



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
Financial Analyst III

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 **Financial Analyst III**. 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 Finance Analyst III will be engaged on the following specific tasks.

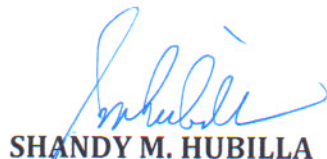
SPECIFIC TASKS:

1. Prepares monthly Statement of Receipts and Expenditures (SRE) of PSO South Luzon (Luzon B) for submission to COA Auditor for audit;
2. Prepares annual Statement of Sources and Application of Funds (SSAF) of PSO South Luzon (Luzon B) for audit by COA and issuance of Audit certificate;
3. Prepares monthly Statement of Expenditures (SOE);
4. Prepares monthly consolidated SRE and SSAF;
5. Reviews SRE and SSAF submitted by RPCO;
6. Prepares Work and Financial Plan (WFP) for PSO South Luzon (Luzon B);
7. Consolidate the PSO South Luzon (Luzon B) Work and Financial Plan (WFP) submitted by the components and unit heads;
8. Consolidate the WFP of PSO South Luzon (Luzon B) Cluster with the RPCOs in order to prepare the over-all WFP in support to the budget proposal for the year;
9. Assists in the preparation of the Annual Consolidated Financial Report for audit and issuance of COA Audit Certificate;
10. Assist in the preparation of Interim Financial Reports (IFR) for submission to World Bank;
11. Prepares budget proposal for the year and coordinate with the DA Budget Division and DBM on budget matters;
12. Assists in the monitoring of disbursements of NPCO, PSOs and RPCOs and ensure that the disbursement schedules as approved by the Bank and NPCO are complied/followed;
13. Assists in the preparation of financing plan and disbursement schedules;
14. Assists in the preparation/consolidation of the annual financial report of PRDP;
15. Assists in the conduct of financial planning and forecasting;
16. Assists to ensure efficient flow of funds from sourcing to disbursement;
17. Assists in the conduct of establishing a system of internal control;
18. Assists in the review and recommend for approval the disbursements and withdrawal applications for Statement of Expenditures (SOEs);
19. Reviews liquidation reports and supporting documents submitted by RPCOs;
20. Monitor and maintain records of fund releases to RPCOs;
21. Assists in the monitoring of the over-all receipts and expenditures of funds of PRDP PSO South Luzon (Luzon B);
22. Reviews and consolidates the SOE submitted by the RPCOs;
23. Assists in the preparation of annual and overall budget plan of PRDP PSO South Luzon (Luzon B);
24. Assists in the conduct of financial management training;
25. Perform other functions as may be directed by the PSO South Luzon (Luzon B) Director and/or supervisor from time to time;

Required Qualifications

- B.S. degree in public administration, business administration, organizational development, public finance management or related fields.
- He/she must have at least five (5) years of demonstrated work experience as a financial 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