

PRDP I-REAP

**RETROFITTED SECOND ADDITIONAL FINANCING
WITH EU CO-FINANCING GRANT**

OPERATIONS MANUAL

OCTOBER 2021

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Appendix 1

Guidelines on the Use of Enterprise Operation Monitoring System

1 Introduction

1.1 Rationale and Purpose of the Manual¹

The Philippine Rural Development Project (PRDP) is designed to contribute to achieving the national goals of inclusive growth, job creation and poverty reduction. It builds on existing policy frameworks, principles and lessons learned from past programs of the Department of Agriculture (DA). The PRDP was initially a six-year initiative (2013-2018), until its extension until 2022 to continue its objectives to increase the productivity of farms and fisheries and improve the incomes of people from sixteen (16) target regions of the country. The project seeks to achieve this objective by improving farmers' and other industry players' accessibility to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the project, namely: 1) Local Planning (IPLAN); 2) Infrastructure Development (I-BUILD); 3) Enterprise Development (I-REAP); and 4) Project Support (I-SUPPORT).

The PRDP was granted a Second Additional Financing (AF2) supplemented by the European Union's (EU) co-financing grant of EUR 18.3 million through a standalone, country-specific, co-financing trust fund for the PRDP². This is part of the EU's "Mindanao Peace and Development Programme - RISE Mindanao" which is EU's peace and development cooperation support for Mindanao, amounting to EUR 35.5 million. The grant will provide incentives for Mindanao local government units (LGUs) belonging to 4th to 6th class categories, LGUs and peoples organizations in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), and conflict affected areas, and indigenous peoples' (IPs) organizations in Mindanao to participate in PRDP. The participation of LGUs in the BARMM, where capacity has been the lowest, will be particularly encouraged and provided with technical assistance³.

Moreover, the AF2 design has been adapted to respond to the effects of the coronavirus outbreak of 2019 which was later declared as a global pandemic and will expand the PRDP's benefits and impacts in many ways. It was re-aligned with the DA's Ahon Lahat, Pagkain Sapat (ALPAS) Kontra COVID-19 (Survive, Reboot, Grow) Program, which focuses on food security and sustainability. It places particular emphasis on investments that directly support the government's COVID-19 recovery plan by strengthening agriculture value and supply chains, making food more widely available and affordable, and creating job opportunities along the value chains. It will further scale up to the development of enterprise, improvement of science-based subproject planning and implementation, strengthening capacity and project oversight, and supporting the expansion and mainstreaming of institutional and governance reforms across DA units and agencies, other National Government Agencies (NGAs), and LGUs at the provincial, municipal, and barangay (village) levels.

The AF2 also expands the inclusiveness of PRDP by supporting more LGUs in Mindanao that experience poverty and conflict. The EU Grant will provide incentives for Mindanao LGUs with higher poverty incidences, such as 4th–6th-class LGUs, lower capacity, more conflict-affected areas, and larger population of IP to participate in PRDP. The BARMM LGUs, where capacity has been the lowest, will be particularly encouraged to participate and will be provided with technical assistance (TA). The project will continue to work with the BARMM's Ministry of Agriculture, Fisheries and Agrarian Reform (MAFAR), which has been the PRDP's implementing institution under the former Autonomous Region in Muslim Mindanao.

¹ This section contains information taken from the PRDP Feasibility Study Main Report.

² AF2 with EU co-financing will be implemented from 2022-2025

³ The discussions on Second Additional Financing were adapted from the PRDP AF2 Project Concept Paper

One of the PRDP's central components, the I-REAP engages broad sections of the farmers and fisherfolks in the production of marketable surplus through investments in strategic segments of priority commodity value chains prioritized under the Regional Agriculture and Fishery Modernization Plan (RAFMP) and the Provincial Commodity Investment Plans (PCIPs). The I-REAP is also designed to strengthen collaboration between the DA and the provincial governments. It adopts farm-to-table service delivery strategy being pursued under the Agrikulturang Pilipino (AgriPinoy) framework, and utilizes the Bureau of Soil and Water Management's (BSWM) vulnerability and suitability assessment (VSA) methodology and participatory resource assessment (PRA) as bases for incorporating climate resiliency strategies.

The implementation of the I-REAP component, and the PRDP as a whole, involves several institutional partners at the regional, provincial, municipal and barangay levels. These include several NGAs and the entire LGU community in the country. It also involves local communities, households, people's organizations, non-government organizations, private sector, academic institutions and other civil society sectors. To ensure the I-REAP component's effective and efficient implementation, it is important that the stakeholders, most especially the project implementers, gain shared understanding of its operating mechanisms. This manual thus aims to ensure a common understanding of the I-REAP component by all stakeholders.

