

Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE PHILIPPINE**  
**RURAL DEVELOPMENT PROJECT** Regional  
Project Coordination Office–XIII Capitol  
Site, Butuan City  
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**REQUEST FOR EXPRESSIONS OF INTEREST**  
**ONE(1) MONITORING & EVALUATION OFFICER**

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP)' and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of **ONE(1) MONITORING & EVALUATION OFFICER**.

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 (ISUPPORT).

**Scope of Work**

The M&E Officer shall be in charge of ensuring efficient and effective implementation of the RBME system based on the RBME Manual. He/She shall be responsible in producing the following outputs during the implementation of the project: (1) Periodic Project's Progress Report - project-wide (monthly, quarterly, semi-annual and annual) consistent with the formats, data requirements and timelines indicated in the RBME system manual; (2) Project Mid-Year and Year-End Assessment and Planning Workshop Reports; (3) Concise feedback reports including recommendations to the Management (monthly or as frequently as necessary); (4) Systems of reporting run smoothly at all times; and, (5) Others as contained in the RBME system manual.

Specifically, the tasks of the **M&E Officer** will include but not limited to the following:

- Analyze the progress of PRDP and provide feedback to the Management;

- Prepares and submits periodic progress reports (project-wide) with analyses of implementation of the project (e.g. monthly, quarterly, semi-annual, annually) based on reports submitted by the RCPOs;
- Spearheads problem solving sessions based on M&E findings involving PPMIUs;
- Spearheads periodic implementation assessment and planning sessions in the cluster (Quarterly, Mid-Year and Year-End);
- Ensures that RBME Systems will be fully functional in the respective area of responsibility, hence, reporting shall run smoothly at all times;
- Provides assistance to track PRDP Results based on indicators specified in the PRDP Results Framework (e.g. assist in mid-term/project-end evaluation studies);
- Recommends improvements in the RBME system over time during implementation of the system; and,
- Others as indicated in the RBME system manual.

## **Qualifications**

- **Education:** A graduate of any Bachelor's Degree.

## **Work Experience:**

- At least two (2) years of relevant experience in handling Monitoring & Evaluation works in foreign assisted projects (FAPs) is an advantage.

## **Knowledge, Skills and Abilities**

- Demonstrates experience in designing and implementing M&E systems and tools in a multifaceted program as well as using the Management Information System (MIS);
- Experiences in providing M&E technical assistance as part of international donor-funded projects that apply international best practices. A World Bank experience is a plus;
- Acquires significant experiences working with research institutes and universities as well as government bodies is an advantage;
- Excellent communication skill (oral and written);
- Ability to work quickly and efficiently without sacrificing quality of work; and,
- Ability to manage multiple work assignments to meet timelines indicated in the RBME System Manual.

## **Reporting Responsibilities**

The M&E Specialist shall report directly to the RPCO-M&E Unit Head and shall work in close coordination with the other M&E Specialists, MIS Officer/Specialist, and other Components/Units in analyzing data as required in the preparation of project's reports. He/She will be responsible to oversee the compliance of the

RPCOs and PPMIUs in the effective implementation of the RBME system by providing the necessary technical guidance/support.

Only applications received on or before January 22, 2016 at 05:00PM will be considered. Shortlisted applicants will be contacted for the schedule of written examination and interview.

Please submit application letter with 2x2 picture and comprehensive CV (which include complete details of specific previous job description and task) to the address below or email [to prdp13@gmail.com](mailto:prdp13@gmail.com).

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