	N.A.	N.A.
TOTAL				

Note: specific PLGU may be cited as appropriate to highlight a certain issue / concern.

- B. **I-BUILD Subprojects.** The program supports ___ PLGUs in realizing ___ subprojects through funding assistance from the I-BUILD Component. A summary of status, key factors that affect progress and actions needed are shown in the Table below.

Subproject Stages	No. Of SPs	No. Of PLGUs	Cost (Million Php)	Outstanding Issues and Concerns	Measures	
					Actions Needed	Responsibility Center
Pre-Implementation						
Implementation						
Completed				N.A.	N.A.	N.A.
TOTAL						

Note: specific PLGU subproject/s may be cited as appropriate to highlight a concern.

- C. **I-REAP Subprojects.** The program supports ___ PLGUs on the development and operation of various enterprises using funds from the I-REAP Component. A summary of status, key factors that affect progress and actions needed are shown in the Table below.

Subproject Stages	No. Of SPs	No. Of PLGUs	Cost (Million Php)	Outstanding Issues and Concerns	Measures	
					Actions Needed	Responsibility Center
Pre-Implementation						
Implementation						
Completed				N.A.	N.A.	N.A.
TOTAL						

- D. **I-SUPPORT.** Luzon PSO continues to actively provide the ___(no.) RPCOs the necessary technical assistance in going through the program activities involving PLGUs engaged in the program. The support, however, still needs to be strengthened to be able to match with the growing number of subprojects in the pipeline. In this regard, the PSO shall undertake the following:

- (i) _____;
- (ii) _____;
- (iii) _____;

- E. **Utilization of Funds.** Actual against target disbursements marks a substantial slippage of negative 25% largely due to delays in translating subprojects in the pipeline to implementation. See Table below for disbursements by Component and Fund Source.

Component	Target Disbursements (For the Year As of this Month)				Target Disbursements (For the Year As of this Month)			
	LP	GEF	GOP	TOTAL	LP	GEF	GOP	TOTAL
I-PLAN								
I-BUILD								
I-REAP								
I-SUPPORT								
TOTAL								

Measures to be undertaken in the three components of the program as specified above need to be actively carried out in order to improve disbursements performance in the next periods.

For your information and usual assistance.

Director, NPCO

CY 2011 ODA PORTFOLIO REVIEW
Table 9B
Funds Flow Timelines
Agency
As of December 31, 2011

Project Title/Funding Source	WA Amount Requested (US\$M)	Withdrawal Application (WA)			BTr Notice		NCA Processing		
		WA Applied (Date Received by FS)	WA Release (Date Received by BTr)	WA Application to Release (No. Of Days)	BTr Notice (Date Received by IA)	WA Release to BTr Notice (No. Of Days)	Application for NCA (Date Received by DBM)	NCA Release Date (Received by IA)	BTr Notice to NCA Release (No. Of Days)
		(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
Agency Total									
Project 1 Withdrawal Application No. ____ Withdrawal Application No. ____ Withdrawal Application No. ____									
Project 2 Withdrawal Application No. ____ Withdrawal Application No. ____ Withdrawal Application No. ____									
Project 3 Withdrawal Application No. ____ Withdrawal Application No. ____ Withdrawal Application No. ____									
↓									
Project N Withdrawal Application No. ____ Withdrawal Application No. ____ Withdrawal Application No. ____									

Prepared by: _____ Date: _____
(Signature over printed name)

Approved by: _____ Date: _____
(Signature over printed name)

Total Processing Time from WA to NCA Release (No. Of Days) (9= 3+5+8)

**The Philippine Rural Development Program (PRDP)
Terms of Reference for the Conduct of Baseline Study**

1. Background.

The Philippine Rural Development Program (PRDP) is a World Bank assisted program to be implemented by the Department of Agriculture (DA) in 16 regions of the country. It is a national government platform for a modern and climate-smart agriculture that will involve 80 Provincial Local Government Units (PLGUs) and agri-fishery stakeholders in realizing the goals of improved food security and increased incomes, climate resiliency and enhanced policy environment and governance as expressed in the Philippine Development Plan (PDP) 2011-2016.

The Program is supportive of the national development goals of inclusive growth, job creation and poverty reduction. Moreover, it is aligned with the goals and priorities set out in the PDP 2011-2016 for a competitive and sustainable agriculture and fisheries sector and will provide a program-level support for the Agriculture and Fisheries Modernization Act of 1997 (Republic Act 8435) and advances the principles of *Agrikulturang Pilipino* (Agri-Pinoy) of sustainable resource management, local development and full service delivery from “farm to table”.

1.1 Program Development Objectives (PDOs). The PRDP aims to increase rural incomes and enhance farm and fishery productivity in targeted areas. The Program will promote more inclusive rural development by supporting smallholders and fisher-folk to increase their marketable surpluses, and by improving access to markets. The PRDP would also support changes in the planning, resource programming and implementation practices of the Department of Agriculture. It will facilitate the integration and financing of priority local investments derived from the DA's agricultural and fisheries modernization plans which have been developed using a value chain approach, and through a consultative process with local stakeholders. These can be achieved by improving access to a strategic network of infrastructure, market information and support services and increasing the value of producers' market surplus, within priority value chains by implementing the program components. The results indicators for the Program are: (a) 20% increase in the value of marketed outputs in the program areas; (b) 10% increase in real farm and fishery household incomes, including on-and off-farm, in the program areas; (c) Twenty (20) percent increase in the number of farmers and fisher-folk adopting improved, climate smart technologies promoted by the project (i.e., in regard to weather, market prices, quality, packaging requirement, etc). The detailed Results Framework and Monitoring (FRM), which contains specific result indicators to be achieved under the program is attached for [reference](#).

Comment [CVFG1]: Pls ensure that the current draft of the Results Framework as stated in the latest draft of the PAD is incorporated in the RFM which will be provided to the Contractor.

1.2 Program Duration, Cost and Components. The PRDP shall be implemented over a period of six years starting in 2013 and ending in 2019. It will implement four components with a total cost of about 27.5 billion. Of which, Php 20.5 billion (75%) comes from the Loan Proceeds, Php 287 million (1%) from the Global Environment Facility (GEF) fund, and Php 6.7 billion (24%) as counterpart from the National and Provincial Local Governments.

Component 1: Investments for AFMP Planning at the Local and National Levels (I-PLAN) will support the implementation and mainstreaming of the DA's AFMP planning framework, thereby providing an operational platform for integrated technical support service delivery at the local and

national levels. At the regional and local levels, regional AFMPs will be developed taking into account spatial and value chain analysis and using tools for vulnerability and suitability assessment, participatory resource analysis. The local AFMPs shall build on the success of local governments in the implementation of their own development plans.

Component 2: Intensified Building-Up of Infrastructure and Logistics for Development (I-BUILD).

A network of strategic rural infrastructure will be established, linking priority value chains in targeted Program areas that are identified through the regional AFMPs. By the end of the Program, the component will be able to establish an improved access to strategic and climate-resilient rural infrastructure and facilities that primarily benefit target beneficiaries. These rural infrastructures will include farm-to-market roads (FMRs), bridges, communal irrigation systems (CIS), potable water systems (PWS), production and post-production facilities and other infrastructure such as fish landings, fish sanctuary/Protected Area guardhouses, among others.

Component 3: Investments for Rural Enterprises and Agri-fishery Productivity (I-REAP) aims to strengthen and develop viable rural agro- industries through investments in the appropriate segments of efficient value chains of key agricultural and fishery products in targeted Program areas. Specifically, I-REAP is designed to: (i) increase productivity and marketability of agriculture and fishery products through increased access to information and support services; and (ii) increase farm and fishery household incomes through engagement in value-adding activities.

I-REAP represents a two-pronged approach: (i) support to communities for agriculture and fishery-based entrepreneurial activities with the goal of engaging more provincial LGUs in agri-fishery enterprises through strengthened public-private partnerships in value-adding activities and market (vertical and horizontal) linkages; and (ii) enhancing LGUs' access to information, support and technologies throughout the value chain, i.e., production, post-harvest and processing, product testing, quality control, packaging technology, among others, and empower farmers and fisher groups to implement and sustain rural enterprises.

Component 4: Support to Program Implementation or I-SUPPORT aims to introduce innovations and reforms towards more effective and efficient administrative support system in program implementation, mainly working through the existing DA bureaucracy. The management and implementation support mechanisms in PRDP will build on systems and practices that have proven effective under the MRDP2. To leverage its experience in implementing rural infrastructure projects with Mindanao LGUs, MRDP 2 will form the core of PRDP's Mindanao Program Support Office (PSO). To support implementation on a national scope, PSOs will be established to support Luzon and Visayas projects. Support structures will take into consideration varying levels of technical support and capacity building requirements based on the level of DA-RFU experience in implementing rural infrastructure and enterprise projects with LGUs. Institutionalization of the harmonized guidelines for DA-LGU engagement will be one of the key outputs of I-SUPPORT.

2. Baseline Study.

The baseline data, which describe conditions in targeted areas to be addressed by the program, needs to be established before investments and interventions take place. This is crucial to ensure that while

implementing the program, baseline data are available and actually used as bases to monitor achievement of desired changes and overtime, evaluate success or effectiveness of the program by comparing conditions in targeted areas, before, during and after carrying out investments. The result indicators requiring baseline data are indicated in the attached PRDP Results Framework and Monitoring matrix.

