



Republic of the Philippines
Department of Agriculture
Philippine Rural Development Project (PRDP)
Luzon B Project Support Office (PSO)
Office of the Project Support Director

TERMS OF REFERENCE
Budget Specialist

I. Background

- A. Philippine Rural Development Project (PRDP)** is a six-year project (2014-2020) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

B. The PRDP project

The approach of the project is **Value Chain Analysis**; Focused on Climate Resiliency and Adaptation. The tools are Value Chain Analysis and Suitability Assessment; Resources and Social Assessment. The entry point for value chain interventions at the local level is the Province.

C. Project Development Objective

The objective of the Project is to have at least 5% increase in annual real household incomes of farmers beneficiaries; 30% increase in income of targeted beneficiaries of enterprise development; 7% increase in value of annual marketed output and 20% increase in numbers of farmers and fishers with improved access to DA services.

II. Objective and Scope of the Services to be provided

The PRDP would like to invite the service of an individual for the position of **Budget Specialist**. The individual to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP.

SCOPE OF WORKS:

Under the supervision of the PSO South Luzon (Luzon B) Director and NPCO Finance Unit Head, the Budget Specialist will be engaged on the following specific tasks.

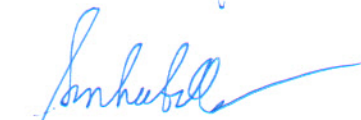
SPECIFIC TASKS:

1. Prepare the PSO South Luzon Cluster Annual Work and Financial Plan, Monthly Disbursement Plan, Budget and other project required budgetary plan;
2. Consolidate Budget Proposals of the Implementing Units and participate in the preparation of the annual special budget of the Project;
3. Submit the Annual Work and Financial Plan, Monthly Disbursement Plan, Budget and other project required budgetary plan to NPCO and other oversight offices;
4. Prepare necessary budget reports and related statements for Department of Agriculture, Department of Budget and Management, National Economic and Development Authority and other oversight agencies;
5. Prepare monthly report on status of allotment, obligation and disbursement and submit to NPCO and PSO management.
6. Maintain proper recording of budgetary and other financial transactions;
7. Facilitate processing on time the obligation of financial transactions and provide feedback to the concern units for any findings/observations;
8. Establish and maintain control of obligation and expenses;
9. Review operating budgets periodically to analyze trends affecting budget needs;
10. Review and monitor utilization of fund transfers to cooperating regional units in the implementation of the project. Provide appropriate technical assistance to RPCOs.
11. Consult with division heads to ensure adjustments are made in accordance with program changes in order to facilitate long-term planning;
12. Testify regarding proposed budgets before examining and fund-granting authorities to clarify reports and gain support for estimated budget needs;
13. Attend seminars/related activities aimed at greater exposure to new ideas and professional development; and
14. Perform other duties that may be assigned by the Project Director.

Required Qualifications

- B.S. degree in public administration, business administration, organizational development, public finance management or related fields.
- He/she must have at least ten (10) years of demonstrated work experience and five (5) years as Budget Specialist / Analyst; and
- He/she must have good knowledge of the financial management policies and procedures of the Government of the Philippines, multilateral financial institutions (e.g., World Bank) as well as of the institutional, technical, and commercial aspects of financial management. Experience in WB- assisted projects is an advantage.

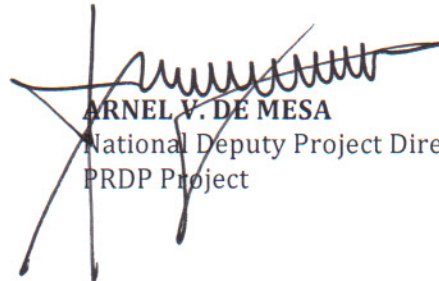
Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be sent to prdpluzonb@gmail.com/prdpluzonb.procure@gmail.com and directed to:



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Noted By:



ARNEL V. DE MESA

National Deputy Project Director
PRDP Project