



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

SOCIAL AND ENVIRONMENTAL SAFEGUARDS OFFICER **PSO SES-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 THE ASSIGNMENT

Under the general supervision of the PSO Social and Environmental Unit Head, the Social and Environmental Safeguards Officer will be responsible in the provision of technical assistance to the RPCOs and partner LGUs in ensuring the compliance and implementation of Safeguards Policy and adhering to the general procedures and guidelines of the World Bank (WB) in order to ensure quality output of program interventions. He/She will also ensure the timely delivery of the SES Unit's expected outcome in the whole project operations. He/She will work closely with consultants and other members of the PRDP PSO and RPCO team.

DUTIES AND RESPONSIBILITIES

The Social and Environmental Safeguards Officer obligates to undertake and perform the following tasks in I-SUPPORT SES Unit PRDP-PSO:

- A. Serve as safeguards advisor and ensure compliance with and implementation of the Integrated Social and Environmental Safeguards Framework (IESSF) and processes at the Regional Project Coordination Office (RPCO) and Local Government Units (Provincial, City and Municipal) particularly on the following:

- i. The effective application of the Indigenous Peoples (IPs) Development Framework in all project components and processes at the Regional, Provincial and Municipal levels. This includes assisting in ensuring proper consultation and full participation of concerned IPs, especially in securing the Free Prior and Informed Consent and other clearances issued by IPs;
- ii. The effective application of Land Acquisition Rehabilitation and Resettlement Framework. This task includes assisting the RPCOs in ensuring: (a) the proper acquisition and documentation of Right of Way (ROW) papers; (b) that persons affected and/or displaced on account of the implementation of PRDP projects are thoroughly consulted and justly compensated
- i. The adoption of general environmental policies relative to specific types and locations of developments proposed by LGUs;
- ii. The conformity of individual subprojects with technical guidelines and specifications for an environmentally-sound design;
- iii. That the project proponents conduct environmental assessments (EA) for the preparation of environmental and social management/mitigation plans;
- iv. That project proponents secure appropriate environmental clearances from concerned regulatory agencies.

B. Specific tasks:

1. Conduct validation, appraisal and review of Feasibility Study/Business Plan and Variation Order needing WB, NPCO and PSO Objection Letter or No Objection Letter (NOL) to check compliance to the Integrated Environmental and Social Safeguards Framework and recommend appropriate measures in the Environmental and Social Management Plan (ESMP);
2. Conduct site validation, appraisal and on the ground verification of safeguards compliance of proposed subprojects; participate and discuss safeguards requirements during procurement activities (pre-procurement, pre-bidding and pre-construction meeting); monitoring and inspection of safeguards compliance by the LGU, Contractor for infrastructure subprojects and Proponent Groups (PGs) for enterprise subprojects during implementation; and post-evaluation safeguards measures of completed subprojects;
3. Assist the SES Unit Head in the conduct of post review of subprojects issued with NOL at PSO threshold and ensure compliance of the recommendations, if any;
4. Serve as trainer or resource person in safeguards related training programs for technical staff at the RPCO and LGU level;
5. Participate in the conduct of investigation and resolution process of grievance lodge/elevated at the NPCO and PSO level;
6. Conduct regular consultation, coordination and management meetings among the units and components at the PSO and with the NPCO, RPCO, LGU in the implementation of the Project and provides feedback and recommendations on how to resolve complex issues;
7. Coordinate with the concerned M&E unit and RPCOs on the status of subprojects on the updating of database, compliance monitoring reports, tracking of implementations of SES instruments to ensure integration of safeguards policy of the Project in the whole project cycle;

8. Consolidate, prepare and submit timely and regular progress reports indicating status of overall implementation of social and environmental safeguards;
9. Perform other relevant tasks as assigned by the SES Unit Head.

REQUIRED EXPERTISE & QUALIFICATION


A. Education & Relevant Experiences

- Graduate of Bachelor's Degree in Social Science Courses, Agriculture, Environmental Science, Engineering, Management and related fields of study;
- Advanced academic studies is an advantage;
- Minimum of two (2) years of professional working experience related to safeguards and with knowledge on a) consultation and resettlement process, b) environmental and social impact assessment, and c) environmental and social management plan for rural infrastructure and enterprise development projects;
- With at least three (3) years of experience in any development - related work preferably with foreign-assisted projects;
- Adequate experience in conducting fieldworks.

