



Republic of the Philippines
Department of Agriculture
Philippine Rural Development Project (PRDP)
Luzon B Project Support Office (PSO)
Office of the Deputy Project Director

TERMS OF REFERENCE
Monitoring & Evaluation Officer

I. Background

A. Philippine Rural Development Project (PRDP) is a six-year project (2014-2020) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

B. The PRDP project

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

C. Project Development Objective

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

II. Objective and Scope of the Services to be provided

The PRDP would like to invite the service of an individual for the position of **Monitoring & Evaluation Officer**. The individual to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP.

SCOPE OF WORKS:

The Monitoring & Evaluation Officer shall report directly to the PRDP PSO Luzon B Director and M & E Head. He/She will also work in close coordination with I-BUILD, I-REAP, and I-PLAN components and other units to provide technical assistance to the World Bank Harmonized Procurement Guidelines and Procedures. The specific tasks are as follows:

- Assist in processing and organizing project information to generate specific report templates relevant to M&E;
- Train/Mentor the concern personnel at the PSOs and RPCOs pn use of the PRDP M&E system (manual and web-base);
- Participate in problem solving sessions based on M&E findings;
- Coordinate Meetings, workshops and seminars with offices concerned.
- Assist in periodic assessment of the progress of the project (Quarterly, Mid-year and Year-End);
- Recommend improvements (as appropriate) during implementation of the system; and
- Others as may be directed by the M&E Unit head/M&E Specialist.

III. EXPECTED OUTPUTS:

In performing the above tasks, the PSO Monitoring Evaluation Officer shall produce the following outputs during the implementation of the project:

- Periodic PRDP M&E Reports-project-wide (monthly, quarterly, semi-annual and annual consistent with the formats, data requirements and timelines indicated in the RBME system manual;
- Project Mid-Year and Year-End Assessment and Planning Workshop Reports;
- Concise feedback reports including recommendations to the PSO Director (monthly or as frequent as necessary); and
- Perform other functions as may be assigned by the PRDP Luzon B PSO Director

D. Administrative Coordination

The M&E Officers shall be under the direct supervision of the PSO M&E Unit Head/She/he will be work in close coordination with the coordination with M&E Special and will also responsible to oversee compliance of the PSO/RPCOs in the reportorial requirements of the RBME guidelines.

Required Qualifications

In order to carry out the roles and responsibilities, the PSO South Luzon B M&E Officer must have the following requirements:

- College graduate. Master or Doctorate degree is an advantage.
- At least two years (2) of relevant experience in handling M&E works in foreign assisted projects (FAPs)
- Demonstrated experience in the implementation of M&E system in a multi-faceted project as well as using Management Information on System (MIS).
- Experience in providing M&E technical assistance as part of international donor-funded projects applying international best practices; World Bank experience is a plus;
- Significant experience working with research institutes and universities as well as government bodies is an advantage; and
- Excellent communication and writing skills (oral and written) in English, including an ability or write high level technical reports

In addition, the applicant should have:

- Computer literacy, knowledge in Microsoft Excel and Word;
- Excellent Writing Skills;
- Strong interpersonal and teamwork skills;
- Willingness to conduct field travels.

Application letter with attached comprehensive CV and 2x2 Picture, all in printed copy or email should be sent to prdpluzonb@gmail.com and directed to:

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