1.2 Use and Users of the Manual

This manual seeks to provide a comprehensive and step-by-step guide for the implementation of I-REAP activities – from the selection of enterprise proponents, enterprise planning and implementation, to the monitoring of the enterprises' progress and the evaluation of the immediate and final impacts of the enterprises. It also clarifies roles and relationships among implementers and prescribes measures to control the quality of outputs and to ensure optimum use of project resources.

This manual was prepared for the use of the personnel of the DA (the executing agency, including its attached agencies critical in the I-REAP implementation as well as other partner-agencies, namely: Department of Environment and Natural Resources (DENR), Department of Trade and Industry (DTI), Department of Science and Technology (DOST), National Commission on Indigenous People (NCIP), and the LGUs from the provincial and municipal levels; the regional and other local units of the participating national agencies, participating schools, colleges and universities, participating non-government organizations (NGOs), and the partner producer group organizations or Proponent Groups (PGs), private sector and other stakeholders. Any proposed changes to the manual as a result of experiences in the field and lessons learned will be adopted and incorporated in subsequent editions of the manual.

1.3 Contents of the Manual

The manual contains the following major parts: I-REAP component description and objectives, which summarizes the components' interventions, the expected outputs and some of the major activities; the general conditions for implementation, which discusses the implementing agency and implementation policies that provide the policy framework for the component and its interventions; the implementation structure which describes the administrative framework and financial operations of the component; the implementation procedures at the pre-implementation, implementation and post-implementation phases of the component; financial management to include release of funds to the PG; the procurement process for goods, works and services in support to enterprises; social and environmental safeguards (SES); grievance mechanism; geomapping and governance; results-based monitoring and evaluation (RBME).

1.4 Scope and Limitations

This manual contains only the implementation guidelines of the I-REAP component under the Second Additional Financing with EU co-financing, at the project management level. Specific guidelines for the operation of the I-REAP supported enterprises will be contained in the Implementation Management Agreement (IMA), Enterprise Operations Manual (EOM), and other related documents. The implementation guidelines relating to other components and units will only be briefly discussed in this manual while the details will be referred to in the Components and Units' respective manuals and guidelines.

1.5 Definitions of Terms

The following operational terms will be used on this manual for clarity and mutual reference; thus these will be defined as follows:

Business Plan – refers to the subproject proposal or document that will be the basis for financing the proposed enterprise. The business plan should contain the following information: description of the proposed subproject, products/services to be offered, marketing plan, operational plan which contains technical assumptions, facilities and equipment, process flow and organization and management; financial plan including discussion on capital investment requirements; and financial plan including analysis and financial ratios to determine the technical, market and financial viability of the subproject or enterprise.

Business Modeling – refers to the activity that will be undertaken by the LGU and the PG with the assistance of the Regional Project Coordination Office (RPCO) wherein the business concept for the proposed enterprise will be drawn. The business model answers the questions, what, who, and how such as: What are the products/services of the enterprise? Who are the suppliers and buyers? What are the problems being addressed and opportunities being pursued? What is the unique selling proposition of the enterprise? Who are the enterprise partners? What are the costs involved and revenues to be generated? How the farmers will benefit from the enterprise.

Completed Subprojects refer to the subprojects (SPs) that have completed procurement and delivery of goods, facilities and equipment and finished construction of the infrastructure component.

Enterprise – refers to the subproject drawn from the PCIP that will be funded by the PRDP IREAP. It is the business venture that will be undertaken by the proponent group or cluster of proponent groups.

Enterprise Assessment- is a tool to determine the readiness of the proponent group to implement an enterprise and to formulate a three-year capacity development plan. The implementation of this tool will follow the capacity building process framework from planning, assessing the capacity, visioning, identification of the capacity gaps, capacity building strategy, implementation and its monitoring and evaluation.

Enterprise Project Cost – is the total cost of the I-REAP subproject that will be used to finance the procurement of goods, services and civil works that are to be funded by the Loan Proceeds (LP) and Government of the Philippines (GOP) counterpart, net of PG equity for AF2 exclusively; and LP, GOP counterpart and EU Grant, net of PG equity for EU Co-Financing.

