



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
Elliptical Road, Diliman
Quezon City 1100, Philippines

TERMS OF REFERENCE

GEF-NATURAL RESOURCE MANAGEMENT UNIT HEAD

Background

The PRDP-GEF Support interventions would be to strengthen the conservation of the coastal and marine resource base in targeted Project areas through biodiversity conservation and fisheries resources management. This would be achieved through 1) improving the technical and operational capacities of stakeholders; 2) building a strategic awareness campaign on conservation; 3) facilitating stakeholders to pursue co-management arrangements; 4) protecting key biodiversity areas and relevant coastal ecosystems through community monitoring and enforcement activities; 5) developing and strengthening local policy frameworks for improving local conservation of vital resources; and 6) generating knowledge and promoting experience sharing among stakeholders.

These major critical activities will be supported through the Enterprise Support Fund Mechanism in Investment for Enterprise Development Component with considerations of commodity value chain processes of the identified priority commodity of the concerned covered P/MLGUs.

Considering that the PRDP-GEF Support interventions will cover and engage Seven (7) Provinces, Twenty One (21) Municipalities and Thirty Three (33) Marine Protected Areas that needs integrated approaches and strategies toward effective and efficient implementation, hence it is deemed necessary to hire one (1) GEF-Natural Resources Management Unit Head to manage and lead in planning, organizing, strategizing, coordinating, controlling, monitoring and evaluation in the entire PRDP-GEF Supported project interventions in the above mentioned covered project sites.

Objective and Job Description

A **GEF-Natural Resource Management Unit Head** will be engaged to lead in the provision of technical, organizational guidance and management in the day-to-day implementation of the PRDP-GEF Supported Project interventions towards effective and efficient delivery of the necessary services to the GEF covered PLGUs, MLGUs and PGs in close coordination with the concerned Project Support Offices (PSOs) and Regional Project Coordinating Offices (RPCOs).

Duties and Responsibilities

Under the direct supervision of the **NDPD**, the **GEF-NRM Unit Head** is mainly responsible to lead and manage in the implementation of the PRDP-GEF Supported interventions in order for the GEF-NRM Unit to effectively and efficiently deliver the needed appropriate technical and organizational management guidance with the hereunder listed major activities, to wit:

1. Lead and manage in the PRDP-GEF supported project planning and budgeting activities;
2. Lead and manage in the conduct of consultations and coordination meetings with the NPCO, PSO, RPCO counterparts, partner agencies and other component and units to ensure close coordination and appropriate implementation arrangements;
3. Guide and supervise in all PRDP-GEF sites coastal and marine habitats/ecosystems assessment surveys, action planning Information Education Campaign (IEC) and advocacy activities;
4. Review all needed training modules/designs for the GEF Support interventions and in the conduct of such trainings and planning workshops;
5. Guide and supervise in the review and analyzing the results of the Participatory Resource Appraisal-Resource and Social Assessment (PRA-RSA) as basis for selection of Natural Resources Management Projects toward development and implementation;
6. Lead and manage in the review of the P/MLGUs Integrated Coastal and Fisheries Resources Management Plan (ICFRMP);
7. Guide and supervise in the provision of technical support to P/MLGUs and PGs in the establishment and implementation of their ICFRMPs;
8. Lead and manage the GEF-NRM Unit on their appropriate guidance to the P/MLGUs in the development and improvement of their respective Environment/NRM Ordinances, Fishery Ordinances (Unified Ordinance) and Marine Protected Area Management Plans (MPAMPs);
9. Lead and manage in the provision of technical support to the P/MLGUs and PGs in the formulation of Marine Sanctuary, Mangrove Rehabilitation and Integrated Coastal-based development projects and programs;
10. Guide and supervise in the provision of technical support to the P/MLGUs and P/MTWGs for the active participation of Fisheries and Aquatic Resources Management Council (FARMCs), Bantay Dagat, community volunteers in the monitoring, surveillance and law enforcement and related activities;
11. Lead and manage in mobilizing P/MLGUs Marine Sanctuary Networking to come up with Unified Coastal and Fisheries Ordinance in order to enhance stakeholders capacity to pursue co-management arrangements;
12. Lead the provision of guidance to P/MLGUs in mobilizing PGs and communities in protecting key biodiversity areas and relevant coastal ecosystems through community monitoring and enforcement activities;