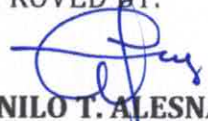
B. Knowledge, Competencies and Skills

- With technical knowledge in environmental and social safeguards processes;
- Knowledgeable on Philippine Environmental Laws, Philippine Environmental Impact Statement System and any related local laws and policies, Indigenous Peoples Right Act (IPRA Law), Land Acquisition Processes;
- Prior familiarity with World Bank safeguards policies;
- In depth knowledge of, environmental and cultural issues affecting the implementation of rural infrastructure subprojects;
- Knowledge on environmental and social impact assessment and able to formulate environmental and social management plan;
- Capability to provide guidance on negotiation and conflict resolution processes;
- Innovativeness and effectiveness capability under varying work assignments, conditions and time pressures;
- Proficient written and oral communication skills.

PREPARED BY:


ARNEL B. ARREGLADO
SES Unit Head

APPROVED BY:


DANILO T. ALESNA
Deputy Project Director



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ADMINISTRATIVE OFFICER II **OFFICE OF THE DEPUTY PROJECT DIRECTOR** **PROJECT SUPPORT OFFICE (PSO)**

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SCOPE OF THE ASSIGNMENT

The Office of the Deputy Director serves as the lead office in providing overall directions of the Project including oversight, supervision, monitoring and evaluation of activities of the different components/units at the cluster level. The Administrative Officer II will be engaged to provide necessary administrative and technical support to ensure effective, efficient and timely delivery of actions expected from the Office of the Deputy Project Director.

DUTIES AND RESPONSIBILITIES

Reporting directly to the Deputy Project Director (DPD), the Administrative Officer II will serve as the primary point contact person for internal and external offices, institutions and clients on all matters concerning the Office of the Deputy Project Director. He/She is specifically expected to undertake the following:

1. Calendar and organize schedules, itineraries and other activities (e.g. travels, meetings, conferences, consultations) concerning the office of the DPD as well as arrange accommodations, as necessary;
2. Receive and refer queries and requests of the components/units and other relevant offices to the DPD and provide corresponding feedback to concerned parties;
3. Ensure appropriateness/correctness of correspondences, reports and other documents requiring initial/signature of the DPD;
4. Prepare draft correspondences, memoranda and other official documents emanating from the Office of DPD;
5. Prepare draft responses to letters of intents, proposals and queries about the Project from local government units, government agencies, private sectors and interested parties;
6. Coordinate and follow up subprojects status, as necessary;
7. Assist in the conduct of activities led by the Office of the DPD;

8. Travel and attend meetings and other Project-related activities with the DPD and prepare minutes, action lists and provide administrative support, if necessary;
9. Assist in the encoding of Project documents and reports (e.g. briefers, presentation), as necessary;
10. Provide administrative support and perform other tasks that may be assigned, as necessary.

REQUIRED EDUCATION AND QUALIFICATION

A. Education and Relevant Experiences

1. Bachelor's degree in Business Administration, Management, Commerce, Engineering, Economics, Agribusiness or Information and Communication Technology course and/or related courses;
2. Preferably with three (3) years experience on technical and administrative works;
3. Has experience and interest in internal and external communications, rural development and/or institutional development;
4. Has experience in working with foreign-assisted and special project implemented by government/non-government agencies.

B. Knowledge, Competencies and Skills

1. Proficient in written and oral communications;
2. Computer literate with high proficiency in MS word, excel, and powerpoint;
3. Proven organizational skills and ability to manage multiple tasks simultaneously;
4. Strong interpersonal communication skills;
5. Demonstrates the principle of completed staff work;
6. Ability to prioritize, organize, monitor and work efficiently on documents and tasks while maintaining quality of work, and deliver outputs within established deadline and timeline;
7. Ability to be discrete and able to keep confidential information.

PREPARED BY:



DANILO T. ALESNA
Deputy Project Director

APPROVED BY:



RICARDO M. OÑATE, JR.
OIC-Project Director