Enterprise Support Fund – refers to the I-REAP program fund consisting of the loan proceeds and the GOP counterpart intended to finance activities to be funded under Subcomponent 3.2

in support to the commodity value chain such as training, cross visits, provision of market information, market linkage and promotion, technology development, techno demo and other related activities.

Implementation Management Agreement (IMA) – is an agreement among the PSO, RPCO, LGU and PG that spells out the implementation arrangements for all I-REAP subprojects/ enterprises within a given period including the schedule of fund releases and liquidations.

Lead Proponent Group– is the anchor PG and the major partner of PRDP in the implementation of the proposed enterprise subproject, in the case of clustering of proponent groups.

Micro, small and medium scale enterprises – these are the subprojects that will be funded by PRDP I-REAP Sub-component 3.1 with costs falling under the following categories: Micro: not more than Php3,000,000; Small: Php3,000,001 - Php15,000,000; Medium: Php15,000,001 – Php100,000,000. This amount includes the costs of the enterprise operation, equipment, facilities and civil works, net of PG equity.

Non-operational Subprojects - these are completed SPs that have no operation for at least six (6) consecutive months. This does not include SPs of which operations are seasonal (e.g. recipients of SLP for custom services (tractors, threshers).

Operational Subprojects - refer to the completed SPs that are already using the PRDP financed goods and facilities of the enterprise.

Pre-operational Subprojects - refer to newly completed SPs but have not yet started operation or utilized PRDP financed goods and facilities of the enterprise, and are still in the process of subprojects turn-over and conduct of pre-operating activities (e.g. hiring of enterprise staff and workers, securing permits and licenses, etc.).

Program Contract– an agreement to be executed by PRDP with partner institutions in the provision of technical and business support services to the Proponent Groups.

Proponent Group - refers mainly to the producer groups (such as farmers/fishers groups, cooperatives, associations, Rural Improvement Club (RIC) engaged in the commodity value chain and has legal personalities. Proponent groups could also include micro, small and medium-scale enterprises (i.e. agri-processors, consolidators, exporters, etc.) who are willing to assist producer groups in vertical clustering or joint business planning, and forge contracts or formal marketing arrangements with producer groups.

Provincial Commodity Investment Plan (PCIP) – is a strategic plan that rationalizes the interventions within the various segments of the value chain of commodities that are of significance to the province and will contribute to the goals of the agriculture and fishery sector at the national level. It is a 3-year rolling consensus plan between the DA and LGU based on the value chain analyses of these commodities conducted with strong participation of the various stakeholders. The PCIP will be the basis in identifying possible enterprises in which a province decides to make a package of investments that the DA will provide assistance, with adequate counterpart from the LGU.

Start-up Enterprises – refers to financing of I-REAP subproject that is a new business undertaking of the selected proponent group. This will also finance proposed subprojects of

PGs that fall within Level I and Level II of the value chain ladder. The enterprise project cost that will be provided shall not exceed PhP15 Million.

Sustainable Subprojects - refer to the SPs which have reached a sufficient level of sustainability based on the performance of the enterprise operation such as those who operated continuously for at least one year, with positive net income and linkages to the market, and which would require minimal project monitoring or support.

Total Investment Cost - is the total amount of the business plan which includes the cost of the enterprise operation, equipment, facilities, civil works and PG equity in cash and/or in kind. It is computed as Enterprise Project Cost plus PG equity.

Upgrading/Expansion of Enterprises – financing of I-REAP subproject that aims to expand or upgrade existing business activity of the PG that could be in terms of equipment, facilities and product lines (such as development of new products, development of new markets or increase in production capacity of the PG). Some examples include: a PG with existing business on flavored milk processing will be proposing subproject for PRDP on cheese and yoghurt processing; existing PG producing geonets will be expanding operation by buying whole nuts from coconut farmers to produce copra and use the husk to increase volume of production of geonets; existing PG producing cassava granules will increase volume of production by expanding source of raw materials through increase in farmer members and consolidating volume of output of other cooperatives or associations thru enterprise clustering. Financing additional support to existing PRDP supported micro-enterprises shall also fall under this definition.

2 Component Description and Objectives

2.1 Background of the I-REAP Component⁴

The conceptualization of PRDP and the I-REAP component under the Second Additional Financing, in particular, considered the experiences, lessons and approaches drawn from DA's implementation of two Mindanao Rural Development Projects (MRDP1 & MRDP2) and PRDP Original Loan. Such lessons include feasible institutional arrangements with LGUs and community-based approaches to ensure that project interventions are responsive to the needs of the Proponent Groups and other stakeholders.

