Project: Philippine Rural Development Project (PRDP)
Job Title: Management Information System (MIS) Officer
Estimated Start of Engagement: January 2015
Reporting Responsibility: National Project Coordination Office (NPCO)

1. Background.

The Philippine Rural Development Project (PRDP) is a World Bank (WB) 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. 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 will be supported by Results-Based Monitoring and Evaluation (RBME) Guidelines[1]. 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 of the project that is aimed at aligning implementation with the project results framework and arrangement for monitoring[2].

Given a set of instruments (e.g., data capture forms, databases, report forms, feedback flow mechanism, etc.), voluminous information and the procedures specified in the RBME Guidelines, the implementation of the M&E system when carried out manually, would entail significant level of effort, time and resources from the RPCOs, PSOs and the NPCO. Thus, specific reports that are crucial to be understood and used as bases for the delivery of decisions may not be accessible or available at the most appropriate period. An on-line or web-based application of the RBME system, therefore, is necessary for the following key features or benefits.

a) Automation. The system will automate generation of specific report forms. Thus, effort and time to go through a tedious process of data consolidation and processing into specific report formats will be prevented.

b) Accuracy. The data displayed in the report forms are guaranteed to be accurate based on the data entered in the system.

c) Transparency. All project information pertaining to progress and results will be accessible at all levels of project organization, World Bank, and other stakeholders as appropriate. Thus, communication between the decision makers and offices in operation to resolve various matters affecting implementation would be rapidly made.

3. Tasks

The MIS Officer shall be working under the close supervision of the Head / Alternate Head of the NPCO Monitoring and Evaluation (M&E) unit. The overall objective of the assignment is to develop a Web-based M&E System of the project that applies the procedures, standards and tools

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[1] The RBME system was made by the DA Central Office during the development of the PRDP (1st 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 use of PRDP RBME system

[2] 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.

[3] The RBME system was made by the DA Central Office during the development of the PRDP (1st 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).

specified in the RBME Guidelines and takes into consideration the programming language as compatible with the project MIS server. The specific tasks are as follows:

- Assist the MIS specialist in the development of a web-based M&E system.

- Assist in the preparation of project MIS manual as reference for using the system.

- Assist in the preparation training design for capacitating the concerned staff of the NPCO, PSO and RPCO on the application of the system.

- Conduct training for the NPCO, PSO and RPCO on the application of the system.

- Supervise use or rollout of the system and provide feedback on the extent of system uptake well as the issues and bottlenecks (if any) that need to be addressed at various levels of project organization.

- Develop system enhancement as may be agreed between the NPCO, PSOs and RPCOs.

- Others related to the MIS function as may be instructed by the Project Director / Deputy Director, M&E Head / Alternate Head and MIS Specialist.

4. Expected Outputs

In performing the above tasks, the NPCO MIS Officer shall produce the outputs listed below .

a. Web-based RBME system developed and uploaded in the DA-PRDP;
b. Project MIS manual containing the procedures to access the Web-based RBME system developed;
c. Project staff trained on the application of the RBME system;
d. Technical report containing recommendations for the sustained use of the system across levels of project organizations;
e. Technical reports containing assessment of the system uptake, issues / concerns that affect use of the system and corresponding recommendations.

5. Administrative Coordination

The MIS Officer shall be working in the NPCO. S/he will be supervised by the head / alternate head of the M&E unit of the NPCO in the development and implementation of the Web-based RBME system. S/he will also be responsible to oversee compliance of the PSOs and RPCOs in the effective implementation of the Web-based RBME system and provide the necessary technical guidance by establishing a "Help Desk" support mechanism.

6. Requirements

In order to carry out the above roles and responsibilities, the NPCO MIS Officer must have the following:

- Candidate must possess at least a Bachelor's Degree in Computer Science (or an equivalent course).

- Solid experience in PHP and MySQL, HTML and HTML5, CSS and CSS3, jQuery, AJAX, JSON & XML and JavaScript skills.
- Experience deploying in both Linux and Windows server environments.
- Experience in basic webhosting and email configurations (via cPanel).
- Experience with creating a responsive design, mobile website and online system development.
- Solid experience in coding and development using the following tools:
    o Codeigniter, Yii, or Laravel
    o Wordpress, Joomla or Drupal for Content Management Systems
    o Google APIs (and other Google Web Tools)
    o Facebook APIs (and other Social Media Tools)
    o Agile Development

- At least three years of working experience in this field (or a related field) is required.
- Strong object-oriented programming skills.
- Must possess basic knowledge in using Adobe Photoshop, or similar editing tools.
- Must have advanced skills and background in graphic design and video-editing is a plus.
- Must be willing to travel for project-related deployments and client interactions (all over the country).
- Must be able to work efficiently either independently or with a team.