



Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**

**TERMS OF REFERENCE**

**COMPLIANCE OFFICER**  
**National Project Coordination Office**

**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 (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 Office of the National Deputy Project Director serves as the lead office in providing overall directions of the Project including oversight, supervision, monitoring and evaluation of activities of the different components/units at the national level. The Compliance Officer will be engaged to oversee the full compliance of the Project, Management & Employees with the rules and regulations of regulatory agencies and that company policies are being followed.

## **DUTIES AND RESPONSIBILITIES**

Reporting directly to the PRDP NPCO Deputy Project Director, the Compliance Officer will serve as a channel of communication to receive and direct compliance issues to appropriate resources for investigation and resolution and as a final internal resource with which concerned parties may communicate after other formal channels and resources have been exhausted, specifically undertake the following:

1. Develops initiates, maintains and revises policies and procedures for the general operation of the Project and its related activities to prevent illegal, unethical or improper conduct.
2. Assist in the review of all internal & external communication and legal documents (e.g. MOA, IMA, program contracts, etc.) of the Luzon B PSO.
3. Develops and periodically reviews and updates standards of conduct to ensure continuing currency and relevance in providing guidance to management employees.
4. Collaborates with other component and units to direct compliance issues to appropriate existing channels for investigation and resolution and shall consult with DA-Legal Office/ Legal Officer as needed to resolve difficult legal compliance issues.
5. Respond to alleged violations of rules, regulation policies, procedures and standards of conduct by evaluating or recommending the initiation of investigative procedures.
6. Develops and oversee a system for uniform handling of such violations.
7. Act as an independent review and evaluation body to ensure that compliance issues/concerns within the Program are being appropriately evaluated, investigated and resolved.
8. Ensure proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.
9. Assist in resolving administrative issues including drafting responses to audit observations and other related documents; and
10. All other functions as may be assigned or determined by the PRDP NPCO Project Director/ Deputy Project Director.

## **REQUIRED EDUCATION AND QUALIFICATION**

### **A. Education and Relevant Experiences**

1. Duly Licensed Lawyer
2. Preferably three (3) years experience in the field of compliance, law office/legal office and other legal matters.
3. Familiarity with national and international laws treaties relevant to forestry, fishery and agriculture.

B. Knowledge, Competencies and Skills:

1. Ability to monitor compliance.
2. Ability to be discrete and ensure that confidential information remains confidential.
3. Strong interpersonal communication skills.
4. Efficient writing skills in compliance monitoring and associated outputs.
5. Familiarity with national and international laws and treaties relevant to forestry, fishery and agriculture.

**WORKSTATION/ATTENDANCE**

The Compliance Officer shall have the flexible working hours in performing the services and/or task and shall be exempted in the use of timekeeping machine, except in cases of field work as the **Consultant** may be directed to undertake by the **National Project Director**.