

Republic of the Philippines
Department of Agriculture
Philippine Rural Development Program (PRDP)
National Project Coordination Office (NPCO)
Finance Unit

Terms of Reference (TOR)

Finance Analyst III
Project Support Office (PSO)

I. 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.

II SCOPE OF THE ASSIGNMENT

The **Finance Analyst III** of the PRDP-National Project Coordination Office shall be responsible for the review of monthly Consolidated Statement of Receipts and Expenditures (CSRE) and Statement of Sources and Application of Funds (SSAF). Prepares the Interim Financial Reports (IFRs) of PSO. Monitor the fund balance and disbursements of PSOs, RPCOS and LGUs implementing subprojects. Provide technical assistance to PSOs, RPCOs and LGUs on matters of financial management particularly in subproject implementation.

DUTIES AND RESPONSIBILITIES

Reporting directly to the Finance Unit Head and will be likewise be reporting to the PSO Project Director and in close coordination with the PSO Deputy Project Director. The **Finance Analyst III** is expected to carry out the following task related to financial management particularly on subproject implementation:

- 1 Review the submitted monthly Statement of Receipts and Expenditures (SRE) of RPCOs and LGUs;
- 2 Review the annual Statement of Sources and Application of Funds (SSAF) of RPCOs and LGUs;
- 3 Reviews Statement of Receipts and Expenditures (SRE) together with the Statement of Expenditures (SOE) submitted by RPCO;
- 4 Reviews the Work and Financial Plan (WFP) of PSO and RPCO;
- 5 Provide technical assistance to PSOs, RPCOs and LGUs on matters of financial management particularly on Subproject implementation
- 6 Prepares Interim Financial Reports (IFR) of PSO and Withdrawal Application for submission to NPCO and to World Bank;
- 7 Monitor the disbursements of PSO and RPCO and LGUs to ensure that the disbursement schedules as approved by the Bank and NPCO are complied/followed;
- 8 Prepare of financing plan and disbursement schedules;
- 9 Assists in the conduct of financial planning and forecasting;
- 10 Assists to ensure efficient flow of funds from sourcing to disbursement;
- 11 Reviews liquidation reports and supporting documents submitted by RPCOs and LGUs;
- 12 Monitor fund balance and disbursements of PSO, RPCOs and LGUs;
- 13 Assists in the monitoring of the over-all receipts and expenditures of funds of PSO;
- 14 Assists in the conduct of financial management training and served as resource person;
- 15 Coordinate with the component and units within the PRDP and other government agencies;
- 16 Perform other functions as may be directed by the Project Director/Deputy Project Director and/or supervisor from time to time;

REQUIRED EDUCATION AND QUALIFICATION

A. Education and Relevant Experiences

1. The **Finance Analyst III** must have a degree in public administration, business administration, organizational development, public finance management or related fields and must be a Certified Public Accountant (CPA).
2. He/she must have at least five (5) years of demonstrated work experience as a financial management specialist; and must have good knowledge of the financial

management policies and procedures of the Government of the Philippines, multilateral financial institutions (e.g., World Bank) as well as of the institutional, technical, and commercial aspects of financial management.

3. Experience in WB- assisted projects is an advantage.

B. Knowledge, Competencies and Skills

1. Good knowledge of the financial management policies and procedures of the Government of the Philippines, multilateral financial institutions (e.g., World Bank) as well as of the institutional, technical, and commercial aspects of financial management.
2. Experience in WB- assisted projects is an advantage.
3. Has attended relevant training/workshop/seminar;
4. Proficiency in computer skills (Microsoft Office);
5. Communicate effectively orally and in writing
6. Team Player
7. Able to work under pressure
8. Willing to travel if necessary

PREPARED BY:

APPROVED BY:
