

Project: Philippine Rural Development Project (PRDP)  
Job Title: Monitoring and Evaluation Officer (NPCO)  
Estimated Start of Engagement: February 2016  
Reporting Responsibility: National Project Coordination Office (NPCO)

## **1. Background.**

The Philippine Rural Development Project (PRDP) is a World Bank assisted project to be implemented by the Department of Agriculture (DA) in 16 regions of the country. The development objective of the project is to increase rural incomes and enhance farm and fishery productivity in targeted areas. It is envisaged to promote more inclusive rural development by supporting smallholders and fisher-folk to increase their marketable surpluses, and by improving access to markets. The PRDP would also support changes in the planning, resource programming and implementation practices of the DA. It will facilitate the integration and financing of priority local investments derived from the DA's agricultural and fisheries modernization plans which have been developed using a value chain approach, and through a consultative process with local stakeholders. The project will be implemented over a period of six years (2014 to 2020).

Aimed at achieving the project development objective, the project is implemented with four components enumerated and briefly described as follows:

**Component 1: Local and National Levels Planning (I-PLAN)** will support the implementation and mainstreaming of the DA's AFMP planning framework, thereby providing an operational platform for integrated technical support service delivery at the local and national levels. At the regional and local levels, regional AFMPs will be developed taking into account spatial and value chain analysis and using tools for vulnerability and suitability assessment, participatory resource analysis. The local AFMPs shall build on the success of local governments in the implementation of their own development plans.

**Component 2: Rural Infrastructure Development (I-BUILD).** A network of strategic rural infrastructure will be established, linking priority value chains in targeted Project areas that are identified through the regional AFMPs. By the end of the Project, the component will be able to establish an improved access to strategic and climate-resilient rural infrastructure and facilities that primarily benefit target beneficiaries. These rural infrastructures will include farm-to-market roads (FMRs), bridges, communal irrigation systems (CIS), potable water systems (PWS), production and post-production facilities and other infrastructure such as fish landings, fish sanctuary/Protected Area guardhouses, among others.

**Component 3: Enterprise Development (I-REAP)** aims to strengthen and develop viable rural agro- industries through investments in the appropriate segments of efficient value chains of key agricultural and fishery products in targeted Project areas. Specifically, I-REAP is designed to: (i) increase productivity and marketability of agriculture and fishery products through increased access to information and support services; and (ii) increase farm and fishery household incomes through engagement in value-adding activities.

**Component 4: Support to Project Implementation or I-SUPPORT** aims to introduce innovations and reforms towards more effective and efficient administrative support system in project implementation, mainly working through the existing DA bureaucracy. The management and implementation support mechanisms in PRDP will build on systems and practices that have proven effective under the MRDP2. To leverage its experience in implementing rural

infrastructure projects with Mindanao LGUs, MRDP 2 will form the core of PRDP's Mindanao Project Support Office (PSO). To support implementation on a national scope, PSOs will be established to support Luzon and Visayas projects. A Regional Project Coordination Office (RPCO) will be formed in each Regional Office of the DA to focus on the implementation of the project in region. A National Project Coordination Office (NPCO) will be established at the DA Central Office to steer the overall implementation of the project.

## **2. Rationale of the Assignment.**

The management of the PRDP will be supported by Results-Based Monitoring and Evaluation (RBME) Guidelines<sup>1</sup>. This intends to enable the management at various levels of project organization track over time the progress and results as well as the decisions that need to be rendered as the project progresses. This is a critical task under Component 4 (I-SUPPORT) of the project that is aimed at aligning implementation with the project results framework and arrangement for monitoring<sup>2</sup>.

The engagement of a M&E officer is expected to strengthen the capability of the NPCO M&E unit in coordinating assistance among PRDP personnel at the NPCO, PSOs and RPCOs in performing their distinct but interrelated roles in running the M&E system in two stages namely; (i) manual run of the system through MS-Excel based instruments; and (ii) web-based application of the system to allow real time reporting and feedback mechanism that would increase interplay between the management and operation units in steering implementation of the project.

## **3. Tasks**

Under the supervision of the NPCO M&E Unit Head and Alternate Head, the M&E Officer shall be working closely with the M&E Specialist in performing the following tasks:

- Assist in the implementation and recommend enhancement of the web-based M&E system based on the tools and parameters specified in the Project RBME Guidelines;
- Assist in the preparation PRDP M&E reports (e.g. weekly, monthly, quarterly, semi-annual, annual and others);
- Assist in processing and organizing project information to generate specific report templates relevant to M&E;
- Train / Mentor the concerned personnel at the NPCO, PSOs and RPCOs on use of the PRDP Web-based M&E system;
- Participate in problem solving sessions based on M&E findings;

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<sup>1</sup> The RBME system was made by the DA Central Office during the development of the PRDP (1<sup>st</sup> Quarter 2013). The system was formulated building on the M&E system working in the MRDP-2 and in collaboration with the DA Regional Field Units (RFUs). It has been enhanced based on the feedback and recommendations obtained from the PSOs, RPCOs and pilot PLGUs during orientation / training on the PRDP RBME system conducted in August to October 2013.

<sup>2</sup> The PRDP Results Framework and Arrangement for Monitoring contains the Project Development Objectives (PDOs) and the intermediate outcomes in each component of the project. The latter is used as basis to determine / measure success of implementation by component while the former is used as basis to determine / measure the overall success of implementing the PRDP.

- Assist in periodic assessment of the progress of the project (Quarterly, Mid-Year and Year-End);
- Recommend improvements (as appropriate) to the M&E system;
- Others as may be directed by the Project Director, Deputy Project Director, M&E Unit Head and Alternate Head.

#### **4. Expected Outputs**

In performing the above tasks, the NPCO M&E Officer shall produce the following outputs in the duration of the assignment:

- Periodic PRDP M&E Reports (monthly, quarterly, semi-annual and annual) consistent with the prescribed formats, data requirements and timelines;
- Project Mid-Year and Year-End Assessment and Planning Workshop Reports;
- Concise feedback reports (e.g., weekly and monthly reports) including recommendations to the Management;

#### **5. Administrative Coordination**

- The M&E Officer shall be under the direct supervision of the NPCO M&E Unit Head / Alternate Head. S/he will be working in close coordination with the M&E Specialist and will also be responsible to oversee compliance of the PSO/RPCOs in the reportorial requirements of the M&E system.

#### **6. Requirements**

In order to carry out the roles and responsibilities, the NPCO M&E Officer must have the following qualifications:

- College graduate;
- At least two years of relevant experience in handling M&E works preferably in foreign assisted projects (FAPs);
- Demonstrated experience in designing and implementing M&E systems
- Excellent communication and writing skills (oral and written) in English, including an ability to write technical reports.