In particular, baseline data relative to anticipated intermediate outcomes emerging from each Component are essential to evaluate or measure the program's success on a component basis and consequently assess how each component is contributing to the achievement of Program Development Objectives (PDOs). Baseline data corresponding to the PDOs on the other hand shall be used to measure and evaluate the overall success of the program particularly at mid-term (end of Year 3) and end-of-program (Year 6).

At both levels of evaluation, baseline data are relevant to compare **'before-program'** and **'after-program'** conditions of beneficiaries(e.g., farm and fisher households and organizations)in PLGUs that availed of program interventions (e.g., financing I-BUILD and I-REAP subprojects). Tracking of changes in the condition between program and non-program areas will also be possible.

2.1 Specific Objectives.

Specific objectives of the baseline study to describe situations before PRDP implementation will include, but would not be limited to, the following:

2.1a PDO Level

- (i) Determine real farm and fisher household incomes, both on & off-farm;
- (ii) Determine value of agri-fishery marketed outputs; and
- (iii) Determine magnitude of producers adopting improved/climate smart technologies being promoted by the project.

2.1b Intermediate Outcomes By Component Level

2.1b.1 I-PLAN:

- (iv) Assess the existing programming and budgeting guidelines adopted in MRDP 2 and describe the state of mainstreaming across DA programs;
- (v) Describe the state of existing co-management features critical to the commodity value chaininvolving the eight biodiversity areas;

2.1b.2 I-BUILD:

- (vi) Determine the proportion of farmers & fishers with all-weather road access to market centers in program targeted areas;
- (vii) Determine average travel time from production areas to markets;
- (viii) Determine magnitude and proportion of farmers and fishers in program targeted areas reporting satisfaction on the adequate access to post harvest service and facilities; and
- (ix) Determine value of production using the existing irrigation system in program targeted areas.

2.1b.3 I-REAP:

- (x) Determine magnitude of groups operating viable enterprises following good business practices;
- (xi) Determine magnitude of women engaged / benefiting from enterprises existing in program targeted areas;
- (xii) Determine magnitude of contractual and formalized arrangements for marketing of produce and /or provision of technical services in program targeted areas; and
- (xiii) Determine magnitude of smallholders & fisher households with awareness, access and use of climate-smart technologies.

2.1b.4 I-SUPPORT:

- (xiv) Assess the current DA harmonization and mainstreaming efforts;
- (xv) Review and assess DA's efficiency in implementing current major programs and projects (e.g., MRDP 2, others); and
- (xvi) Describe the current practice / mechanism used across all DA units and agencies as a basis for determining the selection, design, economic and financial viability implementation and O&M requirements of all infrastructure investments.

III. Scope of Work and Methodology Requirements

The baseline study will include the following activities:

- (i) Desk review and gathering of relevant primary and secondary data from DA, other national line agencies, PLGUs and others as may be identified;
- (ii) Development of detailed methodology for gathering primary data from the target beneficiaries such as survey design, sampling and instruments and guidelines for data gathering. A Stratified Random Sampling shall cover roughly 5,000 respondents from two subject groups living in (i) Non-Program Areas; and (ii) Program Areas. The latter refer to Provinces with subprojects identified to be pursued in Year 1 of PRDP implementation, which involve areas in Mindanao Cluster, and other areas identified as "Program Pilot Areas" in Luzon and Visayas Clusters. The former on the other hand refer to "Non-Pilot Areas" in Luzon and Visayas Clusters. Non-program and program areas may involve 3,000¹ and 2,000 respondents respectively. A list of program and non-program areas to be covered by the study will be provided by the NPCO. The survey must retain a standard / marginal error of at least 3-5%, thus, yielding a confidence level of 95%-97%. The stratification design to be detailed in the proposal must have an aggregate view by region involving its provinces, municipalities and by barangay (if possible).

¹The main sample in non-program areas is a sample of 2,000 respondents, however, since the exact composition of non-program area may change during the program implementation, additional 1,000 respondents should be interviewed in non-program areas to provide sufficient baseline data for the mid-term and final studies, which will be conducted in the middle and by the end of the program. In the baseline comparative analysis, the survey results of 2,000 respondents from the program areas should be compared with the survey results of 2,000 respondents from non-program areas, selected randomly from the survey database of 3,000 respondents surveyed in non-program areas. It is assuming that the survey sample in the mid-term and final studies will be limited to 4,000 respondents for each study in total (2,000 respondents from the program areas and 2,000 respondents from non-program areas), as by that time the composition of the program and non-program areas will be more determined.

TOR for PRDP Baseline Study (March 8, 2013)

- (iii) Pilot test of the survey and submission of the field test report to TWG is also necessary as basis for revising the instrument and methodology (if needed) before conducting the actual field survey. This test, adopting the stratified random sampling method may cover about 100 respondents out of 5,000 target respondents.
- (iv) Conduct of household survey (stratified random sampling) and other relevant data gathering activities such as focus group discussions, desk reviews and key informant interviews to acquire qualitative data from stakeholder groups relevant for the study.
- (v) Submission of the field-work progress reports to TWG showing status of survey works, etc, shall also be made to allow discussion and resolving of issues / concerns that affect the conduct of baseline study.
- (vi) Random verification of questionnaires (conducted together with PSOs and RPCOs) shall also be done to validate overtime the integrity of the process being undertaken that is crucial towards achieving reliable survey results or findings.
- (vii) Encoding of survey results and organization of primary as well as secondary data.
- (viii) Establishment of a database of survey results.
- (ix) Analysis of survey results.
- (x) Baseline Study Report writing on findings, conclusions and recommendations.
- (xi) Report submission (together with the survey database and the copies of the filled questionnaires).
- (xii) Presentation of the study results to the TWG; and
- (xiii) Finalization of Baseline Study Report.

The National Program Coordinating Office (NPCO), with support from the PSOs and RPCOs shall coordinate with the Provincial Local Government Units (PLGUs) all activities to be carried out by the Study Team in their respective areas and communities. The Study team is expected to maximize the participation of keystakeholders to ensure credibility of data gathered as well as to gain ownership of findings or results of the study. The specific mechanisms to collect baseline data according to indicator to be detailed, clarified and improved in methodology for data collection of the Baseline Study are summarized in Table 1.

Table 1: Mechanism for Tracking PRDP Baseline Data

Result Indicators PDO Level Results Indicators*	Baseline Data Required	Perceived Data Collection Mechanism	Description (Indicator)— for Baseline Study
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TOR for PRDP Baseline Study (March 8, 2013)

20% Increase in the value of marketed outputs	Value of marketed outputs for major commodities (Php)	Stratified Random Sampling Survey to determine the value of marketed outputs (in terms of nominal value) in program targeted areas.	Commodities surveyed to be based on regional comparative advantage for that commodity
10% Increase in real farm and fishery household incomes	Average farm incomes (Php)	To be part of Stratified Random Sampling Survey to determine the average real farm and fishery households' incomes in program targeted areas.	To include on & off-farm
20% Increase in the number of producers adopting improved/climate smart technologies promoted by the program; 20% of which are women.	Number of producers adopting climate-smart technologies disaggregated by gender	To be part of Stratified Random Sampling Survey to determine number of producers (by gender) adopting climate-smart technologies. This will also describe the types of technologies identified in program targeted areas.	Relates to weather, market prices, quality, packaging requirement
INTERMEDIATE RESULTS BY COMPONENT			
I-PLAN COMPONENT			
Enhanced Planning Programming & Budget Guidelines being effectively mainstreamed (across DA programs)	Number of Regions (16)	Assessment of the existing guidelines, which involves FGD, in-depth interviews, desk review, workshop (as necessary), etc. involving DA Central Office, RFUs, other stakeholders (e.g., PLGUs, National Govt. Agency, etc.).	Planning Programming & Budget Guidelines issued & being used by RFUs to integrate programs & resources
	Number of Agencies participating in joint planning & programming with RFUs (27)		Planning Programming & Budget Guidelines issued & being used by RFUs to integrate programs & resources
8 Biodiversity conservation and coastal resources co-management features incorporated in the PCIPs	Number of provinces	Consultations / FGD between RFU, Province & other stakeholders to describe the existing co-management features involving the eight biodiversity areas.	PCIPs contain actions to conserve biodiversity and reduce pollution as critical to the commodity value chain
I-BUILD COMPONENT			
Improved all-weather road networks linking production areas with markets by 20%	% increase	To be part of Stratified Random Sampling Survey" to determine the proportion of farmers & fishers with access to all-weather road access to market centers. FGDs may also be conducted involving selected groups.	Proportion of farmers & fishers with all-weather. road access to market centers Based on sphere of influence)
Farmers and Fishers with increased access to post-harvest facilities by 20%	% of farmers & fishers with access to post-harvest facilities	To be part of Stratified Random Sampling Survey to determine proportion of farmers & fishers with access to post harvest facilities in program targeted areas. FGDs may also be conducted involving selected groups.	No of farmers and fishers reporting adequate access to post harvest facilities.
Increased productivity from irrigation by 30%	Value in Php	To be part of Stratified Random Sampling Survey to determine the value of production with irrigations systems existing in program targeted areas. A desk review of available secondary data (statistics) on municipal and barangay level (if any) is also deemed necessary to form part of analysis. FGDs may also be conducted involving selected groups.	Value of production from using existing irrigation service
I-REAP COMPONENT			

