



Republic of the Philippines
Department of Agriculture **National Project**
Coordination Office
4th Floor, DA Building, Elliptical Road, Diliman
Quezon City 1100, Philippines

TERMS OF REFERENCE

I-SUPPORT Alternate Component Head

I. Background/Rationale

The Government of the Philippines (GoP) had obtained a loan from the International Bank for Reconstruction and Development – World Bank (IBRD-WB) amounting to FIVE HUNDRED MILLION DOLLARS (US\$500,000,000) for the purpose of financing the Philippine Rural Development Project (PRDP) to support the Government's effort to reduce poverty among rural communities in the country.

The PRDP is a six-year (2014-2020) initiative of the government with the Department of Agriculture as the implementing agency envisioned to increase farm and fishery productivity and incomes in all regions of the country through improved access of farmers and other industry players to strategic network of infrastructures, market information and support services.

II. Objective and Scope of Services to be Provided

The I-SUPPORT Alternate Component Head under the NPCO will be engaged to assist the I-SUPPORT Component Head to oversee and supervise all NPCO Units of the Project, that include Procurement, Finance, Accounting, Budget, Social and Environmental Safeguards, Monitoring and Evaluation, Geomapping and Governance, Information Advocacy, Communication and Education (InfoACE), Global Environment Facility-Natural Resource Management (GEF-NRM) and Administrative Units. Together with the I-SUPPORT Component Head, he/she shall perform to ensure provision of the necessary administrative, technical and financial support to all the Units in carrying out their functions and activities.

Duties and Responsibilities:

1. Assist the Project management in overseeing the day to day operation of the Units for effective and efficient functioning and collaboration, and maintain an effective working relationship with other Project Components;
2. Formulate and recommend proposed policies/guidelines for an effective operation of the Project;
3. Coordinate with the different units in the preparation of work and financial plan, procurement plan of the Units and recommend the approval of the same;
4. Assist in the supervision of all activities of the Units such as workshops/trainings, site visits, field monitoring;
5. Ensure efficient administrative, technical, financial, and project management to achieve the expected deliverables of the Units in support to the overall output/outcomes of the Project;

6. Direct and supervise preparation, revision and updating of operations manual/guidelines of the I-SUPPORT Units;
7. Conduct monitoring and documentations of Project implementation and consolidate feedbacks from the different Units for information of the management;
8. Identify/resolve implementation bottlenecks and issues encountered by the Units and report to the management for appropriate decision/resolution;
9. Supervise the preparation and submission of PRDP progress reports and financial reports to DA Operating Units and other concerned agencies;
10. Act on all matters concerning staffing, recruitment, orientation, trainings attendance, performance evaluation and other human resource concern and implement administrative system;
11. Perform other functions as may be assigned by the Deputy and Assistant to the Deputy Project Director relevant to the Project.

III. Required Qualifications

1. Must be very conversant with rural development issues in the geographic area covered by the assignment.
2. Must have relevant experience in the implementation of rural development projects, preferably with knowledge on foreign-assisted projects such as the World Bank.
3. Preferably with Advance/Higher Education in Administration, Business and Operations Management, Finance, Legal, ICT, Environmental Science, Development Management, Social Science, Agriculture or related fields.
4. A progressive career/experience in administration, business and operations management, finance, procurement at the policy and organizational level.
5. Excellent leadership, management, problem-solving, and analytical skills.
6. Excellent written and oral communications skills.
7. Proactive approach in problem solving with strong decision making capability.