13. Provide technical and managerial guidance to the P/MLGUs in institutionalizing ICFRM local policy frameworks for improving local conservation of vital resources; and generating knowledge and promoting experience sharing among stakeholders.
14. Lead in the provision of guidance and supervision to the Consulting Firm in the conduct of Participatory Resource Assessment-Resource and Social Assessment, Organizational and Institutional Diagnosis, Training Needs Analysis and Value Chain Analysis of the identified Agri-fisheries priority commodity towards sustainable Enterprise Operations and Management;
15. Lead in the mobilization of P/MLGUs and PGs in development and enhancing their organizational, technical and operational capacities in implementing their respective Integrated Coastal and Fisheries Resources Management activities toward sustainable Enterprises and Agri-fisheries productivity;
16. Lead and manage in the review of the P/MLGUs Agri-Fisheries Enterprise Project feasibility proposals;
17. Lead and manage in mobilizing the P/MLGUs and PGs in enhancing their respective Organizational Profiles, updates documentations, information towards appropriate management information systems of both organizational and enterprise operations and management;
18. Lead and manage in mobilizing the P/MLGUs and PGs in enhancing their respective Organizational Strategic Directions through Vision Mission Goals and Objective Setting as basis in crafting PGs respective Organizational Development and Management Plans;
19. Guide the GEF-NRM Unit to assist the P/MLGUs and PGs in the development of their respective Organizational, Enterprise, and Financial Management Policies, Systems and Procedures;
20. Guide and supervise the GEF-NRM Unit to facilitate the preparation of all training modules needed for organizational, technical, enterprise and managerial trainings to the P/MLGUs and PGs;
21. Guide and supervise the GEF-NRM Unit to the conduct and assist the P/MLGUs and PGs Organizational, Technical and Business/Enterprise trainings and capability building activities;
22. Lead in the provision of technical support to P/MLGUs and PGs in the establishment and implementation of Enterprise and Agri-fisheries productivity;
23. Lead and manage in mobilizing the P/MLGUs and PGs in the development of Enterprise Projects monitoring and evaluation tools need for the frequent conduct of monitoring and evaluation activities;
24. Lead and manage the conduct of project site monitoring and evaluation activities; and
25. Lead and manage the preparation of PRDP-GEF project intervention reports and documentation activities.

Required Outputs and Deliverables:

The GEF-NRM Unit Head with the NPCO, PSO and RPCO GEF-NRM Team, the expected major outputs and deliverables are listed hereunder, to wit:

1. Conducted and managed in the PRDP-GEF supported project planning and budgeting activities;
2. Conducted and managed in the conduct of consultations and coordination meetings with the NPCO, PSO, RPCO counterparts, partner agencies and other component and units to ensure close coordination and appropriate implementation arrangements;
3. Supervised in all PRDP-GEF sites coastal and marine habitats/ecosystems assessment surveys, action planning Information Education Campaign (IEC) and advocacy activities;
4. Reviewed all needed training modules/designs for the GEF Support interventions and in the conduct of such trainings and planning workshops;
5. Managed in the review and analyzing the results of the Participatory Resource Appraisal-Resource and Social Assessment (PRA-RSA) as basis for selection of Natural Resources Management Projects toward development and implementation;
6. Directed in the review of the P/MLGUs Integrated Coastal and Fisheries Resources Management Plan (ICFRMP);
7. Supervised in the provision of technical support to P/MLGUs and PGs in the establishment and implementation of their ICFRMPs;
8. Managed in the provision of appropriate guidance to the P/MLGUs in the development and improvement of their respective Environment/NRM Ordinances, Fishery Ordinances (Unified Ordinance) and Marine Protected Area Management Plans (MPAMPs);
9. Managed in the provision of technical support to the P/MLGUs and PGs in the formulation of Marine Sanctuary, Mangrove Rehabilitation and Integrated Coastal-based development projects and programs;
10. Supervised the provision of technical support to the P/MLGUs and P/MTWGs for the active participation of Fisheries and Aquatic Resources Management Council (FARMCs), Bantay Dagat, community volunteers in the monitoring, surveillance and law enforcement and related activities;
11. Managed in mobilizing P/MLGUs Marine Sanctuary Networking to come up with Unified Coastal and Fisheries Ordinance in order to enhance stakeholders capacity to pursue co-management arrangements;
12. Supervised in the provision of guidance to P/MLGUs in mobilizing PGs and communities in protecting key biodiversity areas and relevant coastal ecosystems through community monitoring and enforcement activities;
13. Supervised in the provision of technical and managerial guidance to the P/MLGUs in institutionalizing ICFRM local policy frameworks for improving local conservation of vital resources; and generating knowledge and promoting experience sharing among stakeholders.
14. Supervised in the provision of guidance and supervision to the Consulting Firm in the conduct of Participatory Resource Assessment-Resource and Social Assessment, Organizational and Institutional Diagnosis, Training