TOR for PRDP Baseline Study (March 8, 2013)

Increased Producer Groups (including small holders) participating in vertically linked commodity value chain clusters	% increase in number of groups operating viable enterprises	Stratified Random Sampling Survey to determine the number of smallholders operating viable enterprises in program targeted areas before PRDP interventions. FGDs may also be conducted involving selected groups.	Viable Smallholder enterprises following good business practices e.g., financial and accounting system and whose enterprises are operating above break even point.
	% increase in number of women directly benefiting from enterprise development	Stratified Random Sampling Survey to determine the number of women directly engaged and benefiting from the existing enterprises in program targeted areas before PRDP interventions.	
Producer productivity enhanced through formalized arrangements for marketing and /or technical services	Number of formalized arrangements between enterprises within commodity value chains	Use / review of records from the Provincial Agriculture Offices (PAO) and RFUs. FGD may be conducted to describe the process involved in formalizing arrangements and services emerging within the commodity value chains. FGDs may also be conducted involving selected groups.	Contractual and formalized arrangements for marketing of produce and /or provision of technical services
Increased producer groups (including smallholders) and fisher resilience to climate change and adverse weather conditions	% using climate smart technologies	Stratified Random Sampling Survey to determine the number of smallholders & fishers with awareness, access and using climate-smart technologies in program targeted areas before PRDP interventions. FGDs may also be conducted involving selected groups.	Smallholders & fishers who have awareness, access and use of climate-smart technologies
I-SUPPORT COMPONENT			
Harmonized Operation Manual mainstreamed for I-BUILD, I-REAP and I-SUPPORT.	Three MRDP2 manuals available	Assess the manual and describe current state of harmonization and mainstreaming process.	
Efficient Program implementation, reporting and loan utilization		Describe efficiency of related programs and projects implemented by the DA (e.g., MRDP 2, others)	

IV. Study Team

In preserving the integrity of both process and results, the study will be undertaken by a consultancy firm to be commissioned by the NPCO through the Mindanao PSO following the Harmonized Procedures on Procurement of Consultancy Services. The study requires six (6) months works, which entails services by a multi-disciplinary team of consultants with the expertise and required person months described below.

- (i) **Team Leader:** Economist with evident strong research experience (6 person-months). To lead the Study team, he/she must have at least three significant experiences in the conduct of baseline and evaluation studies in the rural development sector. He/She must also bear at least five years of professional experience as a team leader in projects dealing with the same nature and complexity of tasks described in this TOR.
- (ii) **Study Coordinator:** Statistician/Researcher (6 person-months) – The Statistician must have at least 10 years of professional experience in his/her field and must have experience as statistician/researcher in at least three similar projects. He/She must have a good track record in field research particularly in developing survey design and actual field survey,

database establishment and must have working knowledge of statistical software relevant to data processing, analysis and interpretation.

(iii) Study Team Members:

- a) Rural Infrastructure Specialist (4 person-months) – He/She must also have at least 10 years of professional experience in rural infrastructure in at least 3 similar projects. He/She must also have experience in conducting baseline and evaluation studies.
- b) Governance Specialist (4 person-months) – He/She must have at least 10 years professional experience in at least three similar projects. He/She must also have experience in conducting baseline and evaluation studies.
- c) Institutional Development Specialist (4 person-months) – He/She must have at least 10 years of professional experience in institutional development. He/She must also have experience in at least 3 similar projects and in undertaking baseline and evaluation studies.
- d) Enumerators (3 person-months)---The Study Team will be supported by enumerators for the survey and key informant interviews and as documenters for the focus group discussions (FGDs).
- e) Others to be defined in the Bidding Proposal.

Number of person-months according to position shall be finalized in the Inception Report.

V. Expected Outputs and Tentative Timeframe

The baseline study shall be done in the period of six months from the date the winning firm has received a “Notice to Proceed” (NTP) from the Department of Agriculture. Ideally, the baseline study would commence in July 2013 in order to produce the baseline study by December 2013. The key outputs / deliverables are shown below. The specific timeframe for each deliverable shall be contained in the Inception Report of the Study Team, which will be reviewed and approved by DA.

- 1. Inception Report (ideally within 2 weeks after receipt of NTP);
- 2. Data gathering progress reports (twice a month during the duration of survey activities);
- 3. Draft Baseline Study Report (ideally, 1st draft in October 2013); and
- 4. Final Baseline Study (ideally by December 2013).

VI. Administrative Arrangements

TOR for PRDP Baseline Study (March 8, 2013)

The Study Team will be coordinating and work under the supervision of the NPCO. The NPCO will be responsible to review and approve all deliverables made by the Study Team following DA's technical criteria / guidelines for acceptance.

The NPCO component and unit heads will act as members of the Technical Working Group (TWG) together with the Program Director as head to be responsible for the day-to-day management of the consultancy services particularly in monitoring of activities and deliverables stipulated in the approved Inception Report.

The Project Support Offices (PSOs) in Luzon, Visayas and Mindanao as well as the Regional Project Coordinating Offices (RPCOs) will provide support to the Study Team in terms of contacts with PLGUs, beneficiary-groups and individuals (e.g., farm-fisher organizations, etc.). All deliverables will be subject to approval and acceptance by the TWG before any payment is made following the usual accounting rules and regulations.

To be attached to the TOR:

PRDP Results Framework and Monitoring Matrix

PRDP Appraisal Document.

MONTHLY REPORT OF DISBURSEMENT

As of _____

(In Pesos)

Department / Agency : _____

Agency : _____

Fund : _____

PARTICULARS (1)	CURRENT YEAR BUDGET				PRIOR YEAR'S BUDGET				PRIOR YEAR OBLIGATIONS				TRUST LIABILITIES				OTHERS (6)	TOTAL			
	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL	PS	MOOE	CO	TOTAL		PS	MOOE	CO	TOTAL
	(2)				(3)				(4)				(5)				(6)	(7)			
NOTICE OF CASH ALLOCATION																					
MDS CHECKS ISSUED																					
ADVICE TO DEBIT ACCOUNT																					
REMITTANCE ADVICES ISSUED																					
CASH DISBURSEMENT CEILING																					
NON-CASH AVAILMENT AUTHORITY																					
TOTAL																					

Certified Correct:

Approved by:

Chief Accountant/Head of Accounting Unit

Date:

Head of Office/Authorized Representative

Date:

INSTRUCTIONS

- The Monthly Report of Disbursements (MRD), to be used in lieu of the Summary List of Checks Issued and Cancelled, shall reflect **all the authorized disbursements** of the agency/OU for the month. The **total monthly disbursements by allotment class**, shall be reflected in this report broken down as follows:
 - Notice of Cash Allocations/Notice of Transfer of Allocations received
 - MDS Checks issued for authorized disbursements charged against the current year and prior year's budget (agency regular requirements, RLIP, Special Purpose Funds) as well as trust Advices to Debit Account for authorization by the agencies/Ous to the MDS-Servicing Banks to directly credit payment to the external creditors' accounts (included in the List of Due and Demandable A/Ps) chargeable against the NCAs of departments/agencies covered by the Direct Payment System for A/Ps.
 - Tax Remittance Advices for remittance of taxes withheld.
 - Cash Disbursement Ceiling for authorized disbursements charged against income collected and retained by the foreign service posts of DFA and DOLE;
 - Non-Cash Availment Authority for cost of goods and services paid directly by lending institutions to creditors of the agency implementing a foreign-assisted project.

This report shall be submitted to DBM **on or before the 10th day following the month** covered by the reported.
- Column 1** shall reflect the type of disbursement authorities and corresponding disbursements made during the month covered by the report.
- Column 2** shall reflect the total disbursements for obligations/expenditures incurred **and** charged against prior year's budget (i.e. allotments received in the previous year chargeable against the **current year GAA** i.e., agency regular budget, RLIP and Special Purpose Funds e.g. TL/RG).
- Column 3** shall reflect the total disbursements for obligations/expenditures incurred during the year **but** charged against prior year's budget (i.e. allotments received in the previous year which a for obligation during current year as well as, allotment releases during the current year chargeable against **prior year's GAA** (i.e., agency regular budget and SPFs).
- Column 4** shall reflect the total disbursements for prior years' obligations/expenditures included in the List of Not Yet Due and Demandable Obligations as of the immediately preceding year.
- Column 5** shall reflect the total disbursements for trust liabilities covered by E.O. 338/DOF-DBM Joint Circular No. 1-97.

7. **Column 6** shall reflect the total disbursements charged against Non-Cash Availment Authorities received by the agency/OU.
 8. **Column 7** shall reflect the total of all types of disbursements, by allotment class during the month covered by the report.
 9. **Column 8** shall reflect any information relevant to this report.
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BAR No. 5

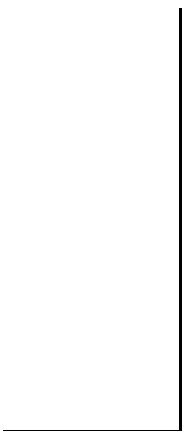
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Annex 36: The Philippine Rural Development Program (PRDP)

Terms of Reference for the Conduct of Mid-Term Evaluation Study

1. Background.

The Philippine Rural Development Program (PRDP) is a World Bank assisted program to be implemented by the Department of Agriculture (DA) in 16 regions of the country. It is a national government platform for a modern and climate-smart agriculture that will involve 80 Provincial Local Government Units (PLGUs) and agri-fishery stakeholders in realizing the goals of improved food security and increased incomes, climate resiliency and enhanced policy environment and governance as expressed in the Philippine Development Plan (PDP) 2011-2016.

