



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**

### **NATURAL RESOURCES MANAGEMENT OFFICER (NRMO)**

#### **Background**

The PRDP-GEF Support interventions would be to strengthen the conservation of the coastal and marine resource base in targeted program 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 Rural Enterprise for Agri-fisheries Productivity 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) Proponent Groups (PGs) including the Six (6) Lead Proponent Groups (LPGs) who will engage in Coastal and Fishery Resources Production Enterprise Operations and Management that needs organizational, technical and operational capability toward effective and efficient implementation and management, hence it is deemed necessary to hire Six (6) Natural Resources Management (NRMO) as support staff for the project implementation based in the Six (6) RPCOs.

#### **Objective and Job Description**

An ***Natural Resources Management Officer (NRMO)*** will be engaged to provide organizational, technical, operational and managerial capacities of the stakeholders and provide support to the **GEF-Natural Resource Management Unit** in the day-to-day implementation of the PRDP-GEF Support Project interventions towards effective and efficient delivery of the necessary services to

the GEF covered Provincial/Municipal Local Government Units (P/MLGUs) and MPA covered Proponent Groups.

### **Duties and Responsibilities**

Under the direct supervision of the **GEF-NRM Unit Head** the **NRMO** is mainly responsible to serve as Support Staff to assist in the provision of all the necessary services and inputs in the PRDP-GEF Support Intervention and other related activities with the hereunder listed major activities:

1. Assist the P/MLGUs and PGs 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;
2. Assist the 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;
3. Assist in the review of the P/MLGUs Agri-Fisheries Enterprise Project feasibility proposals;
4. Assist 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;
5. Assist 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;
6. Assist the P/MLGUs and PGs in the development of their respective Organizational, Enterprise, and Financial Management Policies, Systems and Procedures;
7. Facilitate the preparation of all training modules needed for organizational, technical, enterprise and managerial trainings to the P/MLGUs and PGs;
8. Assist in the conduct of needed P/MLGUs and PGs Organizational, Technical and Business/Enterprise trainings and capability building activities;
9. Assist in the provision of technical support to P/MLGUs and PGs in the establishment and implementation of Enterprise and Agri-fisheries productivity;
10. Assist P/MLGUs and PGs in the development of Enterprise Projects monitoring and evaluation tools need for the frequent conduct of monitoring and evaluation activities; and
11. Assist in the preparation of PRDP-GEF project intervention reports and documentation activities.

## **Required Outputs and Deliverables**

1. Provided Technical Assistance to the P/MLGUs 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;
2. P/MLGUs and PGs organizational, technical and operational capacities developed and enhanced towards effective and efficient implementation of their respective Integrated Coastal and Fisheries Resources Management activities toward sustainable Enterprises and Agri-fisheries productivity;
3. Provided technical assistance in the conduct of review of the P/MLGUs Agri-Fisheries Enterprise/Business Project feasibility proposals;
4. P/MLGUs and PGs respective Organizational Profiles, documentations, information and management information systems institutionalized of both organizational and enterprise operations and management;
5. P/MLGUs and PGs respective Organizational Strategic Directions: Vision Mission Goals and Objectives; Organizational Development and Management Plans developed and enhanced;
6. P/MLGUs and PGs respective Organizational, Enterprise, and Financial Management Policies, Systems and Procedures and Enterprise Manual of Operations developed and institutionalized;
7. Facilitated the preparation of training designs/modules on organizational, technical, enterprise and managerial needed for the P/MLGUs and PGs;
8. P/MLGUs and PGs Organizational, Technical and Business/Enterprise trainings and capability building activities conducted;
9. Provided technical support to P/MLGUs and PGs in the establishment and implementation of their respective Enterprise and Agri-fisheries productivity towards sustainable management;
10. P/MLGUs and PGs Enterprise Projects monitoring and evaluation tools developed and implemented; and
11. PRDP-GEF Support enterprise and agri-fisheries productivity project intervention reports are documented and data bank established;

## **Qualification Requirements**

1. Experience in project and program management involving government, NGOs, POs/communities, private sector, industry/enterprise associations, marketing and financing institutions;

2. Facilitating skills in networking with government agencies, LGUs, private sector, donor institutions as well as enterprise and natural resource management associations;
3. Basic knowledge on the sustainable environment and natural resource management;
4. Basic knowledge in Institutional Building/Development and Mobilization;
5. Basic knowledge and actual conduct of capacity building and institutional strengthening activities with LGUs and POs/communities;
6. Experience in actual conduct of community mobilization and IEC activities in rural development;
7. Computer literate;
8. Possess leadership and good communication skills; and

### **Education Requirements**

1. Undergraduate degree preferably in Community/Social Development, Fisheries, Natural Sciences, Agribusiness or an equivalent of at least 2 years experience in Rural Development Program;
2. At least 2 years experience in the field of livelihood/ enterprise and agri-fisheries resource management projects and program; and
3. Familiar with Organizational/Institutional Development and Public Administration, LGU Code, Cooperative Code and environmental regulations.

### **Reporting Responsibilities**

The **NRMO** will be directly reporting to the **NRM Specialist** but will ensure close coordination and collaborations with the members of the IREAP and IPLAN team.

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

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