



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office

TERMS OF REFERENCE
Senior Institutional Development Specialist (SIDS)

BACKGROUND

The Philippine Rural Development Project (PRDP) is a World Bank (WB) assisted Project being implemented by the Department of Agriculture (DA) in 16 regions of the country. The development objective of the Project is to increase rural incomes and enhance farm and fishery productivity in targeted areas. It is envisaged to promote more inclusive rural development by supporting smallholders and fisherfolk to increase their marketable surpluses, and by improving access to markets. The PRDP also supports changes 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 is originally to be implemented over a period of six years (2014 to 2020). The Government of the Philippines recently granted the PRDP with a two-year extension of both the original loan and the first additional financing (AF-1) and was concurred by the World Bank (per letter dated April 16, 2020), hence extending the loan closing dates of the two loans from May 31, 2021 to May 31, 2023.

Aimed at achieving the Project development objective, the Project is implemented with four components enumerated and briefly described as follows:

Component 1: Local and National Levels Planning. This will support 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 will be 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. A network of strategic rural infrastructure will be 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 will 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. 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. This aims to introduce innovations and reforms towards more effective and efficient administrative support system in Project implementation, mainly working through the existing DA bureaucracy. The management and implementation support mechanisms in PRDP will build on systems and practices that have proven effective under the MRDP2. To leverage its experience in implementing rural infrastructure projects with Mindanao LGUs, MRDP 2 will form the core of PRDP's Mindanao Project Support Office (PSO). To support implementation on a national scope, PSOs will be established to support Luzon and Visayas projects. A Regional Project Coordination Office (RPCO) will be formed in each Regional Office of the DA to focus on the implementation of the Project in region. A National Project Coordination Office (NPCO) will be established at the DA Central Office to steer the overall implementation of the Project.

RATIONALE OF THE ASSIGNMENT

Part of the DA-PRDP design is the development of science-based tools and innovations for efficient, transparent and cost-effective project implementation. Moreover, the Project will encompass the mainstreaming and harmonizing of these PRDP tools, innovations and modalities with the Department of Agriculture's other programs and projects. These would focus on mainstreaming and institutionalizing new ways of doing business within the Department.

Along this line, the Project has developed several innovations, technologies and protocols across components to be organized together to become part of the harmonized operations manual for integration into the DA's regular processes to enhance its administrative and operation systems.

The I-SUPPORT component is tasked to spearhead and facilitate the integration of PRDP innovations and institutional reforms to the DA and in pursuing activities for the expansion of institutional and governance reforms towards the proper rolling out and turn over to the DA central and regional offices and LGUs of the harmonized operational guidelines.

Given the foregoing, the Project will engage a full-time focal staff that will undertake the packaging and integration of mainstreaming documentations towards the creation of the harmonized manual.

DUTIES AND RESPONSIBILITIES

The Senior Institutional Development Specialist shall be working under the direct supervision of the I-SUPPORT Component Head and Alternate Head in close collaboration with the DA-PRDP Mainstreaming Technical Working Group to provide technical assistance in the various component and units in ensuring that innovations and approaches being utilized by the Project is mainstreamed and institutionalized in regular DA processes in project management and implementation. The specific tasks are as follows:

1. Design the Mainstreaming Framework for the PRDP tools and innovations to the DA regular processes and operations;
2. Design and develop the strategy for mainstreaming the PRDP innovations;
3. Develop capacity needs assessment tools for the Project Support Offices (PSOs) and Regional Project Coordination Offices (RPCOs) in preparation for mainstreaming and institutionalization of Project mechanisms and processes;
4. Implement the assessment tools for mainstreaming and institutionalization in coordination with the PSOs and RPCOs, and document the processes/approaches/strategies employed in the conduct of institutional and capacity development interventions;
5. Coordinate / collaborate with the concerned DA offices that will take on, adopt and pursue the mainstreaming of PRDP tools and innovations for wider application across DA;
6. Facilitate the consolidation and packaging the integration of mainstreaming documentations in coordination with the NPCO components;
7. Lead in the preparation and writing of the harmonized operations manual;
8. Facilitate and document the conduct of regular project-wide assessment in order to develop and/or adopt appropriate measures in identified bottlenecks in the mainstreaming / institutionalization activities;

9. Facilitate the pilot testing, rolling out and finalization of the harmonized operations manual;
10. Coordinate with the communications and M&E team of the Project to link the development of a strategy for mainstreaming of PRDP innovations with communications strategy to establish overall knowledge management system from the compendium of PRDP tools, experiences and best practices through the years of implementation; and
11. Perform other tasks that may be assigned by the immediate superior.

EXPECTED OUTPUT

In performing the above tasks, the NPCO Senior Institutional Development Specialist is expected to produce the following:

- Mainstreaming Framework for the PRDP tools and innovations to the DA regular processes and operations;
- Capacity needs assessment tools for the Project Support Offices (PSOs) and Regional Project Coordination Offices (RPCOs) for the mainstreaming and institutionalization of Project mechanisms and processes;
- Report on the assessment of the PSOs and RPCOs for the mainstreaming and institutionalization;
- Establishment of the harmonized operations manual for the mainstreaming of PRDP tools and innovations for wider application across DA.

REQUIRED EDUCATION AND QUALIFICATION

A. Education and Relevant Experiences

- i. Bachelor's Degree in Social Science Courses. Applicants with Master's Degree will be preferred;
- ii. Minimum of five (5) years experience in institutional development work;
- iii. Operational experience in preparing activity or training design and facilitate the conduct of approved designs;
- iv. Must have at least five (5) years experience in working with NGAs, LGUs, stakeholders and communities; and
- v. Must have substantial and relevant knowledge and experience working in the agriculture and fishery sector at least five (5) years.

B. Skills and Qualification

- i. Strong written and oral communication skills;
- ii. Strong capacity to prepare process documentation of activities conducted as well as reports in administering programs;
- iii. With analytical and operational knowledge in agricultural and rural development in the Philippines;
- iv. Strong analytical and research skills;
- v. v. Must be a team player but can work independently.