- Needs Analysis and Value Chain Analysis of the identified Agri-fisheries priority commodity towards sustainable Enterprise Operations and Management;
15. Supervised in the mobilization of P/MLGUs and PGs in development and enhancing their organizational, technical and operational capacities in implementing their respective Integrated Coastal and Fisheries Resources Management activities toward sustainable Enterprises and Agri-fisheries productivity;
 16. Managed in the review of the P/MLGUs Agri-Fisheries Enterprise Project feasibility proposals;
 17. Managed in mobilizing the P/MLGUs and PGs in enhancing their respective Organizational Profiles, updates documentations, information towards appropriate management information systems of both organizational and enterprise operations and management;
 18. Managed in mobilizing the P/MLGUs and PGs in enhancing their respective Organizational Strategic Directions through Vision Mission Goals and Objective Setting as basis in crafting PGs respective Organizational Development and Management Plans;
 19. Guided and supervised the GEF-NRM Unit to assist the P/MLGUs and PGs in the development of their respective Organizational, Enterprise, and Financial Management Policies, Systems and Procedures;
 20. Guided and supervised the GEF-NRM Unit to facilitate the preparation of all training modules needed for organizational, technical, enterprise and managerial trainings to the P/MLGUs and PGs;
 21. Guided and supervised the GEF-NRM Unit to the conduct and assist the P/MLGUs and PGs Organizational, Technical and Business/Enterprise trainings and capability building activities;
 22. Headed in the provision of technical support to P/MLGUs and PGs in the establishment and implementation of Enterprise and Agri-fisheries productivity;
 23. Managed in mobilizing the P/MLGUs and PGs in the development of Enterprise Projects monitoring and evaluation tools need for the frequent conduct of monitoring and evaluation activities;
 24. Supervised the conduct of project site monitoring and evaluation activities; and
 25. Managed the preparation of PRDP-GEF project intervention reports and documentation activities.
 26. Conducted regular project monitoring and evaluation activities for both project sites and program-based undertakings;
 27. Supervised the preparation of Final Project Report presenting overall process documentation of activities conducted; and
 28. Managed the Data Banking, Photo Documentations (hard and electronic copy), among others.

Qualification Requirements

1. Wide range of experience and expertise in project and program management involving government, NGOs, POs/communities, private sector and industry associations;
2. Facilitating skills in networking with government agencies, LGUs, private sector, donor institutions as well as industry and natural resource management associations;
3. Advance knowledge on the sustainable environment and natural resource management;
4. Advance knowledge and skills in Coastal and Marine Habitats Assessments and management planning;
5. Advance knowledge and actual conduct of capacity building activities with LGUs and POs/communities;
6. Experience in the actual conduct of research and IEC activities in rural development;
7. Computer literate;
8. Possess leadership and good communication skills; and
9. Licensed SCUBA Diver at least Open Water Diver or SWAG Certification.

Education Requirements

1. Undergraduate degree preferably in Fisheries, Marine Biology, Natural Sciences, or with Master's degree or Units Earned in Master in Fisheries Management preferred, or equivalent field of experience;
2. At least 10 years experience in project management and supervision in the field of livelihood/ enterprise and coastal and fisheries resource management projects and program;
3. Experience and conversant in Natural/Fisheries Resources Development and Management Projects in the Philippines is an advantage; and
4. Strong knowledge in Fisheries/Environmental Laws, LGU Code, and environmental regulations is an advantage.

Reporting Responsibilities

The **GEF-NRM Unit Head** will be directly reporting to the **National Deputy Project Director** and will closely coordinate and collaborate with the heads and members of the different project components and units.

Application letter with 2x2 picture and comprehensive CV, all in printed copy or email to prdpnpco@gmail.com and directed to:

ENGR. ARNEL V. DE MESA

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