

## TERMS OF REFERENCE

<b>JOB TITLE</b>	:	TWO (2) PROJECT DEVELOPMENT ASSOCIATES
<b>OFFICIAL STATION</b>	:	DA RFO 10, Cagayan de Oro City
<b>REPORTING RESPONSIBILITY</b>	:	Shall report directly to the DA PRDP RPCO 10 Monitoring and Evaluation Unit Head
<b>JOB TYPE</b>	:	Consultancy
<b>NATURE OF JOB</b>	:	Office and Fieldwork
<b>MONTHLY SALARY</b>	:	<b>Php 25,000.00/pax</b>

### Background:

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED MILLION DOLLARS\_ (US\$500,000,000) for the purpose of financing the 'Philippine Rural Development Program (PRDP) ' to support the Government's effort to reduce poverty among the rural communities in the country.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

### Job Description

The M&E Project Development Associate (PDA) shall be engaged to provide the necessary services, inputs and support to the concerned unit. He/She will ensure that tasks, events and all other deliverables are delivered in a timely, efficient and effective manner. These include the validation and submission of reports to PSO and DA Management, preparation of minutes of meetings, documentation of activities and trainings conducted by M&E, preparation of M&E activity updates and archiving of M&E documents and reports.

### Duties and Responsibilities

- Prepare and submit periodic progress reports (e.g. monthly, quarterly, semi-annual, annually) based on status reports of subprojects
- Prepare activity and training design for activities of training to be undertaken by the concerned unit;
- Assist in the conduct of such activities & trainings by acting as a co-facilitator and part of the documentation team;
- Coordinate with Local Government Units (LGUs) implementing PRDP subprojects
- Assist in the conduct of field monitoring to validate submitted reports
- Ensure that correspondences are timely sent and feedbacks from receivers are noted;
- Act as primary point of contact between the concerned unit and other components/units of the Project;
- Assist in the coordination of meetings and trainings ensuring that participants are well informed of

- the schedules and requirements of the event; and,
- Arrange unit meetings with the unit head and prepare minutes, action lists as well as provide administrative support, if necessary.
- Provide assistance to the M&E Head in assessing the progress and results of project implementation.

### **Expected Output**

In performing the above tasks, the PDA shall be involved in producing the following outputs during the implementation of the program:

- Periodic Program's Progress Report (monthly, quarterly, semi-annual and annual) consistent with the formats, data requirements and timelines indicated in the RBME system manual assisted in the preparation
- Reports prepared such as a.) Project Mid-Year and Year-End Assessment and Planning; b.) Feedback reports (monthly or as frequent as necessary) based on gathered progress reports; c.) post evaluation reports submitted based on conducted field validation;
- Trainings and workshop facilitated;
- Minutes of meeting and workshop outputs prepared

### **Qualifications:**

#### **a. Education**

- A graduate of Bachelor's Degree in Agriculture, Agricultural Engineering and other related courses

#### **b. Experience:**

- Minimum of 2 years' experience in handling monitoring and evaluation works
- Minimum of 2 years experience in working with a foreign assisted project (FAPS) or any rural development work/project is an advantage.

#### **c. Other qualification**

- Minimum of 40 training hours related to project evaluation and monitoring

### **Knowledge, Skills and Abilities**

- Proficient in Microsoft Office Applications;
- Familiarity with foreign-assisted projects like PRDP and/or rural development projects.
- Proven skills (Leadership, awards and citations)