The Program is supportive of the national development goals of inclusive growth, job creation and poverty reduction. Moreover, it is aligned with the goals and priorities set out in the PDP 2011-2016 for a competitive and sustainable agriculture and fisheries sector and will provide a program-level support for the Agriculture and Fisheries Modernization Act of 1997 (Republic Act 8435) and advances the principles of Agrikulturang Pilipino (Agri-Pinoy) of sustainable resource management, local development and full service delivery from “farm to table”.

1.1 Program Development Objectives (PDOs). The PRDP is implemented to achieve specific development objectives, as follows: (i) Increase in farmers’ income in agri-fishery; and (ii) more market-oriented and climate resilient agriculture and fishery sector. These can be achieved by improving access to a strategic network of infrastructure, market information and support services and increasing the value of producers’ market surplus, within priority value chains by implementing the program components. The Results Framework and Monitoring (FRM), which contains specific result indicators to be achieved under the program is attached for reference.

1.2 Program Duration, Cost and Components. The PRDP shall be implemented over a period of six years starting in 2013 and ending in 2018. It will implement four components with a total cost of about 27.5 billion. Of which, Php 20.5 billion (75%) comes from the Loan Proceeds, Php 287 million (1%) from the Global Environment Facility (GEF) fund, and Php 6.7 billion (24%) as counterpart from the National and Provincial Local Governments.

Component 1: Investments for AFMP Planning at the Local and National Levels (I-PLAN) will support the implementation and mainstreaming of the DA’s AFMP planning framework, thereby providing an operational platform for integrated technical support service delivery at the local and national levels. At the regional and local levels, regional AFMPs will be developed taking into account spatial and value chain analysis and using tools for vulnerability and suitability assessment, participatory resource analysis. The local AFMPs shall build on the success of local governments in the implementation of their own development plans.

Component 2: Intensified Building-Up of Infrastructure and Logistics for Development (I-BUILD). A network of strategic rural infrastructure will be established, linking priority value chains in targeted Program areas that are identified through the regional AFMPs. By the end of the Program, the component will be able to establish an improved access to strategic and climate-resilient rural

infrastructure and facilities that primarily benefit target beneficiaries. These rural infrastructures will include farm-to-market roads (FMRs), bridges, communal irrigation systems (CIS), potable water systems (PWS), production and post-production facilities and other infrastructure such as fish landings, fish sanctuary/Protected Area guardhouses, among others.

Component 3: Investments for Rural Enterprises and Agri-fishery Productivity (I-REAP) aims to strengthen and develop viable rural agro- industries through investments in the appropriate segments of efficient value chains of key agricultural and fishery products in targeted Program areas. Specifically, I-REAP is designed to: (i) increase productivity and marketability of agriculture and fishery products through increased access to information and support services; and (ii) increase farm and fishery household incomes through engagement in value-adding activities.

I-REAP represents a two-pronged approach: (i) support to communities for agriculture and fishery-based entrepreneurial activities with the goal of engaging more provincial LGUs in agri-fishery enterprises through strengthened public-private partnerships in value-adding activities and market (vertical and horizontal) linkages; and (ii) enhancing LGUs' access to information, support and technologies throughout the value chain, i.e., production, post-harvest and processing, product testing, quality control, packaging technology, among others, and empower farmers and fisher groups to implement and sustain rural enterprises.

Component 4: Support to Program Implementation or I-SUPPORT aims to introduce innovations and reforms towards more effective and efficient administrative support system in program implementation, mainly working through the existing DA bureaucracy. The management and implementation support mechanisms in PRDP will build on systems and practices that have proven effective under the MRDP2. To leverage its experience in implementing rural infrastructure projects with Mindanao LGUs, MRDP 2 will form the core of PRDP's Mindanao Program Support Office (PSO). To support implementation on a national scope, PSOs will be established to support Luzon and Visayas projects. Support structures will take into consideration varying levels of technical support and capacity building requirements based on the level of DA-RFU experience in implementing rural infrastructure and enterprise projects with LGUs. Institutionalization of the harmonized guidelines for DA-LGU engagement will be one of the key outputs of I-SUPPORT.

2. Mid-Term Evaluation.

The Mid-Term Evaluation Study is a crucial undertaking to give the implementers a measure of success, whether or not PDOs are likely to be achieved given the gains at the mid-point of implementing the program. In particular it will look at how program operation has translated into desired results by component, otherwise known as intermediate outcomes, and how these lead to achieving the PDOs based on measure of effectiveness envisaged at mid-term as contained in the Results Framework and Monitoring.

It attempts to measure changes particularly in program targeted areas in two aspects namely (i) **“Before and During”** Interventions involving PLGUs that availed of program assistance e.g. subprojects financing through I-REAP and I-BUILD components; and (ii) **“With and Without”** Program comparing areas that participate in the program against those that did not.

2.1 Specific Objectives.

Specific objectives of the mid-term evaluation study are as follows.

A. Determine changes in agreed key result areas as indicated in the PRDP Results Framework and Monitoring as follows:

- (i) Determine changes in real farm and fisher household incomes, both on & off-farm from baseline to mid-term;
- (ii) Determine changes in value of agri-fishery marketed outputs from baseline to mid-term;
- (iii) Determine changes in magnitude of farm households with access to technologies and information to weather, market prices, quality, packaging requirement, etc. from baseline to mid-term;
- (iv) Describe changes in the existing process how Regional AFMPs are prepared, institutions and stakeholders involved and how these are used in promoting the agri-fishery sector involving the program targeted areas from baseline to mid-term;
- (v) Describe changes in programming and budgeting guidelines adopted in MFDP 2 and describe the state of mainstreaming across DA programs from baseline to mid-term;
- (vi) Describe changes on co-management features critical to the commodity value chain involving the eight biodiversity areas from baseline to mid-term;
- (vii) Determine changes in magnitude and proportion of farm and fisher households in program targeted areas accessing road networks to market centers from baseline to mid-term;
- (viii) Determine changes in magnitude and proportion of farmers and fishers in program targeted areas reporting adequate access to post harvest facilities from baseline to mid-term;
- (ix) Determine changes in value of production using the existing irrigation system in program targeted areas from baseline to mid-term;
- (x) Describe changes from baseline to mid-term the state of climate resiliency of existing small rural infrastructures and extent how these contribute to sustaining local enterprise in program targeted areas;
- (xi) Determine changes in magnitude of groups operating viable enterprises due to following good business practices from baseline to mid-term;
- (xii) Determine changes in magnitude of women engaged / benefiting from enterprises existing in program targeted areas from baseline to mid-term;
- (xiii) Determine changes in magnitude of contractual and formalized arrangements for marketing of produce and /or provision of technical services in program targeted areas from baseline to mid-term;
- (xiv) Determine changes in magnitude of smallholders & fisher households with awareness, access and use of climate-smart technologies from baseline to mid-term; and
- (xv) Determine changes in productivity in globally significant biodiversity sites identified in the program from baseline to mid-term.

B. Evaluate the programs performance in producing outputs by Component and how these translate to intermediate outcomes by Component and consequently, PDOs.

C. Document key lesson learned to be considered in the next half of the program life.

D. Recommend practical approaches, adjustments in program design, costing, etc. (if any), policy supports and others that are crucial to either sustain or catch-up gains in the next half of implementing the program.

III. Scope of Work and General Methodology

The mid-term evaluation will include the following activities:

- (i) Desk review and gathering of relevant primary and secondary data both from DA and PLGUs;
- (ii) Development of detailed methodology for gathering primary data from DA and target beneficiaries and institution ssuch as survey design, sampling and instruments and guidelines for data gathering;
- (iii) Conduct of household survey and other relevant data gathering activities such as focus group discussions and key informant interviews;
- (iv) Encoding of survey results and organization of other primary as well as secondary data;
- (v) Establishment of a database of survey results;
- (vi) Analysis of survey results;
- (vii) Report writing on findings, conclusions and recommendations and a consolidated report covering all PLGU-participants;
- (viii) Presentation to the DA; and
- (ix) Finalization of Mid-term Evaluation Report.

The National Program Coordinating Office (NPCO), with support from the PSOs shall coordinate with the Provincial Local Government Units (PLGUs) all activities to be carried out by the Study Team in their respective areas and communities. The Study team is expected to maximize the participation of key stakeholders to ensure credibility of data gathered as well as to gain ownership of findings or results of the study. The specific mechanisms for to collect baseline data according to indicator to be detailed, clarified and improved in methodology for data collection of the Baseline Study are summarized in Table 1.