The component will support investments that restore and improve food availability, accessibility and affordability of priority agricultural and fishery commodities by providing support services to farmers and fisherfolk groups in the form of facilities, machineries, and equipment and other goods and supplies on: 1) input supply (nurseries, hatcheries, feed mills, etc); 2) production (greenhouses, hydroponics, etc); 3) postharvest (dryers, sorter, packing facilities, etc); 4) aggregation/assembly (warehouses, trading posts, logistics, trucks, weighing scales, plastic crates, etc); and 5) processing (value-adding, processing building, etc). It will also provide financial grants to support and enhance the operation of existing enterprises.

With the current health and safety protocols implemented by the national and local government that limits the physical interaction and mobility of people, proponent groups are assisted electronically and virtually by utilizing various digital platforms and E-commerce. ICT resources and capabilities of the proponent groups will be supported to enable them to meet digital marketing requirements. Digital skills of the agri-based associations and cooperative also need to be improved. Activities like knowledge transfer and information sharing, upskilling/re-

⁴ PRDP Feasibility Study Main Report

tooling, online and offline mentoring and coaching and digitization of enterprise operations, and other relevant capacity building in partnership / coordination with other DA offices (e.g. Agricultural Training Institute) for e- learning will be funded under this component. It will also complement and collaborate with the existing digital platforms and systems developed by the DA and will support in providing pertinent information that promote access and sharing of market information.

The implementation strategies to provide the support to farmers and fisherfolk groups include:

- Upscaling, upgrading or enhancement of existing operations of project-supported enterprises under I-REAP component
- Start-up or new enterprises aligned with the ALPAS Kontra COVID-19 program
- Facilities, equipment and operational requirements of the producers group identified by LGU to manage completed or proposed post-harvest infrastructures (e.g. hauling vehicles, plastic crates, weighing scales, etc. for trading centers/warehouse infrastructures)

Under the EU co-financing grant, interventions to be supported include upscaling/upgrading of as project-supported enterprises under the original loan that are located in the EU-covered focus areas as well as development of new or start-up enterprises. Moreover, technical assistance and capacity support will be provided, in addition to the project-hired staff, to proponent groups (PGs) of ongoing and proposed subprojects, particularly in BARMM and poorer areas of Mindanao through engaging management consultancy that will provide hands-on coaching and mentoring to PGs in managing / operating their business to assure sustainability and expansion of enterprises. Moreover, technical assistance and capacity support to selected LGUs and the proponent groups will be provided to address the lack of manpower and capacity gaps by hiring consultancy firms to capacitate LGUs and the PGs in undertaking activities in the whole SP development cycle (i.e. preparation of project requirement for business planning, DED/POW preparation and other technical documents, procurement, supervision and monitoring, business development) Likewise, capacity of provincial LGUs will be augmented through hiring of consultancy firm for the preparation, completion and compliance of technical documents and other project requirements towards the approval of enterprise subprojects

2.2 I-REAP Objectives

The general objective of the I-REAP component is to strengthen and develop viable agri- fishery based enterprises through efficient value chains of key agricultural and fishery products in targeted program areas⁵. Its specific objectives are as follows:

- To increase productivity and marketability of agriculture and fishery products through increased access to information and support services; and
- To increase farm and fishery household incomes through engagement in value-adding activities.

