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 II
**National Project Coordination Office (NPCO)**

## 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

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## DUTIES AND RESPONSIBILITIES

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

1. Assists in the review of the submitted monthly Consolidated Statement of Receipts and Expenditures (CSRE) of PSOs;
2. Review the submitted monthly Statement of Receipts and Expenditures (SRE) of NPCO for submission to COA Auditor ;
3. Assists in the preparation of Annual Statement of Sources and Application of Funds for audit by COA;
4. Review the submitted monthly Bank Reconciliation Statement (BRS);
5. Assists in the preparation of monthly consolidated SRE;
6. Assists in the review of SRE and SSAF submitted by PSOs and/or RPCO;
7. Assists in the preparation of the Annual Consolidated Financial Report for audit and issuance of COA Audit Certificate;
8. Assist in the preparation of Interim Financial Reports (IFR) for submission to World Bank;
9. Monitor the fund balance and disbursements of NPCO, PSOs and RPCOs and ensure that the disbursement schedules as approved by the Bank and NPCO are complied/followed;
10. Assists in the preparation/consolidation of the annual financial report of PRDP;
11. Assists in the review and preparation of Interim Financial Reports (IFR) for submission to World Bank;
12. Assists in the conduct of financial planning and forecasting;
13. Assists in the review and recommend for approval the disbursements and withdrawal applications for Statement of Expenditures (SOEs);
14. Reviews liquidation reports and supporting documents submitted by PSOs and/or RPCOs;
15. Assists in the monitoring and maintaining of records for fund releases and expenditures of PSOs and RPCOs;
16. Assists in the review and consolidation of the CSRE submitted by the PSOs;
17. Assists in the conduct of financial management training and served as resource person;
18. Perform other functions as may be directed by the Project Director and/or supervisor from time to time;

## REQUIRED EDUCATION AND QUALIFICATION

A. Education and Relevant Experiences

1. The **Finance Analyst II** must be a Certified Public Accountant (CPA) or a degree in accountancy, public administration, business administration, public finance management with at least three (3) years of demonstrated work experience as a

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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 II** of the PRDP-National Project Coordination Office shall be responsible for the review of the submitted Consolidated Statement of Receipts and Expenditures (CSRE) of PSOs and Statement of Receipts and Expenditures including the attached Statement of Expenditures (SOE). Assists in the preparation and review of Interim Financial Reports (IFRs) and Withdrawal Application and Annual Consolidated Financial Reports. Provide technical assistance to PSOs, RPCOs and LGUs on matters of financial management particularly in Subproject implementation.

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finance analyst; 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.

2. 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 forty (40) hours 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

RECOMMENDING APPROVAL:

**MIRIAM C. CORNELIO**
Director, Financial Management Service and
NPCO Finance Unit Head

APPROVED BY:

**ENGR. ARIEL T. CAYANAN**
Undersecretary for Operations and
National Deputy Project Director

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