Result Indicators PDO Level Results Indicators*	Unit of Measurement	Perceived Data Collection Mechanism	Description (Indicator)— for Baseline Study
20% Increase in the value of marketed outputs	Value of marketed outputs for major commodities (Php)	Stratified Random Sampling Survey to determine the level of marketed outputs (in terms of nominal value) in program targeted areas before and during PRDP interventions.	Commodities surveyed to be based on regional comparative advantage for that commodity
10% Increase in real farm and fishery household incomes	Average farm incomes (Php)	Stratified Random Sampling Survey to determine the state of real farm and fishery households incomes in program targeted areas before and during PRDP interventions.	To include on & off-farm

PRDP RBME Guideline

20% Increase in the number of farmers & fishers with improved access to technologies and information	Number of producers adopting climate-smart technologies & Proportion of whom are women	Stratified Random Sampling Survey to determine or describe the farmer and fishery households accessing technologies incomes in program targeted areas before and during PRDP interventions.	Relates to weather, market prices, quality, packaging requirement
GEO level –Number of globally significant biodiversity sites with productive and sustainably managed seascapes (20%)	Number of globally significant biodiversity sites	Stratified Random Sampling Survey to determine or describe the state of biodiversity sites in program targeted areas before and during PRDP interventions with regard to managing seascapes	Productive seascapes and marine protected areas in targeted areas resulting from marine and coastal spatial planning, pollution reduction, and management of coastal resources
INTERMEDIATE RESULTS BY COMPONENT			
I-PLAN COMPONENT			
80 Provincial Commodity Investment Plans (PCIPs) agreed based on regional AFMPs	Number of Provinces	Consultations between RFU, Province & others on the existing practices w/out PRDP particularly with regard to how Regional AFMPs are prepared, implemented and how these are used in promoting the agri-fishery sector in program targeted areas.	
80 PCIP interventions being supported through effective technical backstopping	Number of Provinces		Number of effective joint work programming being implemented between RFUs and PLGUs, & between PLGUs and other service providers)
Enhanced Planning Programming & Budget Guidelines being effectively mainstreamed (across DA programs)	Number of Regions (16)	Assessment of the existing guidelines, which involves FGD, workshop (as necessary) involving RFUs, other stakeholders (e.g., PLGUs, National Govt. Agency, etc.).	Planning Programming & Budget Guidelines issued & being used by RFUs to integrate programs & resources
	Number of Agencies participating in joint planning & programming with RFUs (27)		Planning Programming & Budget Guidelines issued & being used by RFUs to integrate programs & resources
8 Biodiversity conservation and coastal resources co-management features incorporated in the PCIPs	Number of provinces	Consultations between RFU, Province & other stakeholders to describe the existing co-management features involving the eight biodiversity areas.	PCIPs contain actions to conserve biodiversity and reduce pollution as critical to the commodity value chain
I-BUILD COMPONENT			
Improved all-weather road networks linking production areas with markets by 20%	% increase	Stratified Random Sampling Survey to determine the value of agri-fishery production in program targeted areas before and during PRDP interventions.	Proportion of farmers & fishers with all-weather. road access to market centers Based on sphere of influence)

PRDP RBME Guideline

Farmers and Fishers with increased access to post-harvest facilities by 20%	% of farmers & fishers with access to post-harvest facilities	Stratified Random Sampling Survey to determine / describe access to post harvest facilities in program targeted areas before and during PRDP interventions.	No of farmers and fishers reporting adequate access to post harvest facilities.
Increased productivity from irrigation by 30%	PhP	Stratified Random Sampling Survey to determine the value of production with irrigations systems existing in program targeted areas before and during PRDP interventions.	Value of production from using existing irrigation service
100% increase in climate resilient small rural infrastructures that contribute to sustaining local enterprise	% Climate resilient infrastructure and facilities completed	Inventory of existing small rural infrastructures in program targeted areas and review of engineering designs / plans and FGD with concerned stakeholders from the PLGUs and other national government agencies of to determine and agree on the state / level of climate resiliency of infrastructure in relation to sustaining local enterprise (before and during interventions).	
I-REAP COMPONENT			
Increased Smallholder Groups participating in vertically linked commodity value chain clusters	% increase in number of groups operating viable enterprises	Stratified Random Sampling Survey to determine the number of smallholders operating viable enterprises in program targeted areas before and during PRDP interventions.	Viable Smallholder enterprises following good business practices e.g., having professional managers
	% increase in number of women directly benefiting from enterprise development	Stratified Random Sampling Survey to determine the number of women directly engaged and benefiting from the existing enterprises in program targeted areas before and during PRDP interventions.	
Producer productivity enhanced through formalized arrangements for marketing and /or technical services	Number of formalized arrangements between enterprises within commodity value chains	Use / review of records from the Provincial Agriculture Offices (PAO) and RFUs. FGD may be conducted to describe the process involved in formalizing arrangements and services emerging within the commodity value chains.	Contractual and formalized arrangements for marketing of produce and /or provision of technical services
Increased smallholder and fisher resilience to climate change and adverse weather conditions	% using climate smart technologies	Stratified Random Sampling Survey to determine the number of smallholders & fishers with awareness, access and using climate-smart technologies in program targeted areas before and during PRDP interventions.	Smallholders & fishers who have awareness, access and use of climate-smart technologies
Productivity in globally significant biodiversity sites enhanced through improved resource management, biodiversity conservation, co-management arrangements, and knowledge sharing	% increase in fish stocks in target areas	Scientific survey to determine and describe fish density, diversity, and biomass in biodiversity sites identified under the program.	Fish density, diversity, and biomass as relate with the existing management and protection in target areas
I-SUPPORT COMPONENT			
Harmonized Operation Manual mainstreamed for I-BUILD, I-REAP and I-SUPPORT.	Three MRDP2 manuals available	Assess the manual and describe current state of harmonization and mainstreaming process.	
Efficient Program implementation, reporting and loan utilization		Describe efficiency of related programs and projects implemented by the DA (e.g., MRDP 2, others)	

IV. Study Team

In preserving the integrity of both process and results, the evaluation study will be undertaken by an external team of consultants to be commissioned by the NPCO through a firm following the Government and World Bank procedures on procurement of services. The study requires four months works, which entails services by a multi-disciplinary team of consultants with the following expertise. The composition of the team as well as the qualification criteria and person-months required are provided below

- (i) **Team Leader:** Agricultural Economist (4 person-months). To lead the Study team, he/she must have at least three significant experiences in the conduct of baseline and evaluation studies in the rural development sector. He/She must also bear at least five years of professional experience as a team leader for at least in projects dealing with the nature and complexity of tasks described this TOR.
- (ii) **Members:**
 - a) Rural Infrastructure Specialist (3 person-months) – He/She must also have at least 10 years of professional experience in rural infrastructure working as Rural Infrastructure Specialist involving at least 3 projects of the nature and complexity of services described in this TOR. He/She must also have experience in conducting baseline and evaluation studies.
 - b) Biodiversity Specialist (3 person-months) – He/She must also have at least 10 years of professional experience in biodiversity conservation and management involving at least 3 projects of the nature and complexity of services described in this TOR. He/She must also have experience in conducting baseline and evaluation studies.
 - c) Governance Specialist (3 person-months) – He/She must have at least 10 years professional experience working as Governance Specialist to at least 3 projects of the nature and complexity of services described in his TOR. He/She must also have experience in conducting baseline and evaluation studies.
 - d) Institutional Development Specialist (3 person-months) – He/She must have at least 10 years of professional experience in institutional development particularly on such institutions as cooperatives and farmer-organizations and LGUs. He/She must also have experience as Institutional Development Specialist in at least 3 projects of the nature and complexity of services described in this TOR as well as experience on baseline and evaluation studies.
 - e) Statistician (3 person-months) – The Statistician must have at least 10 years of professional experience in his/her field and experience as Statistician for at least 3 projects of the nature and magnitude of the requirements for this study. He/She must have a good track record in database establishment and must have working knowledge of statistical softwares.



- f) Enumerators (1 man-month)---The Study Team will be supported by enumerators for the survey and key informant interviews and as documenters for the focus group discussions (FGDs).
- g) Others to be defined in the Inception Report.

Number of person-months according to position shall be finalized in the Inception Report.

V. Expected Outputs and Schedule

The baseline study shall be done in the period of four months from the date the winning firm has received a “Notice to Proceed” (NTP) from the Department of Agriculture. The outputs, key activities and indicative timelines are shown in the Table below.

Outputs / Deliverables With Indicative Timelines																	
Outputs / Deliverables	Major Activities	MONTH 1				MONTH 2				MONTH 3				MONTH 4			
		Wk. 1	Wk. 2	Wk. 3	Wk. 4	Wk. 1	Wk. 2	Wk. 3	Wk. 4	Wk. 1	Wk. 2	Wk. 3	Wk. 4	Wk. 1	Wk. 2	Wk. 3	Wk. 4
1. Inception Report	Drating of Inception Report																
	Review of draft Inception Report																
	Finalization of Inception Report following DA's comments.																
2. Draft Individual PLGU Evaluation Reports	Actual field survey																
	Processing of survey results by PLGU																
	Drafting of individual study reports																
	Review of individual study reports (including presentation to DA)																
3. Final Individual PLGU Evaluation Reports	Finalization of individual study reports based on comments from DA.																
4. Draft Consolidated Mid-term Study Report	Drafting of consolidated Mid-term Study Report																
	Review of consolidated Mid-term Study Report (including presentation to DA)																
5. Final Consolidated Mid-Term Evaluation Report	Finalization of consolidated Baseline Study Report based on comments from DA.																

