



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
PROGRAM SUPPORT OFFICE (PSO)
LUZON A CLUSTER

Capitol Compound, Sto. Niño
City of San Fernando, Pampanga

TERMS OF REFERENCE (TOR)

Component : I-Support
Job Title : **FINANCIAL ANALYST**
Status : Consultant

I. Background

A. Philippine Rural Development Program (PRDP) is a six-year program (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 program

The approach of the program 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. Program Development Objective

The objective of the Program 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 services of individuals for the position of **Financial Management Specialist, Financial Analyst III, Financial Analyst II and Financial Analyst I**. The individuals to be hired will be engaged to provide services, inputs and support to the Program's implementation and capacity-strengthening activities for the PRDP. The following are the positions available, works to be accomplished and the qualifications of individuals to be hired for the Program.

c) Financial Analyst II (one position)

- 1 Assists in the monthly preparation of Statement of Expenditures (SOE);
- 2 Assists in the monthly preparation of Statement of Receipts and Expenditures (SRE) for submission to COA for Auditor ;
- 3 Assists in the preparation of Annual Statement of Sources and Application of Funds for audit by COA;
- 4 Prepares monthly Bank Reconciliation Statement (BRS);
- 5 Assists in the preparation of monthly consolidated SRE and SSAF;
- 6 Assists in the review of SRE and SSAF submitted by PSOs and/or RPCO;
- 7 Assists in the preparation of the Annual Consolidated Financial Report for audit and issuance of COA Audit Certificate;
- 8 Assist in the preparation of Interim Financial Reports (IFR) for submission to World Bank;
- 9 Assists in the monitoring of disbursements of PSO Luzon A and RPCOs and ensure that the disbursement schedules as approved by the Bank and NPCO are complied/followed;
- 10 Assists in the preparation/consolidation of the annual financial report of PRDP;
- 11 Assists to ensure that accounting system lends itself to immediate and easy access;
- 12 Assists in the conduct of financial planning and forecasting;
- 13 Assists in the conduct of establishing a system of internal control;
- 14 Assists in the review and recommend for approval the disbursements and withdrawal applications for Statement of Expenditures (SOEs);
- 15 Reviews liquidation reports and supporting documents submitted by RPCOs;
- 16 Assists in the monitoring and maintaining of records for fund releases and expenditures of PSO Luzon A and RPCOs;
- 17 Reviews and consolidates the SOE submitted by the RPCOs;
- 18 Assists in the conduct of financial management training and served as resource person;
- 19 Perform other functions as may be directed by the Program Director and/or supervisor from time to time;

Required Qualifications

The **Financial Analyst II** must be a certified Public Accountant. He/she must have at least three (3) years of demonstrated work experience as a financial analyst; and 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.

d) Financial Analyst I (two positions)

- 1 Assists in the preparation of monthly Statement of Expenditures (SOE);
- 2 Assists in the preparation of monthly Statement of Receipts and Expenditures (SRE) for submission to COA Auditor for audit;
- 3 Assists in the preparation of Annual Statement of Sources and Application of Funds for submission to COA Auditor for audit;
- 4 Assists in the preparation of monthly Bank reconciliation Statement (BRS);
- 5 Assists in the preparation of monthly consolidated SRE and SSAF;
- 6 Assists in the review of SRE and SSAF submitted by RPCO;
- 7 Assists in the monitoring of disbursements of PSO Luzon A and RPCOs and ensure that the disbursement schedules as approved by the Bank and NPCO are complied/followed; revise and update such schedules if necessary;
- 8 Assists in the conduct of financial planning and forecasting;
- 9 Assists in the monitoring and maintaining of records of fund release to PSO Luzon A Cluster and RPCOs;
- 10 Assists in the preparation of annual and overall budget plan of PRDP;
- 11 Assists in the conduct of financial management training;
- 12 Maintain logbook of Earmarking of Procurement Requests (PRs) and Obligation Requests (OBRs) and monitor its status
- 13 Performs other functions as may be directed by the Program Director and/or supervisor from time to time;

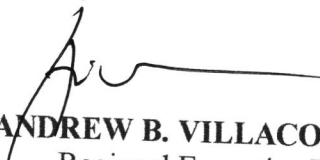
Required Qualifications

The **Financial Analyst I** must have a degree in public administration, business administration, organizational development, public finance management or related fields. He/she must have 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.

Prepared by:


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Approved by:


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/Program Director, PSO Luzon A Cluster