Republic of the Philippines
Department of Agriculture
Philippine Rural Development Program (PRDP)
National Program Coordination Office (NPCO)
Geomapping and Governance Unit

Terms of Reference (TOR)
GIS Data Officer

I.   Background

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

B. The PRDP program

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

C. Program Development Objective

The objective of the Program 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 services of individual for the position of **Geographic Information System (GIS) Data Officer.** The individual to be hired will be engaged to provide services, inputs and support to the Program's implementation and capacity-strengthening activities for the PRDP.   The following are the works to be accomplished and the qualifications of individual to be hired for the Program:

- **Position & Responsibilities:**

  Under the supervision of the NPCO Geomapping and Governance Unit Head, the GIS Data Officer shall assist the GIS Data Specialist in ensuring efficient and effective implementation of the tools and procotols. The specific tasks are as follows:

  – Participate in mentoring of DA staff from the PSO, RPCO as well as other NGAs, NGOs and stakeholder (as may be needed) on GGU tools such as the Applied Geotagging Technology (AGT) and Expanded Vulnerability and Suitability Analysis (e-VSA);
  – Assist in the analysis of spatial data for geographic statistics to incorporate into documents and reports;
  – Assist in gathering, analyzing, and integrating spatial data from staff and determine how best the information can be displayed using GIS;
  – Assist in preparing reports and other documents(e.g., monthly, quarterly, semi-annual and annual) to be submitted by the NPCO to the Program Steering Committee (PSC), DA Management, World Bank, oversight agencies and others;
  – Assist in review of the submitted geotag placemark files vis-à-vis Detailed Engineering Design and Business Plan;
  – Assist in organizing and facilitating periodic project implementation assessment and planning sessions (Quarterly, Mid-Year and Year-End);
  – Recommend improvements in the Geomapping and Governance tools and procedures over time during implementation; and
  – Others related to the application of the Unit.

- **Expected Outputs**

  In performing the above tasks, the NPCO GIS Data Officer shall be involved in producing the following outputs during the implementation of the program:

  – Periodic Program's Status Reports (monthly, quarterly, semi-annual and annual) on review of geotag placemark up files ;
  – Project Mid-Year and Year-End Assessment and Planning Workshop Reports;
  – Concise feedback reports including recommendations to the Regional Director (monthly or as frequent as necessary); and
  – Updates on the status of Geomapping and Governance Unit's deliverables and activities.

- **Administrative Coordination**

  The GIS Data Officer shall be under the direct supervision of the NPCO Geomapping and Governance Unit Unit Head. S/he will be working in close coordination with the GIS Data Specialist of the NPCO in the implementation of

the Geomapping and Governance Unit tools and protocols. S/he will also be responsible to oversee compliance of the PSO, RPCOs and partners in the effective implementation of the Geomapping and Governance Unit activities by providing the necessary technical guidance / support.

- **Requirements**

  In order to carry out the roles and responsibilities, the GIS Data Officer must have the following:

  – Graduate of social sciences, development, geography, engineering, computer science or ICT related field;
  – At least two years of relevant experience in the field preferably government works;
  – Demonstrated experience in implementing Geomapping systems and tools in a multi- faceted program as well as using Management Information Systems (MIS);
  – Knowledge of basic mapping and cartographic concepts; mapping symbols and standards; GIS concepts, mathematical concepts, research methods, database design principles, basic graphic arts principles; customer service principles. ;
  – Skills in MIS web development using PHP Frameworks, Agile/Scrum, HTML5, JAVA, SWIFT/IOS is an advantage;
  – Ability to prioritize and organize, work well under stress, meet deadlines;
  – Ability to be flexible and adapt to constant change;
  – Ability to perform field work and travel when required;
  – Strong interpersonal skills to assist and communicate with staff;
  – 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 to write technical reports.