



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)

(PROJECT DEVELOPMENT ASSOCIATE) NPCO I-PLAN Component

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 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 Project Development Associate will be engaged essentially to provide the necessary administrative and records management support to the I-PLAN Component.

Reporting directly to the I-PLAN Component Head/Alternate Component Head, the Project Development Associate. He/She shall also secure the conduct of activities and prepare necessary documents and reports. If needed, he/she shall also act as liaison and coordinator for the activities to be conducted and implemented by I-PLAN Component.

DUTIES AND RESPONSIBILITIES

- Overall in-charge of the administrative and records management needs of I-PLAN Component
- Monitor/Facilitate incoming and outgoing communications/ correspondence/files of I-PLAN Component
- Coordinate/facilitate meetings, workshops and seminars
- Facilitate processing of pre and post travel documents of I-PLAN personnel
- Prepare and facilitate processing of travel claims of I-PLAN personnel, procurement documents and transactions
- Assist I-PLAN staff in Work and Financial Planning
- Assist M&E in data management through the MIS
- Prepare/process documentary requirements for processing of consultancy fees and other procurement transactions.
- Manage and maintain filing of documents.
- Attend meetings, workshops and seminars of components/units or invitation from other office(s).
- Perform other functions as may be assigned by the supervisors.

REQUIRED EDUCATION AND QUALIFICATION

A. Education and Relevant Experiences

- Must be graduate of Agribusiness, Agricultural Economics, Agriculture or related fields

- At least one (1) year experience in project implementation, preferably in agribusiness/marketing (Knowledge in value chain analysis and rapid market appraisal has the advantage)
- Experience in administrative and records management related jobs

B. Knowledge, Competencies and Skills

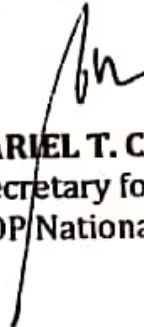
- Competence in basic computer operations, e.g. Microsoft Office, Excel, and Power Point;
- Good business writing skill
- Good human relations and a team player

PREPARED BY:



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