



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

TERMS OF REFERENCE
Monitoring and Evaluation (M&E) Officer

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 **Project Development Associate**. The individual to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities.

III. Scope of Work

The **Monitoring & Evaluation Officer** shall report directly to the PRDP PSO South Luzon M&E Head. He/She will also work in close coordination with I-BUILD, I-REAP, and I-PLAN components and other units. The specific tasks are as follows:

- Assist in processing and organizing project information to generate specific report templates relevant to M & E;
- Train/Mentor the concern personnel at the PSOs and RPCOs on the use of the PRDP M&E system (manual and web-base);
- Participate in problem solving sessions based on M&E findings;
- Coordinate meetings, workshops and seminars with offices concerned;
- Assist in periodic assessment of the progress of the project (Quarterly, Mid-year and Year-end);
- Recommend improvements (as appropriate) during implementation of the system; and
- Others as may be directed by the M&E Unit Head/M&E Specialist.

IV. Expected Outputs

In performing the above tasks, the **PSO Monitoring and Evaluation Officer** shall produce the following outputs during the implementation of the project:

- Periodic PRDP M&E Reports-cluster-wide (monthly, quarterly, semi-annual and annual) consistent with the formats, data requirements and timelines indicated in the RBME system manual;
- Project Mid-Year and Year-End Assessment and Planning Workshop Reports;
- Concise feedback reports including recommendations to the PSO Director (monthly or as frequent as necessary); and
- Updated database of the cluster's sub-projects.

V. Required Qualifications

In order to carry out the above roles and responsibilities, the PSO South Luzon **M&E Officer** must have the following qualifications:

- College graduate. Masters degree is an advantage
- Must have at least three (3) years relevant experience in handling M&E works in foreign assisted projects;
- Experience in the implementation of M&E system in a multi-faceted project as well as using Management Information on System (MIS);
- Experience in providing M&E technical assistance as part of international donor-funded projects applying international best practices; World Bank experience is a plus;
- Excellent communication and writing skills (oral and written) in English, including an ability or write high level technical reports.

In addition, the applicant must have:

- Computer literacy i.e. knowledge in Microsoft Excel, Word, Powerpoint;
- Strong interpersonal and teamwork skills;
- Willingness to conduct field travels.

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



SHANDY M. HUBILLA

Director, South Luzon Project Support Office
Philippine Rural Development Project
2nd Floor ITCAF Building, Dept. of Agriculture
Elliptical Road, Diliman, Quezon City
Tel. No. 294-9102/294-3136

Noted by:



ARNEL V. DE MESA

National Deputy Project Director, PRDP
Project