



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Philippine Rural Development Project
Project Support Office (PSO) Visayas Cluster
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TERMS OF REFERENCE (TOR)

for

MONITORING AND EVALUATION SPECIALIST

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

1. Background.

The Philippine Rural Development Program (PRDP) is a World Bank assisted program to be implemented by the Department of Agriculture (DA) in 16 regions of the country. The development objective of the program is to increase rural incomes and enhance farm and fishery productivity in targeted areas. It is envisaged to promote more inclusive rural development by supporting smallholders and fisher-folk to increase their marketable surpluses, and by improving access to markets. The PRDP would also support changes in the planning, resource programming and implementation practices of the DA. It will facilitate the integration and financing of priority local investments derived from the DA's agricultural and fisheries modernization plans which have been developed using a value chain approach, and through a consultative process with local stakeholders. The program will be implemented over a period of six years (2014 to 2019).

Aimed at achieving the program development objective, the program is implemented with four components enumerated and briefly described as follows:

Component 1: Investments for AFMP Planning at the Local and National Levels (I-PLAN) will support the implementation and mainstreaming of the DA's AFMP planning framework, thereby providing an operational platform for integrated technical support service delivery at the local and national levels. At the regional and local levels, regional AFMPs will be developed taking into account spatial and value chain analysis and using tools for vulnerability and suitability assessment, participatory resource analysis. The local AFMPs shall build on the success of local governments in the implementation of their own development plans.

Component 2: Intensified Building-Up of Infrastructure and Logistics for Development (I-BUILD). A network of strategic rural infrastructure will be established, linking priority value chains in targeted Program areas that are identified through the regional AFMPs. By the end of the Program, the component will be able to establish an improved access to strategic and climate-resilient rural infrastructure and facilities that primarily benefit target beneficiaries. These rural infrastructures will include farm-to-market roads (FMRs), bridges, communal irrigation systems (CIS), potable water systems (PWS), production and post-production facilities and other infrastructure such as fish landings, fish sanctuary/Protected Area guardhouses, among others.

Component 3: Investments for Rural Enterprises and Agri-fishery Productivity (I-REAP) aims to strengthen and develop viable rural agro- industries through investments in the appropriate segments of efficient value chains of key agricultural and fishery products in targeted Program areas. Specifically, I-REAP is designed to: (i) increase productivity and marketability of agriculture and fishery products through increased access to information and support services; and (ii) increase farm and fishery household incomes through engagement in value-adding activities.

Component 4: Support to Program Implementation or I-SUPPORT aims to introduce innovations and reforms towards more effective and efficient administrative support system in program implementation, mainly working through the existing DA bureaucracy. The management and implementation support mechanisms in PRDP will build on systems and practices that have proven effective under the MRDP2. To leverage its experience in implementing rural infrastructure projects with Mindanao LGUs, MRDP 2 will form the core of PRDP's Mindanao Program Support Office (PSO). To support implementation on a national scope, PSOs will be established to support Luzon and Visayas projects. A Regional Program Coordination Office (RPCO) will be formed in each Regional Office of the DA to focus on the implementation of the program in region. A National Program Coordination Office (NPCO) will be established at the DA Central Office to steer the overall implementation of the program

2. Rationale of the Assignment.

While anticipating to officially open the PRDP nationwide in 2014, the Department of Agriculture (DA) is initially implementing the program involving a selected pilot Provincial Local Government Units (PLGUs). The objective is to obtain important experiences and learning to validate appropriateness of the manuals / guidelines of the program implementation and subsequently introduce appropriate improvements covering a wider range of PLGUs as the program starts in 2014.

Part of the initial activities of the program includes training of the staff from the PSOs, RPCOs and Provincial Project Management Implementing Unit (PPMIUs)¹ on the implementation of the PRDP Results-Based Monitoring and Evaluation (RBME) System². The training sessions are carried out specifically to introduce the procedures, tools, timelines, products and responsibility centers prescribed in the RBME system manual produced by the National Program Coordination Office (NPCO). The objective is to ensure that M&E system is installed at the onset of the implementation learning from the past programs / projects about the repercussions of failure to implement the M&E system at the start of implementation (e.g., difficulties in measuring progress and results of implementation, absence of baseline data, unclear delineation of M&E tasks among implementers / stakeholders, etc.).

3. Objectives of the Assignment (RPCO M&E Specialist).

Under the supervision of the RPCO Director/Deputy Director, the M&E Specialist shall be in charge of ensuring efficient and effective implementation of the RBME system based on the RBME Manual. The specific tasks are as follows:

- Analyze the progress of PRDP and provide feedback to the Management;
- Prepare periodic progress reports (region-wide) for submission with analyses of implementation of the program (e.g. monthly, quarterly, semi-annual, annually) based on reports submitted by the PPMIUs;
- Spearhead problem solving sessions based on M&E findings involving PPMIUs;

PPMIU is formed in a PLGU participating in PRDP. It represents the different concerned offices of the PLGU, which have critical roles in implementing the program interventions in the province. 2 The RBME system was adapted by the DA Central Office during the development of the PRDP (1st Quarter 2013). The system was formulated building on the M&E system working in the MRDP-2 and in collaboration with the DA Regional Field Units (RFUs).

- Spearhead period implementation assessment and planning sessions in the region (Quarterly, Mid-Year and Year-End);
- Provide assistance to track PRDP results 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.

4. Expected Outputs

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

- Periodic Program's Progress Report – region-wide (monthly, quarterly, semi-annual and annual) consistent with the formats, data requirements and timelines indicated in the RBME system manual;
- Project Quarterly and Year-End Assessment and Planning Workshop Reports;
- Concise feedback reports including recommendations to the Management
- (monthly or as frequent as necessary); and
- Others as contained in the RBME system manual.

5. Administrative Coordination

The M&E Specialist shall be under the direct supervision of the RPCO Director/Deputy Director. S/he will be working in close coordination with the M&E unit of the RPCO in the implementation of the RBME system manual. S/he will also be responsible to oversee compliance of the PPMIUs in the effective implementation of the RBME system by providing the necessary technical guidance / support.

6. Requirements

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

- Bachelor's degree in social sciences, development, economics, ICT or related field;
- With relevant experience in handling M&E works, preferably in 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.

REQUIRED QUALIFICATIONS:

A. Education

Graduate of social science / information technology / agriculture sector related. A Masters or Doctorate degree is an advantage;

B. Job Experience/Skills and Knowledge

1. At least three years of relevant experience in handling M&E works in foreign assisted projects (FAPs);
2. Demonstrated experience in designing and implementing M&E systems and tools in a multi- faceted Project as well as using Management Information Systems (MIS);
3. Experience in providing M&E technical assistance as part of international donor-funded projects applying international best practices; World Bank experience is a plus;
4. Significant experience working with research institutes and universities as well as government bodies is an advantage; and
5. Excellent communication and writing skills (oral and written) in English, including an ability to write high level technical reports.

Recommending Approval:

MANUEL O. OLANDAY
Deputy Project Director
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APPROVED:

REMELYN R. RECOTER, MNSA, CESO III
Regional Executive Director, DA-RFO VI/
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