Project: Philippine Rural Development Project (PRDP)
Job Title: Monitoring and Evaluation Unit Alternate Head (NPCO)
Estimated Start of Engagement: January 2017
Reporting Responsibility: National Project Coordination Office (NPCO)

1. Background.

The Philippine Rural Development Project (PRDP) is a World Bank (WB) assisted Project being 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. This 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: Infrastructure Development. 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. This 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: Project Implementation Support. This 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 is supported by the Web-based M&E System that is anchored on Results-Based Monitoring and Evaluation (RBME) Guidelines approved by the World Bank (WB). The system has been found to be instrumental to enable the management at various levels of project organization to track over time the progress and results as well as the decisions that need to be rendered as the Project progresses. This is an important segment under Component 4 of the Project that is aimed at supporting the other three components of the Project in ensuring that the operation is aligned and in accordance with achieving development outcomes indicated in the project results framework and arrangement for monitoring[1].

The engagement of the Alternate Head of the M&E Unit of the NPCO is vital to strengthen and steer the uptake of the concerned staff of the Project to the procedures and standards in performing M&E works. This is to ensure that the information on the Project status in regard to performance in the delivery of interventions and attainment of the desired outcomes as well as the issues / concerns encountered are accessed by the management as bases in drawing out decisions and strategies as implementation progresses.

3. Task

While the M&E Unit head manages the overall design, development and implementation of the Project M&E system, the Alternate Unit Head shall be focusing on the translation of the M&E framework / design into computer-based system to be used at the NPCO, PSOs and RPCOs. S/He shall perform the following tasks:

- Handle the development and enhancement of the Project Web-based M&E system (data entry design, design of report templates, report generation and others);

- Steer / Ensure that the concerned staff at the NPCO, PSOs and the RPCOs are capacitated on using the Web-based M&E system;

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[1] 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.

- Ensure that the Web-based M&E system shall produce various templates / forms that are relevant for the M&E unit in preparing various M&E reports and feedback to the management;

- Participate to the Project Implementation Support/ Review Missions;
- Supervise the implementation of the M&E system at the NPCO, PSOs and RPCOs and provide the necessary measures to address issues / concerns that may hamper effective rollout of the system;

- Facilitate feedback mechanism that would persuade problem solving between the management and operating units;

- Prepare Web-based M&E System User's Guide as reference of the concerned Project staff in the application of the system;

- Participate and facilitate provision of information during the periodic Project Supervision Missions;

- Assist the Unit Head in crafting the plan for the mainstreaming of the innovations on M&E that are proven working in PRDP in the DA programs and projects;

- Others related to M&E and other special assignments as may be directed by the Project Director / Deputy Project Director.

4. Expected Outputs

In performing the above tasks, the NPCO M&E Unit Alternate Head shall produce the following outputs in the duration of the assignment. These outputs shall be made in accordance with the PRDP M&E Framework.

- PRDP Web-based M&E System developed and efficiently running at the NPCO and among PSOs and RPCOs;
- PRDP Web-based M&E System User's Guide;
- PRDP Web-based M&E System enhanced including additional modules and features (based on feedback from the actual rollout and increasing needs of the management). The key enhancements and additional features of the system to be developed are as follows:
  a. I-PLAN Module Expansion
  - Overlay of PRDP interventions to e-VSA maps
  - Tracking of investments per Commodity (by Province, Region, Cluster and Nationwide)
  - Tracking of PCIP interventions already covered by the PRDP
  - Tracking of PRDP investments per Commodity according to value chain segment

b. I-BUILD Module
- Efficiency tracking (pace of subprojects across stages against prescribed timelines);
   - Linking financial and financial progress of subprojects
   - System generated physical and financial completion of subprojects
c. Registry of PRDP outcomes / result
d. Additional report forms (I-BUILD, I-REAP & I-SUPPORT)
e. Expanded Financial Progress Tracking Module (I-BUILD & I-REAP subprojects)
f. Assist the head of the NPCO M&E Unit in the overall management of the Project M&E System; and
G. Others

5. Administrative Coordination

- The M&E Unit alternate head shall work with the Unit head under the supervision of the Project Director, Deputy Project Director and Assistant to the Deputy Project Director. S/he will be working in close coordination with the other components and units of the Project that have significant stake to effectively run the M&E system.

6. Requirements

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

- Graduate of any of the following: (i) science; (ii) information technology; and (iii) agriculture sector related.

- At least five (5) years of relevant experience on the development of M&E / Management Information Systems;

- Relevant experience on the development of various management information systems and have the following (below) is an advantage:

   - Advanced knowledge in PHP, .NET, MySQL, HTML, CSS, jQuery, AJAX, JSON & XML and JavaScript skills.

   - Solid experience deploying in both Linux and Windows server environments.

   - Experience in basic webhosting and email configurations (via cPanel).

   - Advanced knowledge in creating responsive design, mobile website and online system.

   - Advanced knowledge in coding and development using the following tools:

      o Codeigniter and Laravel

- o Wordpress, Joomla or Drupal for Content Management Systems
- o Google APIs (and other Google Web Tools)
- o Web-Based Mapping System
- o Agile Development

- Experience in providing capacity building for the uptake of various M&E / management information systems.