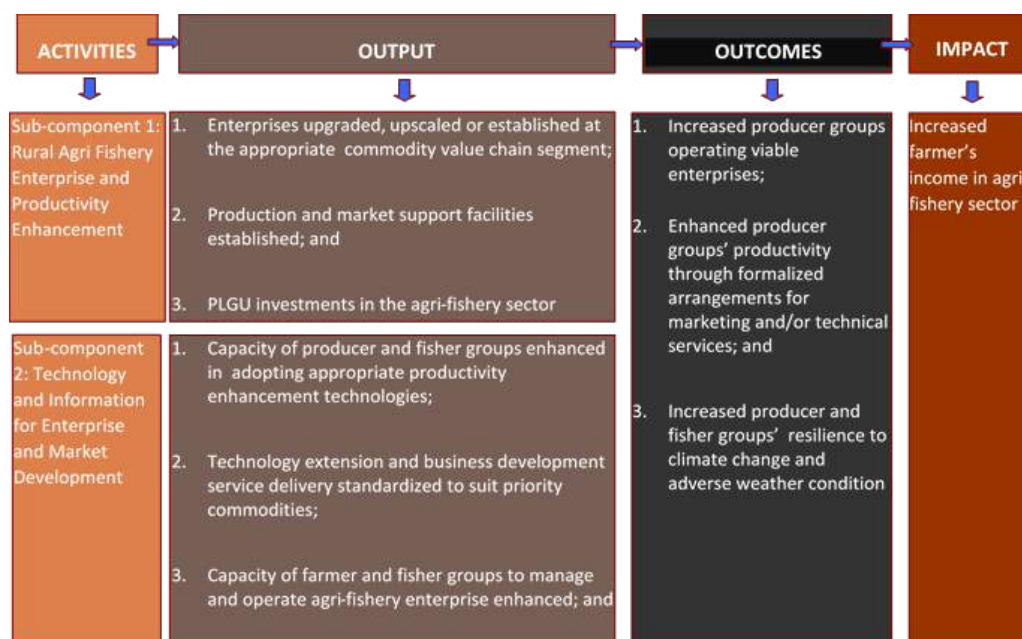
2.3 I-REAP Component Goals, Objectives, Outcomes and Outputs

The contribution of the I-REAP component to the overall PRDP goal of increasing farmers' income and marketable surplus in the agri-fishery sector is to strengthen and develop viable agri-fishery based enterprises through efficient value chains of key agricultural and fishery products in targeted project areas.

The goal or intended impact of the I-REAP is to increase farmer's income in the agri-fishery sector (Figure 2-1). The desired outcomes are: a) increased producer groups operating viable enterprises; b) enhanced producer groups' productivity through formalized arrangements for marketing and/or technical services; and c) increased producer and fisher groups' resilience to climate change and adverse weather conditions.

I-REAP activities can be categorized into two sub-components: 1) rural agri-fishery enterprise and productivity enhancement and 2) technology and information for enterprise and market development). The expected outputs for sub-component 1 are: 1) enterprises upgraded, up-scaled or established at the appropriate commodity value chain segment, 2) production and market support facilities established, and 3) LGU investments in the agri-fishery sector increased. On the other hand, outputs for sub-component 2 are: 1) capacity of farmer and fisher groups enhanced in adopting appropriate productivity enhancement technologies, 2) technology extension and business development service delivery standardized to suit priority commodities; 3) capacity of producer and fisher groups to manage and operate agri-fishery enterprise enhanced; and 4) farm to market links established.

Figure 2- 1 I-REAP Component Conceptual Framework (Based on the Logical Framework)



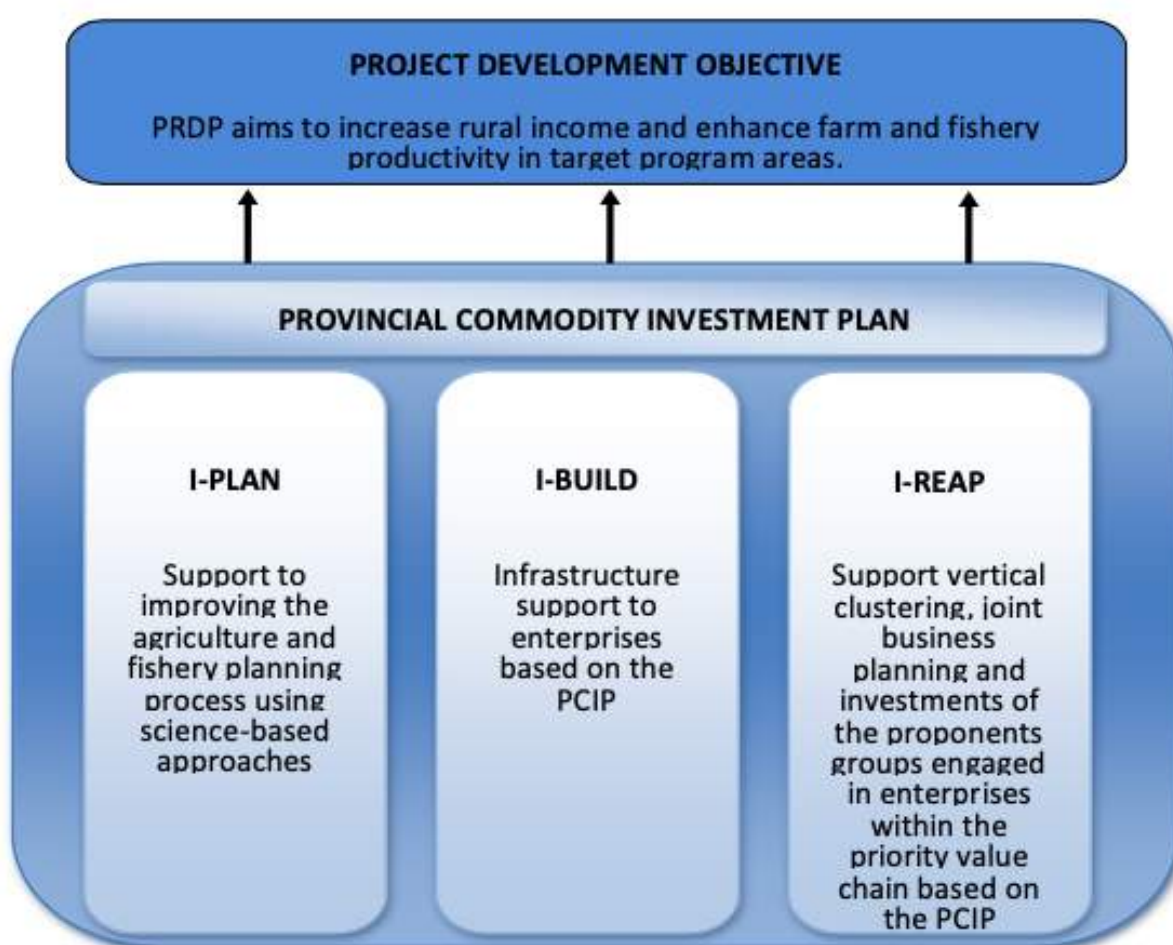
2.4 I-REAP Linkage with other PRDP Components

