



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)

ADMINISTRATIVE ASSISTANT (AA)

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. With the approved Project extension from its original period of six years (2014 to 2020), PRDP’s implementation period is extended up to 2023.

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 **AA** as support project staff to **GEF-NRM Unit** would include, *inter alia*, the following:

1. Prepare/write initial draft of correspondences, IEC materials, relevant paperwork and other documentation;
2. Assist during the conduct of meetings as part of the documentation team;
3. File and archive correspondences sent and received by the unit, as well as other important project documents;

4. Assist in the coordination of meetings and training, ensuring that participants are well informed of the schedule and requirements of the event;
5. Assist the component/unit in the preparation of needed supplies and materials for project operations;
6. Prepare activity schedules and materials needed for activities to be undertaken by the concerned component/unit;
7. Assist in the conduct of activities by acting as co-facilitator and part of the documentation team;
8. Responsible person for the maintenance and handling of GEF properties like diving gears, during and after the conduct of MPAs Biophysical Assessments and METT & MEAT activities;
9. Assist in routing necessary documents to the concerned component and unit;
10. Deliver, liaises and ensure that all correspondences are timely sent and feedbacks from receivers are noted;
11. Purchase/get flight tickets at the Philippine Airlines (PAL) ticketing office for the concerned component/unit;
12. Deposit check payments for suppliers contracted by the unit; and
13. Travel and attend meetings with the component/unit heads and prepare minutes, action lists and provide administrative support, as necessary.

REQUIRED EDUCATION AND QUALIFICATION

A. Education and Relevant Experiences

1. Graduate of any four (4) year course, preferably related to Communication, or any related field of experience;
2. At least three (3) years progressive experience in communications, public relations, and journalism; and
3. Proficient in Microsoft Office, Excel and power point applications.

B. Knowledge, Competencies and Skills

1. Physically fit, basic written and oral communication skills;
2. Perform and prioritize multiple tasks with attention to details;
3. Can work effectively both in a team and independently;
4. Computer literate (Excel, Power Point, Word, etc.); and
5. With basic knowledge in Coastal Resources Assessment activities.