

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 I**  
**Regional Project Coordination Office (RPCO)**

**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

expected to carry out the following task related to financial management particularly on subproject implementation:

- 1 Assists in the preparation of monthly Statement of Receipts and Expenditures (SRE) and Statement of Expenditures of PSO;
- 2 Monitor and maintain records of fund releases to RPCOs and LGUs;
- 3 Assists in the preparation of annual Statement of Sources and Application of Funds (SSAF);
- 4 Assists in the review of SRE and SSAF submitted by LGUs;
- 5 Assists in the monitoring of disbursements of LGUs and ensure that the disbursement is in accordance with Implementation (WFP);
- 6 Assists in the preparation of financing plan and disbursement schedules;
- 7 Assists in the reviews liquidation reports and supporting documents submitted by RPCOs and LGUs;
- 8 Assists in the conduct of financial planning and forecasting;
- 9 Assists in the monitoring and maintaining of records of fund release to RPCOs and LGUs;
- 10 Assists in the conduct of financial management training;
- 11 Performs 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 I** must have degree in accountancy, public administration, business administration, organizational development, public finance management or related fields.
2. He/she must have at least (one) 1 year of demonstrated work experience as a finance analyst; and must have 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. 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. Proficiency in computer skills (Microsoft Office);
4. Communicate effectively orally and in writing
5. Team Player
6. Able to work under pressure
7. Willing to travel if necessary


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RECOMMENDING APPROVAL:

  
DIR. MIRIAM C. CORNELIO  
Director, FMS  
NPCO Finance Unit Head



APPROVED BY:

  
ENGR. ARIEL T. CAYANAN  
Undersecretary for Operations  
and National Project Director  
1-18-19