Although each major investment component – I-PLAN, I-REAP, and I-BUILD – have separate and distinct objectives, they are all designed to contribute to the accomplishment of the project's development objective. Thus, it is imperative that component processes and outputs are in sync with each other (See Figure 2-2). Ensuring this synchronicity and articulating the common element and the thread that ties key features across each component is the PCIP. This mainly contains the strategic areas of product segments in the value chain of the priority commodities of the provinces that could be supported under I- REAP and I-BUILD. The development of the PCIP is the primary responsibility of the I-PLAN component, but with substantial contributions from the I-REAP and I-BUILD components during the PCIP development process.

Specifically for the I-REAP component, assistance to I-PLAN's PCIP procedures will involve the application of the value-chain analysis and focusing on the proper application of the criteria for identifying the priority enterprises that will be included in the PCIP for potential funding under I-REAP's Subcomponent 3.1. I-REAP's working relationship with the I-BUILD component is linked with the infrastructure investments supporting the priority enterprises, also contained in the PCIP.

I-SUPPORT is programmed to provide the strategic administrative, logistical, and operational assistance to the various components in implementing their activities.

Figure 2- 2 Inter-Component Linkages



2.5 I-REAP Operational Strategies⁵

In consonance with the above-mentioned policies and projects, the following key strategies will guide the implementation of the I-REAP component:

- Broad-based and inclusive enterprise development through clustering of proponents which engages farmer and fisher groups in surplus generation and value-adding activities;
- Graduated market access to match production capacities and market requirements through joint business planning;

⁵ PRDP Feasibility Study Volume 3:1 I-REAP Component

- Value chain-determined product segments and interventions for enterprise engagement;
- Equity investments to be put up by the government with the private sector;
- Farm-to-table service delivery, i.e., interventions and investments to improve efficiency of value chains from production to the end consumer;
- Integration of natural resource management into community enterprise projects to ensure sustainability of investments, preserve the natural resource base and develop climate-resilient enterprises;
- Institutionalization of technical support services in DA Regional Field Units aimed at improving productivity, market linkages and entrepreneurship skills among participating producer groups;
- Local ownership and synergistic partnership. One of the lessons learned from previous rural development projects such as the MRDP, Infrastructure for Rural Productivity Enhancement Sector (InFRES), Agrarian Reform Community Development Project (ARCDP and ARCDP2), etc. is the critical role played by LGUs in implementing rural development projects. I-REAP project interventions/components should have a clear link to local economic development priorities and agenda to ensure local ownership and community “buy-ins”;
- Upscaling/upgrading of project-supported enterprises under the Original Loan, particularly micro-enterprises as well as recipients of rehabilitation/restoration interventions, producing and or processing and marketing commodities included in the PCIP;
- Technical assistance and capacity support for PGs of ongoing and proposed SPs, particularly in BARMM and poorer areas of Mindanao, through a management consultancy engaged, to provide hands-on coaching and mentoring to PGs in business management and operations and organizational development to assure the sustainability and expansion of their enterprises;
- Provision of support for selected LGUs and PGs to overcome gaps in expertise and train LGUs and PGs to undertake all activities in the subproject development cycle (such as, preparing SPs in line with the requirements for business planning and development, preparing Detailed Engineering Designs (DED) and Program of Works (POW) and other technical documents, and conducting subproject procurement, supervision, and monitoring); and
- Hiring of an architect or an engineer preferably civil engineer as part of the business development staff at the RPCO level to provide technical assistance to the PGs in the development of the DED, POW, and O&M Plan of proposed enterprises with infrastructure component.