LEGEND	
	DA Activities
	Study Team Activities

VI. Administrative Arrangements

The Study Team will be coordinating and work under the supervision of the NPCO headed by the Undersecretary for Operations. The NPCO will be responsible to review and approve all deliverables made by the Study Team following DA's technical criteria / guidelines for acceptance.

The NPCO will appoint a staff from the DA-Special Projects Coordination and Management Division (SPCMAD) to act as a "Mid-Term Evaluation Study Focal Person or Coordinator" in the duration of the study. He/She shall be responsible for the day-to-day management of the consultancy services particularly in monitoring of activities and deliverables stipulated in the approved Inception Report. In coordination with the DA Mid-Term Evaluation Study Coordinator, Project Support Offices (PSOs) in Luzon A, Luzon B, Visayas and Mindanao as well as the Regional Project Coordinating Offices (RPCOs) will provide support to the Study Team in terms of contacts with PLGUs, beneficiary-groups and individuals (e.g., farm-fisher organizations, etc.). Whenever necessary, RPCOs will also provide other supports to the Study Team e.g. transportation and other administrative supports. All deliverables will be subject to approval and acceptance by the DA-SPCMAD before any payment is made following the usual accounting rules and regulations.

To be attached to the TOR:

PRDP Results Framework and Monitoring Matrix

Baseline Study

PRDP Appraisal Document.

Annex 37: The Philippine Rural Development Program (PRDP)

Terms of Reference for the Conduct of Program-End Evaluation Study

1. Background.

The Philippine Rural Development Program (PRDP) is a World Bank assisted program to be implemented by the Department of Agriculture (DA) in 16 regions of the country. It is a national government platform for a modern and climate-smart agriculture that will involve 80 Provincial Local Government Units (PLGUs) and agri-fishery stakeholders in realizing the goals of improved food security and increased incomes, climate resiliency and enhanced policy environment and governance as expressed in the Philippine Development Plan (PDP) 2011-2016.

The Program is supportive of the national development goals of inclusive growth, job creation and poverty reduction. Moreover, it is aligned with the goals and priorities set out in the PDP 2011-2016 for a competitive and sustainable agriculture and fisheries sector and will provide a program-level support for the Agriculture and Fisheries Modernization Act of 1997 (Republic Act 8435) and advances the principles of Agrikulturang Pilipino (Agri-Pinoy) of sustainable resource management, local development and full service delivery from “farm to table”.

1.1 Program Development Objectives (PDOs). The PRDP is implemented to achieve specific development objectives, as follows: (i) Increase in farmers’ income in agri-fishery; and (ii) more market-oriented and climate resilient agriculture and fishery sector. These can be achieved by improving access to a strategic network of infrastructure, market information and support services and increasing the value of producers’ market surplus, within priority value chains by implementing the program components. The Results Framework and Monitoring (FRM), which contains specific result indicators to be achieved under the program is attached for reference.

1.2 Program Duration, Cost and Components. The PRDP shall be implemented over a period of six years starting in 2013 and ending in 2018. It will implement four components with a total cost of about 27.5 billion. Of which, Php 20.5 billion (75%) comes from the Loan Proceeds, Php 287 million (1%) from the Global Environment Facility (GEF) fund, and Php 6.7 billion (24%) as counterpart from the National and Provincial Local Governments.

Component 1: Investments for AFMP Planning at the Local and National Levels (I-PLAN) will support the implementation and mainstreaming of the DA’s AFMP planning framework, thereby providing an operational platform for integrated technical support service delivery at the local and national levels. At the regional and local levels, regional AFMPs will be developed taking into account spatial and value chain analysis and using tools for vulnerability and suitability assessment, participatory resource analysis. The local AFMPs shall build on the success of local governments in the implementation of their own development plans.

Component 2: Intensified Building-Up of Infrastructure and Logistics for Development (I-BUILD). A network of strategic rural infrastructure will be established, linking priority value chains in targeted Program areas that are identified through the regional AFMPs. By the end of the Program, the component will be able to establish an improved access to strategic and climate-resilient rural

infrastructure and facilities that primarily benefit target beneficiaries. These rural infrastructures will include farm-to-market roads (FMRs), bridges, communal irrigation systems (CIS), potable water systems (PWS), production and post-production facilities and other infrastructure such as fish landings, fish sanctuary/Protected Area guardhouses, among others.

Component 3: Investments for Rural Enterprises and Agri-fishery Productivity (I-REAP) aims to strengthen and develop viable rural agro- industries through investments in the appropriate segments of efficient value chains of key agricultural and fishery products in targeted Program areas. Specifically, I-REAP is designed to: (i) increase productivity and marketability of agriculture and fishery products through increased access to information and support services; and (ii) increase farm and fishery household incomes through engagement in value-adding activities.

I-REAP represents a two-pronged approach: (i) support to communities for agriculture and fishery-based entrepreneurial activities with the goal of engaging more provincial LGUs in agri-fishery enterprises through strengthened public-private partnerships in value-adding activities and market (vertical and horizontal) linkages; and (ii) enhancing LGUs' access to information, support and technologies throughout the value chain, i.e., production, post-harvest and processing, product testing, quality control, packaging technology, among others, and empower farmers and fisher groups to implement and sustain rural enterprises.

Component 4: Support to Program Implementation or I-SUPPORT aims to introduce innovations and reforms towards more effective and efficient administrative support system in program implementation, mainly working through the existing DA bureaucracy. The management and implementation support mechanisms in PRDP will build on systems and practices that have proven effective under the MRDP2. To leverage its experience in implementing rural infrastructure projects with Mindanao LGUs, MRDP 2 will form the core of PRDP's Mindanao Program Support Office (PSO). To support implementation on a national scope, PSOs will be established to support Luzon and Visayas projects. Support structures will take into consideration varying levels of technical support and capacity building requirements based on the level of DA-RFU experience in implementing rural infrastructure and enterprise projects with LGUs. Institutionalization of the harmonized guidelines for DA-LGU engagement will be one of the key outputs of I-SUPPORT.

2. Program-End Evaluation.

The Program-End Evaluation Study is a crucial undertaking to give the implementers a final view or measure of success with regard to achieving the PDOs as well as the intermediate outcomes by Component. In particular it will look at how program operation has translated into desired results by component, otherwise known as intermediate outcomes, and how these lead to achieving the PDOs based on measure of effectiveness envisaged at end of program as contained in the Results Framework and Monitoring.

It attempts to measure changes particularly in program targeted areas in two aspects namely (i) **“Before and After”** Interventions involving PLGUs that availed of program assistance e.g. subprojects financing through I-REAP and I-BUILD components; and (ii) **“With and Without”** Program comparing areas that participate in the program against those that did not.

2.1 Specific Objectives.

Specific objectives of the end-of-program evaluation study are as follows.

A. Determine changes in agreed key result areas as indicated in the PRDP Results Framework and Monitoring as follows:

- (i) Determine changes in real farm and fisher household incomes, both on & off-farm from baseline to end-of-program;
- (ii) Determine changes in value of agri-fishery marketed outputs from baseline to end-of-program;
- (iii) Determine changes in magnitude of farm households with access to technologies and information to weather, market prices, quality, packaging requirement, etc. from baseline to end-of-program;
- (iv) Describe changes in the existing process how Regional AFMPs are prepared, institutions and stakeholders involved and how these are used in promoting the agri-fishery sector involving the program targeted areas from baseline to end-of-program;
- (v) Describe changes in programming and budgeting guidelines adopted in MFDP 2 and describe the state of mainstreaming across DA programs from baseline to end-of-program;
- (vi) Describe changes on co-management features critical to the commodity value chain involving the eight biodiversity areas from baseline to end-of-program;
- (vii) Determine changes in magnitude and proportion of farm and fisher households in program targeted areas accessing road networks to market centers from baseline to end-of-program;
- (viii) Determine changes in magnitude and proportion of farmers and fishers in program targeted areas reporting adequate access to post harvest facilities from baseline to end-of-program;
- (ix) Determine changes in value of production using the existing irrigation system in program targeted areas from baseline to end-of-program;
- (x) Describe changes from baseline to end-of-program the state of climate resiliency of existing small rural infrastructures and extent how these contribute to sustaining local enterprise in program targeted areas;
- (xi) Determine changes in magnitude of groups operating viable enterprises due to following good business practices from baseline to end-of-program;
- (xii) Determine changes in magnitude of women engaged / benefiting from enterprises existing in program targeted areas from baseline to end-of-program;
- (xiii) Determine changes in magnitude of contractual and formalized arrangements for marketing of produce and /or provision of technical services in program targeted areas from baseline to end-of-program;
- (xiv) Determine changes in magnitude of smallholders & fisher households with awareness, access and use of climate-smart technologies from baseline to end-of-program; and
- (xv) Determine changes in productivity in globally significant biodiversity sites identified in the program from baseline to end-of-program.

B. Evaluate the programs performance in producing outputs by Component and how these translate to intermediate outcomes by Component and consequently, PDOs.

C. Recommend practical approaches, adjustments in program design, costing, etc. (if any), policy supports and identify key lessons that are relevant to be taken into consideration in developing and implementing similar programs / projects DA may pursue in the future.

