



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

TERMS OF REFERENCE (TOR)

NATURAL RESOURCES MANAGEMENT – FINANCIAL ANALYST I **NPCO**

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).

Moreover, Philippine Rural Development Project (PRDP) with loan assistance from the World Bank amounting to USD501.25 million. Part of the loan amount is a grant fund from the Bank through the Global Environment Facility (GEF) amounting to USD 7 million.

The PRDP-GEF Support interventions aim to strengthen the conservation of the coastal and marine resource base in targeted Project areas through biodiversity conservation and fisheries resources management. This would be achieved through 1) improving the technical and operational capacities of stakeholders; 2) building a strategic awareness campaign on conservation; 3) facilitating stakeholders to pursue co-management arrangements; 4) protecting key biodiversity areas and relevant coastal ecosystems through community monitoring and enforcement activities; 5) developing and strengthening local policy frameworks for improving local conservation of vital resources; and 6) generating knowledge and promoting experience sharing among stakeholders.

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 PRDP-GEF Support Interventions will cover and engage Seven (7) Provinces, Twenty One (21) Municipalities and Thirty Three (33) Marine Protected Areas (MPAs) that will be supported through the Enterprise Support Fund Mechanism in Enterprise Development Component of PRDP with considerations to the commodity value chain processes of the identified priority commodity of the concerned covered provincial/municipal local government units (P/MLGUs).

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the **GEF-NRM Unit Head**, the key duties and responsibilities of the **Financial Analyst I** as support technical staff to **GEF-NRM Unit** would include, *inter alia*, the following:

1. Assist in the conduct of GEF financial planning, budgeting and forecasting;
2. Assist in the monitoring and maintaining of records of GEF fund releases to PSOs and RPCOs;
3. Assist in the preparation of annual and overall budget plan of GEF;
4. Assist in the conduct of financial management systems training to P/MLGUs and PGs;

5. Assist GEF covered P/MLGUs/PGs in the preparation of their Financial Reports to ensure regular submission to COA for Audit;
6. Assist in the monitoring of disbursements of GEF Funds of NPCO, PSOs and RPCOs and ensure that the disbursement schedules as approved by the Bank and NPCO are complied/followed; revise and update such schedules if necessary;
7. Maintain logbook of Earmarking of Procurement Requests (PRs) and Obligation Requests (OBRs) and monitor its status;
8. Assist in the preparation of monthly/quarterly Statement of Expenditures (SOE);
9. Assist in the preparation of monthly Statement of Receipts and Expenditures (SRE) for submission to COA Auditor for audit;
10. Assist in the preparation of Annual Statement of Sources and Application of Funds (SSAF) for submission to COA Auditor for audit;
11. Assist in the preparation of monthly Bank reconciliation Statement (BRS);
12. Assist in the preparation of monthly consolidated SRE and SSAF;
13. Assists in the review of SRE and SSAF submitted by PSO and/or RPCO; and
14. 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 NRM Associate-Finance must be a holder of Bachelors' degree in accounting, agricultural-economics, business administration, organizational development, public finance management or related fields and experience with PRDP preferred;
2. 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. With 3 years' experience in project and program financial management involving government, NGOs, POs/communities, private sector, industry associations, marketing and financing institutions;

B. Knowledge, Competencies and Skills

1. Skills in networking with government agencies, LGUs, private sector and donor institutions as well as industry;
2. Basic knowledge in the conduct of financial management and internal control systems with the LGUs and POs/communities;
3. Computer literate (Excel, Power Point, Word, etc.); and
4. Possess leadership and good communication skills.

PREPARED BY:



ULYSES R. TRIAMBULO
GEF-NRM Unit Head

APPROVED BY:



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