



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

TERMS OF REFERENCE
Monitoring & Evaluation (M&E) Specialist

I. Background

- A. Philippine Rural Development Project (PRDP)** is a six-year project (2013-2019) 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 **Monitoring & Evaluation (M&E) 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 Luzon B Director, the M&E Specialist shall be in charge of ensuring efficient and effective implementation of the RBME system in the cluster. The specific tasks are as follows:

- Analyze the progress of PRDP in the cluster and provide feedback to the PSO Luzon B Director;
- Prepare periodic progress reports for submission to the NPCO with analyses of implementation of the program in the cluster (e.g. monthly, quarterly, semi-annual, annually) based on reports submitted by the RPCOs;
- Spearhead problem solving sessions in the cluster based on M&E findings involving RPCOs and PPMIUs as appropriate;
- Spearhead period implementation assessment and planning sessions in the cluster (Quarterly, Mid-Year and Year-End);
- Provide assistance to track PRDP results in the cluster based on indicators specified in the PRDP Results Framework (e.g., assist in mid-term / program-end evaluation studies);
- Recommend improvements in the RBME system over time during implementation of the system; and
- Others as indicated in the RBME system manual.

III. EXPECTED OUTPUTS:

In performing the above tasks, the PSO M&E Specialist shall produce the following outputs during the implementation of the program:

- Periodic Program's Progress Report (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
- Others as contained in the RBME system manual.
- The M&E Specialist shall be under the direct supervision of the PSO Luzon B Director. She/he will be working in close coordination with the M&E unit of the

NPCO in the implementation of the RBME system manual. She/he will also be responsible to oversee compliance of the RPCOs in the effective implementation of the RBME system by providing the necessary technical guidance / support.

- Perform other functions as may be assigned by the PRDP Luzon B PSO Director

Required Qualifications

In order to carry out the roles and responsibilities, the PSO M&E Specialist must have the following:

- Master's degree in social sciences, development, economics, ICT or related field;
- At least seven years of relevant experience in handling M&E works for in at least four foreign assisted projects (FAPs);
- Demonstrated experience in designing and implementing M&E systems and tools in a multi- faceted program as well as using Management Information Systems (MIS);
- Experience providing M&E technical assistance as part of international donor-funded projects applying international best practices; World Bank experience is a plus;
- Significant experience working with research institutes and universities as well as government bodies is an advantage; and
- Excellent communication and writing skills (oral and written) in English, including an ability to write high level technical reports.

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, Luzon B 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