III. Scope of Work and General Methodology

The end-of-program evaluation study will include the following activities:

- (i) Desk review and gathering of relevant primary and secondary data both from DA and PLGUs;
- (ii) Development of detailed methodology for gathering primary data from DA and target beneficiaries and institution ssuch as survey design, sampling and instruments and guidelines for data gathering;
- (iii) Conduct of household survey and other relevant data gathering activities such as focus group discussions and key informant interviews;
- (iv) Encoding of survey results and organization of other primary as well as secondary data;
- (v) Establishment of a database of survey results;
- (vi) Analysis of survey results;
- (vii) Report writing on findings, conclusions and recommendations and a consolidated report covering all PLGU-participants;
- (viii) Presentation to the DA; and
- (ix) Finalization of End-of-Program Evaluation Report.

The National Program Coordinating Office (NPCO), with support from the PSOs shall coordinate with the Provincial Local Government Units (PLGUs) all activities to be carried out by the Study Team in their respective areas and communities. The Study team is expected to maximize the participation of key stakeholders to ensure credibility of data gathered as well as to gain ownership of findings or results of the study. The specific mechanisms for to collect baseline data according to indicator to be detailed, clarified and improved in methodology for data collection of the Baseline Study are summarized in Table 1.

Table 1: Mechanism for Tracking Changes from Baseline to End-of-Program			
Result Indicators PDO Level Results Indicators*	Unit of Measurement	Perceived Data Collection Mechanism	Description (Indicator)—for Baseline Study
20% Increase in the value of marketed outputs	Value of marketed outputs for major commodities (Php)	Stratified Random Sampling Survey to determine the level of marketed outputs (in terms of nominal value) in program targeted areas before and after PRDP interventions.	Commodities surveyed to be based on regional comparative advantage for that commodity
10% Increase in real farm and fishery household incomes	Average farm incomes (Php)	Stratified Random Sampling Survey to determine the state of real farm and fishery households incomes in program targeted areas before and after PRDP interventions.	To include on & off-farm

PRDP RBME Guideline

20% Increase in the number of farmers & fishers with improved access to technologies and information	Number of producers adopting climate-smart technologies & Proportion of whom are women	Stratified Random Sampling Survey to determine or describe the farmer and fishery households accessing technologies incomes in program targeted areas before and after PRDP interventions.	Relates to weather, market prices, quality, packaging requirement
GEO level –Number of globally significant biodiversity sites with productive and sustainably managed seascapes (20%)	Number of globally significant biodiversity sites	Stratified Random Sampling Survey to determine or describe the state of biodiversity sites in program targeted areas before and after PRDP interventions with regard to managing seascapes	Productive seascapes and marine protected areas in targeted areas resulting from marine and coastal spatial planning, pollution reduction, and management of coastal resources
INTERMEDIATE RESULTS BY COMPONENT			
I-PLAN COMPONENT			
80 Provincial Commodity Investment Plans (PCIPs) agreed based on regional AFMPs	Number of Provinces	Consultations between RFU, Province & others on the existing practices w/out PRDP particularly with regard to how Regional AFMPs are prepared, implemented and how these are used in promoting the agri-fishery sector in program targeted areas.	
80 PCIP interventions being supported through effective technical backstopping	Number of Provinces		Number of effective joint work programming being implemented between RFUs and PLGUs, & between PLGUs and other service providers)
Enhanced Planning Programming & Budget Guidelines being effectively mainstreamed (across DA programs)	Number of Regions (16)	Assessment of the existing guidelines, which involves FGD, workshop (as necessary) involving RFUs, other stakeholders (e.g., PLGUs, National Govt. Agency, etc.).	Planning Programming & Budget Guidelines issued & being used by RFUs to integrate programs & resources
	Number of Agencies participating in joint planning & programming with RFUs (27)		Planning Programming & Budget Guidelines issued & being used by RFUs to integrate programs & resources
8 Biodiversity conservation and coastal resources co-management features incorporated in the PCIPs	Number of provinces	Consultations between RFU, Province & other stakeholders to describe the existing co-management features involving the eight biodiversity areas.	PCIPs contain actions to conserve biodiversity and reduce pollution as critical to the commodity value chain
I-BUILD COMPONENT			
Improved all-weather road networks linking production areas with markets by 20%	% increase	Stratified Random Sampling Survey to determine the value of agri-fishery production in program targeted areas before and after PRDP interventions.	Proportion of farmers & fishers with all-weather. road access to market centers Based on sphere of influence)

PRDP RBME Guideline

Farmers and Fishers with increased access to post-harvest facilities by 20%	% of farmers & fishers with access to post-harvest facilities	Stratified Random Sampling Survey to determine / describe access to post harvest facilities in program targeted areas before and after PRDP interventions.	No of farmers and fishers reporting adequate access to post harvest facilities.
Increased productivity from irrigation by 30%	PhP	Stratified Random Sampling Survey to determine the value of production with irrigations systems existing in program targeted areas before and after PRDP interventions.	Value of production from using existing irrigation service
100% increase in climate resilient small rural infrastructures that contribute to sustaining local enterprise	% Climate resilient infrastructure and facilities completed	Inventory of existing small rural infrastructures in program targeted areas and review of engineering designs / plans and FGD with concerned stakeholders from the PLGUs and other national government agencies of to determine and agree on the state / level of climate resiliency of infrastructure in relation to sustaining local enterprise (before and after interventions).	
I-REAP COMPONENT			
Increased Smallholder Groups participating in vertically linked commodity value chain clusters	% increase in number of groups operating viable enterprises	Stratified Random Sampling Survey to determine the number of smallholders operating viable enterprises in program targeted areas before and after PRDP interventions.	Viable Smallholder enterprises following good business practices e.g., having professional managers
	% increase in number of women directly benefiting from enterprise development	Stratified Random Sampling Survey to determine the number of women directly engaged and benefiting from the existing enterprises in program targeted areas before and after PRDP interventions.	
Producer productivity enhanced through formalized arrangements for marketing and /or technical services	Number of formalized arrangements between enterprises within commodity value chains	Use / review of records from the Provincial Agriculture Offices (PAO) and RFUs. FGD may be conducted to describe the process involved in formalizing arrangements and services emerging within the commodity value chains.	Contractual and formalized arrangements for marketing of produce and /or provision of technical services
Increased smallholder and fisher resilience to climate change and adverse weather conditions	% using climate smart technologies	Stratified Random Sampling Survey to determine the number of smallholders & fishers with awareness, access and using climate-smart technologies in program targeted areas before and after PRDP interventions.	Smallholders & fishers who have awareness, access and use of climate-smart technologies
Productivity in globally significant biodiversity sites enhanced through improved resource management, biodiversity conservation, co-management arrangements, and knowledge sharing	% increase in fish stocks in target areas	Scientific survey to determine and describe fish density, diversity, and biomass in biodiversity sites identified under the program.	Fish density, diversity, and biomass as relate with the existing management and protection in target areas
I-SUPPORT COMPONENT			
Harmonized Operation Manual mainstreamed for I-BUILD, I-REAP and I-SUPPORT.	Three MRDP2 manuals available	Assess the manual and describe current state of harmonization and mainstreaming process.	
Efficient Program implementation, reporting and loan utilization		Describe efficiency of related programs and projects implemented by the DA (e.g., MRDP 2, others)	

IV. Study Team

In preserving the integrity of both process and results, the evaluation study will be undertaken by an external team of consultants to be commissioned by the NPCO through a firm following the Government and World Bank procedures on procurement of services. The study requires four months works, which entails services by a multi-disciplinary team of consultants with the following expertise. The composition of the team as well as the qualification criteria and person-months required are provided below

- (i) **Team Leader:** Agricultural Economist (4 person-months). To lead the Study team, he/she must have at least three significant experiences in the conduct of baseline and evaluation studies in the rural development sector. He/She must also bear at least five years of professional experience as a team leader for at least in projects dealing with the nature and complexity of tasks described this TOR.
- (ii) **Members:**
 - a) Rural Infrastructure Specialist (3 person-months) – He/She must also have at least 10 years of professional experience in rural infrastructure working as Rural Infrastructure Specialist involving at least 3 projects of the nature and complexity of services described in this TOR. He/She must also have experience in conducting baseline and evaluation studies.
 - b) Biodiversity Specialist (3 person-months) – He/She must also have at least 10 years of professional experience in biodiversity conservation and management involving at least 3 projects of the nature and complexity of services described in this TOR. He/She must also have experience in conducting baseline and evaluation studies.
 - c) Governance Specialist (3 person-months) – He/She must have at least 10 years professional experience working as Governance Specialist to at least 3 projects of the nature and complexity of services described in his TOR. He/She must also have experience in conducting baseline and evaluation studies.
 - d) Institutional Development Specialist (3 person-months) – He/She must have at least 10 years of professional experience in institutional development particularly on such institutions as cooperatives and farmer-organizations and LGUs. He/She must also have experience as Institutional Development Specialist in at least 3 projects of the nature and complexity of services described in this TOR as well as experience on baseline and evaluation studies.
 - e) Statistician (3 person-months) – The Statistician must have at least 10 years of professional experience in his/her field and experience as Statistician for at least 3 projects of the nature and magnitude of the requirements for this study. He/She must have a good track record in database establishment and must have working knowledge of statistical softwares.



