



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
Project Support Office – Mindanao Cluster
Alvarez Bldg., A. Angliongto Sr. Ave., Lanang, Davao City
Tel No. (082) 235-8664; 234-4744; Fax 235-8665

TERMS OF REFERENCE (TOR)

COMPLIANCE OFFICER Project Support Office (PSO)

BACKGROUND

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development – World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND UNITED STATES DOLLARS (US\$501,250,000.00) for the purpose of financing the Philippine Rural Development Project (PRDP). An additional Financing (AF) amounting to ONE HUNDRED SEVENTY MILLION UNITED STATES DOLLARS (US\$170,000,000.00) under Loan Agreement for IBRD Loan No. 8816-PH dated March 2, 2018, for the purpose of providing additional financing to scale up the original project.

The development objective of the Project is to increase rural incomes and enhance farm and fishery productivity in targeted areas in all the 16 regions of the country. 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 reforms in the planning, resource programming and implementation practices of the DA. It will facilitate the integration and financing of priority of 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).

Specific investments and interventions are implemented under four (4) central components of the Project enumerated and briefly described as follows:

Component 1: Local and National Levels Planning (I-PLAN). This component supports 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 are being developed taking into account special 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 government in the implementation of their own development plans.

Component 2: Infrastructure Development (I-BUILF). A network of strategic rural infrastructure is being 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 infrastructure and facilities that primarily benefit target beneficiaries.

These rural infrastructures 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 (I-REAP). This aims to strengthen and develop viable rural agro-industries through investments in the appropriate segments of efficient value chains of key agriculture 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 (I-SUPPORT). Providing overall operational support to the implementation is the I-SUPPORT component that ensures efficient and effective delivery of the Project transactions in terms of financial management, procurement, monitoring and evaluation, geotagging, social and environmental safeguards and grievance redress mechanism. It leads in the introduction of innovations and reforms towards more effective and efficient administrative support system in project implementation, mainly working through the existing DA bureaucracy. At the national level, the National Project Coordination Office (NPCO) is established at the DA Central Office to steer the overall implementation of the Project. Four (4) Project Support Offices (PSOs) have been established to support the implementation in the main islands of the country (2 in Luzon, 1 in Visayas and 1 in Mindanao). A Regional Project Coordination Office (RPCO) is formed and functioning in each Regional Office of the DA to focus on the implementation of the Project in the region.

SCOPE OF THE ASSIGNMENT

The Compliance Officer shall ensure that the Legal Compliance Officer provides the provision of necessary legal assistance to Philippine Rural Development Project - National Project Coordination Office (PRDP-NPCO) in complying with the loan agreement and other governing laws on the project and other functions assigned or designated by the PRDP Legal Unit Head. The Compliance Officer will assist the Legal Compliance Officer in the documentation of the legal requirements of PRDP and monitoring the documents to be released by the Legal Unit.

DUTIES AND RESPONSIBILITIES

The Compliance Officer will be responsible in monitoring the legal requirements of PRDP NPCO, PSO and RPCO. The Compliance Officer will provide complete staff work to the Legal Unit Head.

REQUIRED EDUCATION AND QUALIFICATION

a) Education and Relevant Experiences

College graduate

At least five (5) years experience in a law office or legal office or offices of any government agencies.

b) Knowledge, Competencies and Skills

Must have substantial knowledge about PRDP and its structure.

Must have working knowledge on the PRDP Procurement Guidelines

Prepared by:



DANILO T. ALESNA
Deputy Project Director

Approved by:



RICARDO M. OÑATE JR.
OIC-Project Director



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
Project Support Office – Mindanao Cluster
Alvarez Bldg., A. Angliongto Sr. Ave., Lanang, Davao City
Tel No. (082) 235-8664; 234-4744; Fax 235-8665

TERMS OF REFERENCE

PROJECT DEVELOPMENT ASSOCIATE PSO I-BUILD

BACKGROUND

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development (IBRD or the "Bank"), specifically under Loan Agreement for IBRD Loan No. 8421-PH dated September 8, 2014 in an amount equivalent to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND UNITED STATES DOLLARS (US\$501,250,000) for the purpose of part-financing the Philippine Rural Development Project (PRDP), and another loan from the same Bank in the amount of ONE HUNDRED AND SEVENTY MILLION UNITED STATES DOLLARS (\$170,000,000), under Loan Agreement for IBRD Loan No. 8816-PH dated March 2, 2018, for the purpose of providing additional financing to scale up the original Project.

