

Project: Philippine Rural Development Project (PRDP)
Job Title: Monitoring and Evaluation Officer (PSO-M&E Unit)
Estimated Start of Engagement: MARCH 2017
Reporting Responsibility: Project Support Office (PSO)

1. Background.

The Philippine Rural Development Project (PRDP) is a World Bank (WB) assisted Project being implemented by the Department of Agriculture (DA) in 16 regions of the country. The development objective of the Project 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 Project will be implemented over a period of six years (2014 to 2020).

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

Component 1: Local and National Levels Planning. This 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: Infrastructure Development. A network of strategic rural infrastructure will be established, linking priority value chains in targeted Project areas that are identified through the regional AFMPs. By the end of the Project, 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: Enterprise Development. This 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 Project 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: Project Implementation Support. This aims to introduce innovations and reforms towards more effective and efficient administrative support system in Project 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 Project Support Office (PSO). To support implementation on a national scope, PSOs will be established to support Luzon and Visayas projects. A Regional Project Coordination Office (RPCO) will be formed in each Regional Office of the DA to focus on the implementation of the Project in region. A National Project Coordination Office (NPCO) will be established at the DA Central Office to steer the overall implementation of the Project

2. Rationale of the Assignment.

The management of the PRDP is be supported by Results-Based Monitoring and Evaluation (RBME) Guidelines¹. This intends to enable the management at various levels of project organization to track over time the progress and results as well as the decisions that need to be rendered as the Project progresses. This is a critical segment under Component 4 of the Project that is aimed at aligning implementation with the achieving development outcomes indicated in the project results framework and arrangement for monitoring².

The engagement of an M&E Officer is expected to strengthen implementation of the Project M&E system and the delivery of feedback about the periodic status and results of the project implementation to inform decision making.

3. Task

Under the supervision of the PSO M&E Unit Head and Alternate Head, the M&E Officer shall perform the following tasks:

- Assist in the continuing development of a web-based M&E system based on the tools and parameters specified in the RBME Guidelines and feedback from the users of the system;
- Assist the M&E Specialist in preparing PRDP M&E reports (e.g. monthly, quarterly, semi-annual, annual);
- Assist in processing and organizing Project information to generate specific report templates relevant to M&E;
- Train / Mentor the concerned personnel at the PSO Luzon A and RPCOs on use of the PRDP M&E system (Web-based);
- Participate in problem solving sessions based on M&E findings;

¹ The RBME system was made 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). It has been enhanced based on the feedback and recommendations obtained from the PSOs, RPCOs and pilot PLGUs during orientation / training on the PRDP RBME system.

² The PRDP Results Framework and Arrangement for Monitoring contains the Project Development Objectives (PDOs) and the intermediate outcomes in each component of the project. The latter is used as basis to determine / measure success of implementation by component while the former is used as basis to determine / measure the overall success of implementing the PRDP.

- Develop activity design and facilitate 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 and alternate head.

4. Expected Outputs

In performing the above tasks, the PSO Luzon A M&E Officer shall work closely with the M&E Specialist produce the following outputs (see Table 1) in the duration of the assignment (January – December 2017).

Table 1: Expected Key Outputs and Schedules

Outputs / Deliverables	Indicative Schedule
1. Periodic M&E Reports including reports on outcomes emerging from the Project implementation	
- Monthly Reports	On or before 10 th day of the ensuing month
- First Half 2017 Progress Report	On or before 15 th day of July 2017
- Second Half 2017 Progress Report (Mid-year Assessment)	January 15, 2018
- CY 2017 Annual Progress Report (Year-End Assessment)	January 15, 2018
- Project Midterm Progress Report (Dec. 2014 – June 2017)	July 2017
- Other reports requested by the DA, oversight agencies and others.	As requested
Concise feedback reports (e.g., weekly report) including recommendations to the Management with regard to the actions that need to be carried out in order to sustain / improve prevailing good practice and address bottlenecks;	Twice a month or as frequent as necessary
Others (field visits, conduct of benefits monitoring, mentoring, etc.)	January – December 2017

5. Administrative Coordination

- The M&E Officer shall be under the direct supervision of the PSO M&E Unit head / alternate head. S/he will be working in close coordination with the M&E Specialist and will also be responsible to oversee and steer compliance of the RPCOs in the reportorial requirements of the RBME Guidelines.

6. Requirements


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

- Graduate of social science / information technology / agriculture sector related.
- At least two years of relevant experience in handling M&E works in foreign assisted projects (FAPs);
- Demonstrated experience in designing and implementing M&E systems and tools in a multi- faceted Project as well as using Management Information Systems (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;
- 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.

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