2.6 I-REAP Component Scope of Interventions⁶

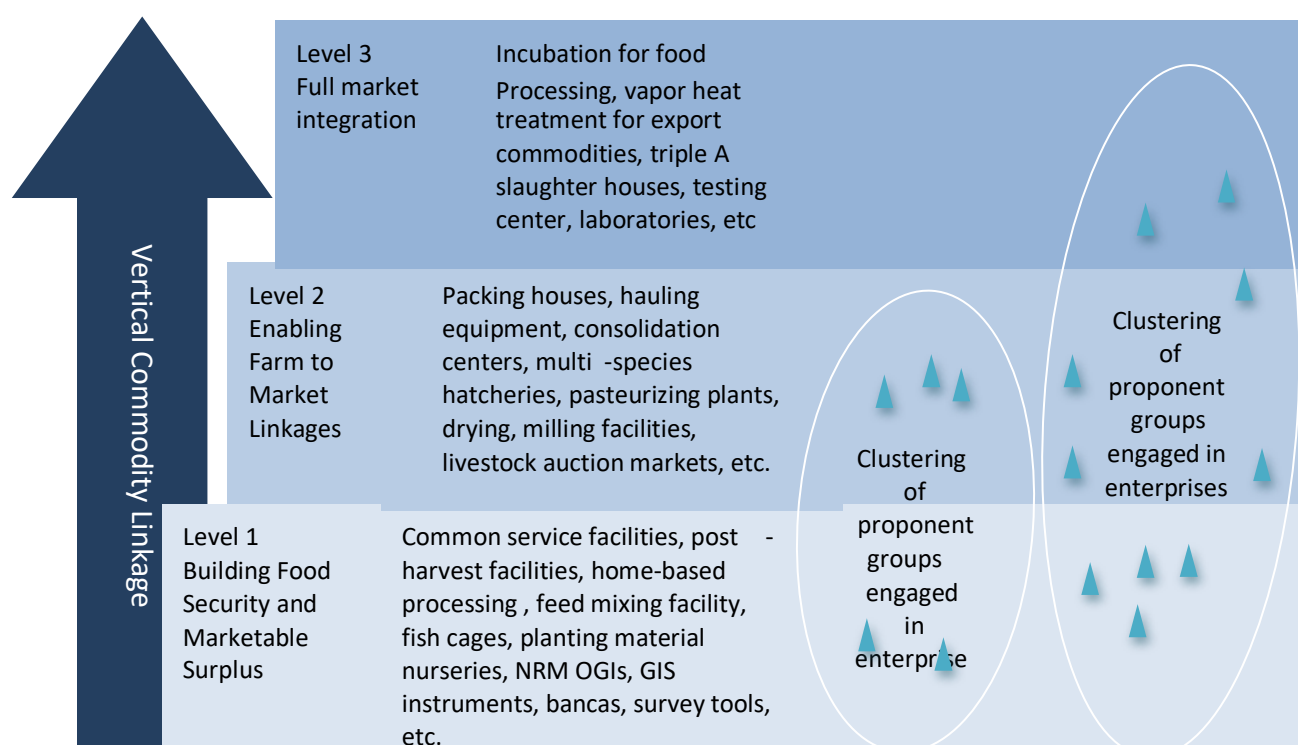
This component would support the development, implementation and sustainability of agricultural, livestock or fishery-based entrepreneurial activities, based on the analysis of priority value chains being supported under AFMPs, and as reflected in the PCIPs. The types of intervention to be supported would need to be tailored to the level of development and capacity of the producers. Annex 1 shows the sample menu of enterprises to be supported by I-REAP Sub-component 3.1 while Annex 2 presents the sample of activities/sub-projects to be supported by I-REAP Sub-component 3.2. Annex 3 contains the negative list of enterprises or activities that cannot be supported by I-REAP.