- f) Enumerators (1 man-month)---The Study Team will be supported by enumerators for the survey and key informant interviews and as documenters for the focus group discussions (FGDs).
- g) Others to be defined in the Inception Report.

Number of person-months according to position shall be finalized in the Inception Report.

V. Expected Outputs and Schedule

The baseline study shall be done in the period of four months from the date the winning firm has received a “Notice to Proceed” (NTP) from the Department of Agriculture. The outputs, key activities and indicative timelines are shown in the Table below.

Outputs / Deliverables With Indicative Timelines																		
Outputs / Deliverables	Major Activities	MONTH 1				MONTH 2				MONTH 3				MONTH 4				
		Wk. 1	Wk. 2	Wk. 3	Wk. 4	Wk. 1	Wk. 2	Wk. 3	Wk. 4	Wk. 1	Wk. 2	Wk. 3	Wk. 4	Wk. 1	Wk. 2	Wk. 3	Wk. 4	
1. Inception Report	Drating of Inception Report																	
	Review of draft Inception Report																	
	Finalization of Inception Report following DA's comments.																	
2. Draft Individual PLGU Evaluation Reports	Actual field survey																	
	Processing of survey results by PLGU																	
	Drafting of individual study reports																	
	Review of individual study reports (including presentation to DA)																	
3. Final Individual PLGU Evaluation Reports	Finalization of individual study reports based on comments from DA.																	
4. Draft Consolidated End-of-Program Evaluation Report	Drafting of consolidated End-of-Program Evaluation Report																	
	Review of consolidated End-of-Program Evaluation Report (including presentation to DA)																	
5. Final Consolidated End-of-Program Evaluation Report	Finalization of consolidated Baseline Study Report based on comments from DA.																	

LEGEND	
	DA Activities
	Study Team Activities

VI. Administrative Arrangements

The Study Team will be coordinating and work under the supervision of the NPCO headed by the Undersecretary for Operations. The NPCO will be responsible to review and approve all deliverables made by the Study Team following DA's technical criteria / guidelines for acceptance.

The NPCO will appoint a staff from the DA-Special Projects Coordination and Management Division (SPCMAD) to act as a "End-of-Program Evaluation Study Focal Person or Coordinator" in the duration of the study. He/She shall be responsible for the day-to-day management of the consultancy services particularly in monitoring of activities and deliverables stipulated in the approved Inception Report. In coordination with the DA End-of-Program Evaluation Study Coordinator, Project Support Offices (PSOs) in Luzon A, Luzon B, Visayas and Mindanao as well as the Regional Project Coordinating Offices (RPCOs) will provide support to the Study Team in terms of contacts with PLGUs, beneficiary-groups and individuals (e.g., farm-fisher organizations, etc.). Whenever necessary, RPCOs will also provide other supports to the Study Team e.g. transportation and other administrative supports. All deliverables will be subject to approval and acceptance by the DA-SPCMAD before any payment is made following the usual accounting rules and regulations.

To be attached to the TOR:

PRDP Results Framework and Monitoring Matrix

Baseline Study

Mid-Term Report

PRDP Appraisal Document.

PRDP RBME Guideline Annex 38
PRDP Results Database

Result Indicators	Unit of Measurement	Region 1			Region n		
		Prov. 1	Prov. 2	Prov. N	Prov. 1	Prov. 2	Prov. N
PDO Level Results Indicators*							
Increase in the value of marketed outputs	Value of marketed outputs for major commodities (PhP)						
Increase in real farm and fishery household incomes	Average farm incomes (PhP)						
Increase in the number of farmers & fishers with improved access to technologies and information	Number of producers adopting climate-smart technologies						
	Proportion of whom are women						
GEO level –Number of globally significant biodiversity sites with productive and sustainably managed seascapes	Number of globally significant biodiversity sites	6			6		
INTERMEDIATE RESULTS BY COMPONENT							
I-PLAN COMPONENT							
Provincial Commodity Investment Plans (PCIPs)	Number of Provinces						
PCIP interventions being supported through effective technical backstopping	Number of Provinces						
Enhanced Planning Programming & Budget Guidelines being effectively mainstreamed (across DA programs)	Number of Regions						
	Number of Agencies participating in joint planning & programming with RFUs						
Biodiversity conservation and coastal resources co-management features incorporated in the PCIPs	Number of provinces	8			8		
I-BUILD COMPONENT							
Improved all-weather road networks linking production areas with markets.	% increase						

Farmers and Fishers with increased access to post-harvest facilities	% of farmers & fishers with access to post-harvest facilities						
Increased productivity from irrigation	PhP						
Climate resilient small rural infrastructures that contribute to sustaining local enterprise	% Climate resilient infrastructure and facilities completed						
I-REAP COMPONENT							
Increased Smallholder Groups participating in vertically linked commodity value chain clusters	% increase in number of groups operating viable enterprises&						
	% increase in number of women directly benefiting from enterprise development						
Producer productivity enhanced through formalized arrangements for marketing and /or technical services	Number of formalized arrangements between enterprises within commodity value chains						
Increased smallholder and fisher resilience to climate change and adverse weather conditions	% using climate smart technologies						
Productivity in globally significant biodiversity sites enhanced through improved resource management, biodiversity conservation, co-management arrangements, and knowledge sharing	% increase in fish stocks in target areas						

Overall / Program-wide		
Prov. 1	Prov. 2	Prov. N
6		

8		

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[illegible]

PRDP RBME Guideline Annex 39
Report Form 10: PRDP Results Tracking Matrix

As of End Of ____ (Yr)

Result Indicators	Unit of Measurement	Baseline	Cumt				
			YR1		YR2		YI
			Target	Actual	Target	Actual	Target
PDO Level Results Indicators*							
Increase in the value of marketed outputs	Value of marketed outputs for major commodities (PhP)	tbd					10%
Increase in real farm and fishery household incomes	Average farm incomes (PhP)	tbd					5%
Increase in the number of farmers & fishers with improved access to technologies and information	Number of producers adopting climate-smart technologies	tbd					10%
	Proportion of whom are women						10%
GEO level –Number of globally significant biodiversity sites with productive and sustainably managed seascapes	Number of globally significant biodiversity sites	0	6				
INTERMEDIATE RESULTS BY COMPONENT							
I-PLAN COMPONENT							
Provincial Commodity Investment Plans (PCIPs)	Number of Provinces	0	20		50		60
PCIP interventions being supported through effective technical backstopping	Number of Provinces	0	15		50		60
Enhanced Planning Programming & Budget Guidelines being effectively mainstreamed (across DA programs)	Number of Regions	0	0		4		8
	Number of Agencies participating in joint planning & programming with RFUs	0	0		2		5
Biodiversity conservation and coastal resources co-management features incorporated in the PCIPs	Number of provinces	8	8				
I-BUILD COMPONENT							
Improved all-weather road networks linking production areas with markets.	% increasae	Tbd					10%

Farmers and Fishers with increased access to post-harvest facilities	% of farmers & fishers with access to post-harvest facilities	Tbd					10%
Increased productivity from irrigation	PhP	tbd					
Climate resilient small rural infrastructures that contribute to sustaining local enterprise	% Climate resilient infrastructure and facilities completed	tbd					30%
I-REAP COMPONENT							
Increased Smallholder Groups participating in vertically linked commodity value chain clusters	% increase in number of groups operating viable enterprises&	Tbd					25%
	% increase in number of women directly benefiting from enterprise development	tbd					25%
Producer productivity enhanced through formalized arrangements for marketing and /or technical services	Number of formalized arrangements between enterprises within commodity value chains	tbd					20%
Increased smallholder and fisher resilience to climate change and adverse weather conditions	% using climate smart technologies	tbd					10%
Productivity in globally significant biodiversity sites enhanced through improved resource management, biodiversity conservation, co-management arrangements, and knowledge sharing	% increase in fish stocks in target areas	tbd					10%
I-SUPPORT COMPONENT							
Harmonized Operational mainstreamed for I-BUILD, I-REAP and I-SUPPORT.		Three MRDP2 manuals available	Three harmonized manuals issued for use by all programs				Pilot test
Efficient Program implementation, reporting and loan utilization		2Beginning with retroactive financing from January 2013	Quarterly reporting to Usec. for Operations and 6-monthly updating of Results matrix.		Quarterly reporting to Usec. for Operations and 6-monthly updating of Results matrix		Quarterly reporting to Usec. for Operations and 6-monthly updating of Results matrix

Relative Target and Actual Values**							REMARKS
YR3	YR4		YR5		YR6		
Actual	Target	Actual	Target	Actual	Target	Actual	
					20%		
					10%		
					20%		
					20%		
			6				
	80		80				
	80		80				
	12		16		16		
	10		20		27		
					8		
					20%		

					20%		
					30%		
	50%		70%		100%		
					50%		
					50%		
					25%		
					20%		
			Adoption/ mainstreaming				
	Quarterly reporting to Usec. for Operations and 6-monthly updating of Results matrix		Quarterly reporting to Usec. for Operations and 6-monthly updating of Results matrix		2Quarterly reporting to Usec. for Operations and 6-monthly updating of Results matrix		