



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 2358665

TERMS OF REFERENCE (TOR)

ADMINISTRATIVE ASSISTANT **(I-SUPPORT COMPONENT)** **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 I-SUPPORT component was designed to provide technical and operational assistance in the day to day coordination, implementation, monitoring, evaluation & audit of the PRDP (Project). The Administrative Assistant under I-SUPPORT Component will be responsible in ensuring that frontline services of the Project is well executed and achieved through efficient flow of communication. He/She will ensure all project related documents are properly routed and archived and shall maintain data bases on necessary information of the Project.

DUTIES AND RESPONSIBILITIES

Reporting directly to the I-SUPPORT Component Head/Alternate Component 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. Prepare correspondence of the component/unit he/she assigned into;
2. Assist in the preparation of vouchers and other financial documents needed by the component/unit in its official transactions/activities;
3. Maintain an e-filing system of all correspondence related to the project and establish an easy retrieval methods;
4. Transcribe and prepare minutes of meetings, dialogue and post activity reports for review and approval of the immediate superiors;
5. Maintain schedules and calendar of activities of the component/unit he/she is assigned into and keep tracks of on-going and completed activities for proper documents;
6. Provide secretarial assistance during the conduct of meetings, workshops and other activities of the Project;
7. Operate and maintain business/office machines in its usable/serviceable status; and
8. Perform other functions as may be directed by the Deputy Project Director and/or Supervisors.

REQUIRED EXPERTISE & QUALIFICATION

A. Education and Relevant Experience

1. Completion of any other the following: Bachelor's Degree in Business Management, Economics, Accountancy, Engineering, Agribusiness Information & Communication Technology related courses,
2. Minimum of three (3) years experience in front office or administrative works;
3. Minimum of two (2) years experience working in Foreign Assisted Projects (FAPs)

B. Knowledge, Competencies and Skills

1. Skillful in operating business/office machines such as Photocopier, facsimile; binding machines and others.
2. Computer literate with excellent skills on Microsoft Office Programs.
3. Team player with strong interpersonal & communication skills.
4. Physically able to travel to different location/project sites as needed

Prepared by:



THALEYA AURENE G. ROQUE
Administrative Unit Head

Approved by



DANILO T. ALESNA
Deputy Project Director



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Chauffeur/Driver **Project Support Office (PSO)**

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shall build on the success of local governments in the implementation of their own development plans.

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SCOPE OF THE ASSIGNMENT

The Chauffeur/Driver under the Administrative Unit of the Project Support Offices (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



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responsibility of the Driver/Chauffeur to ensure that PRDP officials and staff are driven safely and timely to official business/meetings, workshops, field mission and other work-related destinations and that the project vehicle under his charge is maintained and in good running condition.

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 Chauffeur/Driver is expected to carry out the following task:

1. Transport PRDP personnel to and from place where official business is transacted;
2. Monitor the status and condition of vehicles under his responsibility;
3. Initiate and monitors request for the vehicle's needed maintenance and repairs;
4. Performs minor trouble shooting;
5. Cleans the vehicle under his responsibility;
6. Keep the vehicle under his responsibility in safe premises, during and after the official travels;
7. Maintains a record of all trips made as well as the fuel consumption and other materials/repairs used for the operation and maintenance of the vehicle;
8. Submit the accomplished trip tickets after the each travel;
9. Prepares and submit monthly report of the vehicle's fuel consumption;
10. Ensures availability of documents/supplies including vehicle insurance, registration, logs and necessary spare parts are in the assigned vehicles
11. Performs other functions as may be directed by the Deputy Project Director and/or Supervisors

REQUIRED EDUCATION AND QUALIFICATION

A. Education and Relevant Experiences

1. High School Graduate;
2. Valid Professional Driver License;
3. Preferably with NC II Certification is an advantage;
4. Three (3) Years Working Experience as Driver in an Organization and/or Government.



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B. Knowledge, Competencies and Skills

1. Knowledgeable in safe driving principles and practices;
2. Knowledgeable and experience in administrative works;
3. Must Have Training on Defensive Driving and Minor Trouble Shooting;
4. Knowledge of Driving Rules and Regulations;
5. Familiar with Traffic Laws and Regulations;
6. Able to Give Accurate and Detailed Information About Routes and Journey

PREPARED BY:

THALEYA AURENE G. ROQUE
Administrative Assistant

APPROVED BY:

DANILO T. ALESNA
Deputy Project Director