



Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
Project Support Office-Mindanao  
2-4F Alvarez Bldg, Angliongto Sr. Ave, Lanang, Davao City

## TERMS OF REFERENCE

### MONITORING AND EVALUATION OFFICER (MEO) PSO-Mindanao

#### **Background**

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development – World Bank (IBRD WB), amounting to FIVE HUNDRED MILLION DOLLARS (US\$500,000,000) for the purpose of financing the Philippine Rural Development Project (PRDP) to support the Government's effort to reduce poverty among the rural communities in the country.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The project seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support for PRDP (I-SUPPORT).

#### **Scope of Work**

The M&E Officer shall assist the M&E Specialist and M&E Unit Head in ensuring efficient and effective implementation of the RBME System and he/she shall be involved in producing the following outputs during the implementation of the project: (1) Periodic Project's Progress Report – program-wide (monthly, quarterly, semi-annual and annual) consistent with the formats, data requirements and timelines indicated in the RBME system manual; (2) Project Mid-Year and Year-End Assessment and Planning Workshop Reports; (3) Concise feedback reports including recommendations to the Management (monthly or as frequently as necessary); and (4) Others as contained in the RBME system manual.

Specifically, the M&E Officer would:

- Participate in mentoring of DA staff from RPCO and PPMIUs (as may be needed) on the sustained application of the RBME system;
- Assist in preparing periodic progress reports (e.g. monthly, quarterly, semi-annual and annual) to be submitted to the NPCO;
- Assist in organizing and facilitating problem solving sessions based on M&E findings;
- Assist in organizing and facilitating periodic project implementation assessment and planning sessions (Quarterly, Mid-Year and Year-End);
- Coordinate closely with PSO M&E Specialists all reporting related activities ensuring smooth and timely submission of required reports either thru Data Capture Form (DCF) Report, interim database and/or web-based RBME system;
- Generate specific data from the web-based RBME system as prescribed by M&E Unit head in preparation of reports for PSO management steering committee as a sort of inputs for informed decision making;
- Provide assistance to the M&E Unit in assessing the progress and results of project implementation in the cluster.
- Implement and maintain the MIS at PSO Mindanao ensuring that problems related to the system are immediately addressed; and
- Assist M&E PDA in making proper and structured databanking on Cluster reports, RPCO performance assessment reports for easy storage and retrieval of information including hard copy reports and other pertinent M&E documents;

### **Qualifications**

**Education:** Must be a graduate of any 4-year course. Agriculture related courses is an advantage.

**Work Experience:** At least 4 years of relevant experience in handling M&E works. M&E experience in foreign assisted project (FAPs) or any development projects is an advantage.

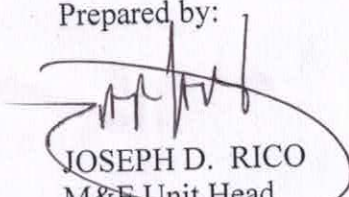
### **Knowledge, Skills and Abilities**

- Experience in providing M&E technical assistance as part of international donor-funded projects applying international best practices. A World Bank experience is a plus;
- Significant experience working with research institutes and universities as well as government bodies is an advantage;
- Excellent oral communication and writing skills in English, including an ability to write high level technical reports;
- Ability to work quickly and efficiently without sacrificing quality of work;
- Ability to manage multiple work assignments to meet timelines indicated in the RBME System Manual;

## Reporting Responsibilities

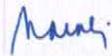
The M&E Officer would report directly to the PSO-M&E Unit Head and would work in close coordination with the M&E Specialists, MIS Officer/Specialist, and other Components/Units in the implementation of the RBME system.

Prepared by:



JOSEPH D. RICO  
M&E Unit Head

Approved by:



ARACELI M. MORANO  
Deputy Program Director