The development objective of the Project is to increase rural incomes and enhance farm and fishery productivity in targeted areas in all the 16 regions of the country. 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 reforms 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).

Specific investments and interventions are implemented under four (4) central components of the Project enumerated and briefly described as follows:

Component 1: Local and National Levels Planning (I-PLAN). This component supports 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 are being 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 (I-BUILD). A network of strategic rural infrastructure is being 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 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 (I-REAP). 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 (I-SUPPORT). Providing overall operational support to the implementation is the I-SUPPORT component that ensures efficient and effective delivery of the Project transactions in terms of financial management, procurement, monitoring & evaluation, geotagging, social and environmental safeguards and grievance redress mechanism. It leads in the introduction of innovations and reforms towards more effective and efficient administrative support system in Project implementation, mainly working through the existing DA bureaucracy. At the national level, the National Project Coordination Office (NPCO) is established at the DA Central Office to steer the overall implementation of the Project. Four (4) Project Support Offices (PSOs) have been established to support the implementation in the main islands of the country (2 in Luzon, 1 in Visayas and 1 in Mindanao). A Regional Project Coordination Office (RPCO) is formed and functioning in each Regional Office of the DA to focus on the implementation of the Project in the region.

SCOPE OF THE ASSIGNMENT

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the I-BUILD component. The PDA's overall function covers administrative and technical support to the RIEs/Specialists' daily activities and proper functioning of the office.

DUTIES AND RESPONSIBILITIES

1. Assists the I-BUILD Unit in the proper filing of engineering documents;
2. Records all incoming and outgoing documents;
3. Conducts initial checking on the completeness and consistency of documents on the submitted technical proposals and bid documents and route these to the concern specialists and coordinators;

4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel orders, liquidation of cash advances for office supplies, etc..) for the Unit;
5. Encoding of documents and reports (eg. Manuals);
6. Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concern offices;
7. Assists the Unit in program facilitation during trainings; and
8. Performs other task as maybe assigned by the PSO I-BUILD Head.

REQUIRED EDUCATION & QUALIFICATION

- Bachelor's degree in Engineering or related courses and at least two (2) years experience on technical and administrative works related to infrastructure development.
- Proficient in written and oral communications.
- Computer literate with high proficiency in MS word, excel, and power point.
- Proven organizational skills and ability to manage multiple tasks simultaneously.
- Can work independently and result oriented.
- Able to work with under pressure
- Willing to travel, if necessary

Prepared by:



ARNIEL A. SOSA

I-BUILD Component Head

Approved by:



DANILO T. ALESNA
Deputy Project Director



Terms of Reference (TOR)

Media Production Officer

Information, Advocacy, Communication and Education (InfoACE) Unit

BACKGROUND

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development (IBRD or the "Bank"), specifically under Loan Agreement for IBRD Loan No. 8421-PH dated September 8, 2014 in an amount equivalent to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND UNITED STATES DOLLARS (US\$501,250,000) for the purpose of part-financing the Philippine Rural Development Project (PRDP), and another loan from the same Bank in the amount of ONE HUNDRED AND SEVENTY MILLION UNITED STATES DOLLARS (\$170,000,000), under Loan Agreement for IBRD Loan No. 8816-PH dated March 2, 2018, for the purpose of providing additional financing to scale up the original Project.

The development objective of the Project is to increase rural incomes and enhance farm and fishery productivity in targeted areas in all the 16 regions of the country. 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 reforms 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).

