Republic of the Philippines

**DEPARTMENT OF AGRICULTURE**

Philippine Rural Development Project

**Project Support Office (PSO) Visayas Cluster**

2nd Flr. Iloilo Sports Complex, Magsaysay Village, Lapaz, Iloilo City

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Email: psovisayas@gmail.com

**TERMS OF REFERENCE (TOR)**

**FOR**

**MONITORING & EVALUATION OFFICER**

**OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED**

Under the supervision of the Project/Deputy Project Director or immediate Supervisor, the **M&E Officer** shall ensure an efficient and effective implementation of the RBME system in the Cluster. He/She will also be responsible in in the on-going development and enhancement of the PRDP Web-based M&E System and assists in the overseeing compliance of the PSO and the RPCOs in the effective implementation of the RBME system by providing the necessary technical guidance and support.

**JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:**

1. Participates in mentoring of the PSO Staff, RPCOs and PPMIUs (as may be needed) on the sustained application of the RBME system;
2. Provides periodic project’s progress report (monthly, quarterly, semi-annual and annual) consistent with the formats, data requirement and timeliness indicated in the RBME system manual;
3. Provides project’s mid-year and year end assessment and planning workshop reports;
4. Provides concise feedback reports including recommendations to the Project Director and Regional Director (monthly or as frequent as necessary);
5. Assists in organizing and facilitating problem solving sessions based on the M&E findings;
6. Assists in organizing and facilitating periodic project implementation assessment and planning sessions (quarterly, mid-year and year end);
7. Recommends improvements in the RBME system over time during implementation of the system;
8. Develops specific modules or segments of the Web-based M&E system based on the instructions from the M&E unit head /Supervisor;
9. Assists in the preparation of Project MIS manual or handbook as reference for using the system;
10. Assists in the preparation training design for capacitating the concerned staff of the PSO and RPCOs on the application of the MIS;
11. Conducts training for the PSO and RPCO on the application of the system;
12. Supervises use or rollout of the system and provides feedback on the extent of system uptake well as the issues and bottlenecks (if any) that need to be addressed at various levels of project organization;
13. Develops system enhancement as may be instructed by the M&E Unit Head/Supervisor;
14. Others related to the MIS function as may be instructed by the M&E Head/Supervisor; and
15. Performs other functions as may be instructed by the Project/Deputy Project Director.

**REQUIRED QUALIFICATION**

1. **Education**

Must possess at least a Bachelor’s Degree in Computer Science (or an equivalent course).

1. **Job Experience/Skills and Knowledge**
2. Advanced knowledge in PHP, .NET, MySQL, HTML, CSS, jQuery, AJAX, JSON & XML and JavaScript skills;
3. Solid experience deploying in both Linux and Windows server environments;
4. Experience in basic webhosting and email configurations (via cPanel;
5. Advanced knowledge in creating responsive design, mobile website and online system;
6. Advanced knowledge in coding and development using the following tools:
	1. Codeigniter and Laravel
	2. Wordpress, Joomla or Drupal for Content Management Systems
	3. Google APIs (and other Google Web Tools)
	4. Web-Based Mapping System
	5. Agile Development
7. At least 3 years of working experience in this field (or a related field) is required.
8. Strong object-oriented programming skills.
9. Must possess intermediate knowledge in using Adobe Photoshop, or similar editing tools.
10. Must be willing to travel for project-related deployments and client interactions (all over the country).
11. Must be able to work efficiently either independently or with a team.

**APPROVED:**

**REMELYN R. RECOTER, MNSA, CESO III**

Regional Executive Director, DA-RFO VI

Project Director

***For and in behalf of the Project Director:***

**ENGR. JOSE ALBERT A. BARROGO**

Deputy Project Director