



Republic of the Philippines  
**Department of Agriculture**  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
**National Project Coordination Office**  
4<sup>th</sup> Floor, DA Building, Elliptical Road, Diliman  
Quezon City 1100, Philippines

## **TERMS OF REFERENCE (TOR)**

### **ADMINISTRATIVE ASSISTANT** **OFFICE OF THE DEPUTY PROJECT DIRECTOR** **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 Office of the Deputy Project 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 Assistant will be engaged to provide necessary administrative assistance primarily in maintaining efficient flow, recording and repository system of Project-related documents at the Office of the Deputy Project Director.

## **DUTIES AND RESPONSIBILITIES**

Reporting directly to the Deputy Project Director (DPD), the Administrative Assistant will serve as the primary point contact person for internal and external offices, institutions and clients related to tracking, filing and safekeeping of documents referred, received, endorsed and released at the Office of the Deputy Project Director. He/She is specifically expected to undertake the following:

1. Receive, review and release documents requiring action from the DPD;
2. Ensure appropriateness/correctness of correspondences, reports and other documents requiring initial/signature of the DPD;
3. Record incoming and outgoing communications and ensure that all outgoing communications are timely sent and feedbacks from receivers are noted;
4. Take charge of the Data Tracking System (DTS) on communications and all related Project documents referred, received and released at the Office of NDPD;
5. Maintain a record and filing system as repository of all pertinent Project documents at the Office of NDPD both in hard and electronic copy files;
6. Assist in the encoding of Project documents and reports (e.g. briefers, presentation), as necessary;
7. Assist in the maintenance of database and consolidation of relevant reports (e.g. progress reports, status of requests/queries, subproject status), as necessary;
8. 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 in internal and external communications, rural development and/or institutional development;
4. Preferably with 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:

APPROVED BY:

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