Specific investments and interventions are implemented under four (4) central components of the Project enumerated and briefly described as follows:

Component 1: Local and National Levels Planning (I-PLAN). This component supports 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 are being 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 (I-BUILD). A network of strategic rural infrastructure is being 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 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 (I-REAP). 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 (I-SUPPORT). Providing overall operational support to the implementation is the I-SUPPORT component that ensures efficient and effective delivery of the Project transactions in terms of financial management, procurement, monitoring & evaluation, geotagging, social and environmental safeguards and grievance redress mechanism. It leads in the introduction of innovations and reforms towards more effective and efficient administrative support system in Project implementation, mainly working through the existing DA bureaucracy. At the national level, the National Project Coordination Office (NPCO) is established at the DA Central Office to steer the overall implementation of the Project. Four (4) Project Support Offices (PSOs) have been established to support the implementation in the main islands of the country (2 in Luzon, 1 in Visayas and 1 in Mindanao). A Regional Project Coordination Office (RPCO) is formed and functioning in each Regional Office of the DA to focus on the implementation of the Project in the region.

SCOPE OF ASSIGNMENT

The PRDP would like to invite the services of an individual for the position of **Media Production Officer**. 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. The following are the works to be accomplished and the qualifications of the individual to be hired for the Project.

DUTIES & RESPONSIBILITIES:

As a Media Production Officer, the person is mainly tasked to serve as described hereunder:

- Conceptualize and develop information materials for PRDP through artistic representations.
- Develop visual creative work plan on the over-all communication plan of PRDP;
- Draft and finalize layouts of news ads/advertorials, brochures, pamphlets, newsletters, tarpaulins and other info advocacy materials;
- Create various graphics, maps, infographics, and charts for use in the information and advocacy materials of PRDP;
- Design and install photo and product exhibits, backdrops, billboards, streamers;
- Document PRDP activities through still and video camera (e.g. events, meetings, trainings, success stories, and other similar activities) and organize photo and video files for release to the TV stations, social media and requesting offices;
- Create slide shows for events or presentations needed by the Project; and
- Maintain and troubleshoot cameras and other AV equipment assigned to him/her.
-

REQUIRED EDUCATION AND QUALIFICATION

A. Education Expertise & Qualification

- Bachelor's degree on Fine Arts, Advertising, Multimedia Arts, or equivalent;
- At least three years experience in graphics design, layouting and photo and video editing.

B. Competencies & Skills

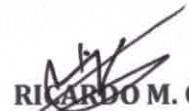
- Proficient in Adobe Illustrator, Photoshop, Corel Draw, After Effects, InDesign, Adobe Premiere, photo and video editing;
- Must be able to translate directions and instructions into design;
- Proficient in handling DSLR/video cameras and other similar equipment;
- Able to work independently, demonstrate initiative, take direction and collaborate well with others;
- Able to work under pressure;
- Hardworking and flexible; and
- Good communication (oral and written), interpersonal, organizational, and presentation skills.

Prepared by:



DANILO T. ALESNA
Deputy Project Director

Approved by:



RICARDO M. OÑATE, JR.
OIC-Project Director



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
Project Support Office – Mindanao Cluster
Alvarez Bldg., A. Angliongto Sr. Ave., Lanang, Davao City
Tel No. (082) 235-8664; 234-4744; Fax 235-8665

TERMS OF REFERENCE (TOR)

ADMINISTRATIVE ASSISTANT

**Administrative Unit
Project Support Office (PSO)**

BACKGROUND

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development (IBRD or the "Bank"), specifically under Loan Agreement for IBRD Loan No. 8421-PH dated September 8, 2014 in an amount equivalent to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND UNITED STATES DOLLARS (US\$501,250,000) for the purpose of part-financing the Philippine Rural Development Project (PRDP), and another loan from the same Bank in the amount of ONE HUNDRED AND SEVENTY MILLION UNITED STATES DOLLARS (\$170,000,000), under Loan Agreement for IBRD Loan No. 8816-PH dated March 2, 2018, for the purpose of providing additional financing to scale up the original Project.

The development objective of the Project is to increase rural incomes and enhance farm and fishery productivity in targeted areas in all the 16 regions of the country. 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 reforms 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).

Specific investments and interventions are implemented under four (4) central components of the Project enumerated and briefly described as follows:

Component 1: Local and National Levels Planning (I-PLAN). This component supports 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 are being 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 (I-BUILD). A network of strategic rural infrastructure is being 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 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 (I-REAP). 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 (I-SUPPORT). Providing overall operational support to the implementation is the I-SUPPORT component that ensures efficient and effective delivery of the Project transactions in terms of financial management, procurement, monitoring & evaluation, geotagging, social and environmental safeguards and grievance redress mechanism. It leads in the introduction of innovations and reforms towards more effective and efficient administrative support system in Project implementation, mainly working through the existing DA bureaucracy. At the national level, the National Project Coordination Office (NPCO) is established at the DA Central Office to steer the overall implementation of the Project. Four (4) Project Support Offices (PSOs) have been established to support the implementation in the main islands of the country (2 in Luzon, 1 in Visayas and 1 in Mindanao). A Regional Project Coordination Office (RPCO) is formed and functioning in each Regional Office of the DA to focus on the implementation of the Project in the region.

SCOPE OF THE ASSIGNMENT

The Administrative Assistant under the Administrative Unit of the Project Support Office (PSO) shall be supporting the Components and other Units in achieving the Project Objectives and Outputs thru prompt and quality delivery of administrative support. It shall be the responsibility of the Administrative Assistant to ensure that Project related documents are properly kept, archived and maintained in a database for easy monitoring and management reference.

DUTIES AND RESPONSIBILITIES

Reporting directly to the Administrative Unit Head/Alternate Unit Head and will be likewise be reporting to the Project Director and in close coordination with the Deputy Project Director. The Administrative Assistant is expected to carry out the following task:

1. Received and records incoming/outgoing communications and correspondences and encoded to Document Tracking System
2. Provide administrative and logistical support during the conduct of meetings, workshop and other PRDP activities;
3. Draft/prepare correspondence/memorandum on administrative and program matters.
4. Establish and maintain filing system, including recording and managing of all incoming/outgoing correspondence;
5. Tracks and maintain records of all official documents related to PRDP in both hard copy and electronic file;
6. Assist in the preparation of Individual Consultancy Contract;
7. Facilitate processing of travel documents of Project Consultants and DA Organic personnel;
8. Facilitate processing of payment of per diem, reimbursement and other claims;
9. Schedule and arrange of activities of the component/unit;
10. Operates office equipment but not limited to photocopying machine, fax machine and etc.;
11. Keep records of monthly workshop/seminar and other Admin related activities; and

12. Perform other functions as may be directed by the Deputy Project Director and/or Supervisors.

REQUIRED EDUCATION AND QUALIFICATION


A. Education and Relevant Experience

1. Bachelor's Degree in Business Administration, Management, Commerce Engineering, Economics, Agribusiness, or Information and Communication Technology course and/or related courses;
2. Preferably has three (3) years relevant experience on administrative works;
3. Preferably has working experience with Foreign Assisted Projects (FAPs);

B. Knowledge, Competencies and Skills

1. Familiarity with PRDP and other Foreign Assisted Projects (FAPs) within the Department.
2. Has attended forty (40) hours relevant training/workshop/seminar;
3. Proficiency in computer skills (Microsoft Office);
4. Knowledgeable in records management is an advantage
5. Possess good communication skills (oral and written)
6. Work with a team
7. Able to work under pressure
8. Willing to travel if necessary

PREPARED BY:


THALEYA AURENE G. ROQUE
Administrative Unit Head

APPROVED BY:


DANILO T. ALESNA
Deputy Project Director