For planning purposes, three levels could be considered, as summarized in Figure 2-3, with vertical linkage between proponents of enterprises through clustering, which would involve

⁶PRDP Feasibility Study Volume 3:1 I-REAP Component

forward, and backward contracting/arrangements. The vertical convergence of proponents engaged in enterprises identified at different levels of the agri-fishery development ladder is guided by the proper conduct and result of the value chain analysis. The value chain analysis should show at the very least the critical segment(s) in the product flow chart that require support that will determine appropriate clustering of proponents in identified enterprises. Small farmers and fishers who have the capacity to produce marketable surplus will be capacitated through clustering or integrating with more organized groups. Producer groups could also be clustered or integrated with markets to achieve full market integration.

Figure 2- 3 Vertical Commodity Linkages



2.7 I-REAP Possible Proponent Group

The possible proponent groups for I-REAP enterprises are the following:

- Existing producer groups⁷ with members producing commodities which are included in the priority value chains and have potential to increase their marketable surplus.
- Smallholder (farmers and fishers) groups which have potential to produce marketable surplus and demonstrate willingness to voluntarily adopt clustering with other groups and forge contracts or formal marketing agreements with buyers or private intermediaries.
- Small and medium enterprises such as processors, consolidators, exporters, etc., (as private sector partner PG) who would be willing to assist producer groups in vertical clustering or joint business planning, and forge contract or formal marketing agreements with such producer groups. Joint business planning and investments of the producer

⁷ Producer group is defined as farmers cooperatives and associations (FCAs) who are engaged either on farming activities, postharvest, processing, logistics and marketing of the identified priority agricultural and fishery commodity.

groups and agro-processors, would be supported if it would result in increased engagement of the producer groups in value-adding activities.

- d. PG recipients of micro-enterprise subprojects under the Original Loan that qualifies to the criteria set for “second phase funding”, for the upgrading/scaling up of its enterprise operations
- e. Cluster PG member/s of an approved subproject that qualifies the set criteria of upgrading/scaling up of operations.
- f. Farmers and fishers groups who are operating and/or managing an I-BUILD other infrastructure subproject

Farmers and fishers who are not members of any organization operating in the priority commodity value chain must join the proponent groups (PG) for them to be eligible in the I-REAP supported enterprises either as members of the PG or as supplier to the enterprise.

2.8 I-REAP Subproject Financing Modalities

I-REAP Subproject financing modalities can be categorized into two: a) by amount of subproject; and b) by nature of business undertaking.

A. By Amount of Subproject

1. Micro-enterprise subproject – below Php3 Million
2. Small enterprise subproject – above Php3 Million up to Php 15Million
3. Medium enterprise subproject - above Php15 Million up to Php 100 Million

B. By Nature of Business Undertaking

1. Start-up Enterprises – financing of I-REAP subproject that is a new business undertaking of the selected proponent group. The amount of subproject that may be proposed as start-up shall not exceed Php15 Million, net of PG equity.
2. Upgrading/Expansion of Enterprises – financing of I-REAP subproject that aims to expand or upgrade existing business of the PG. Expansion and upgrading could be in terms of equipment, facilities and product lines (such as development of new products, development of new markets or increase in production capacity of the PG). Some examples include: a PG with existing business on flavored milk processing will be proposing subproject for PRDP on cheese and yoghurt processing; existing PG producing geonets will expanding operation by buying whole nuts from coconut farmers to produce copra and use the husk to increase volume of production of geonets; existing PG producing cassava granules will increase volume of production by expanding source of raw materials through increase in farmer members and consolidating volume of output of other cooperatives or associations thru enterprise clustering.

This financing category also covers the “second phase” funding for micro-enterprise subprojects that have proven to be successful.

In some provinces, these enterprises may also cover Levels I, II and III as indicated in the vertical commodity linkages (see Fig. 2-3). The maximum amount of subproject that may be proposed as upgrading/ expansion shall not exceed Php100Million, net of PG equity.

The overall target of I-REAP is to upgrade existing micro enterprises to small enterprises and build their assets from Php3Million to Php15Million. In exceptional cases, PRDP may also select and support small-scale enterprises and upgrade/expand them into medium-scale enterprises.

Under the ladderized I-REAP interventions, PG is expected to be competent for the enterprise it can engage with. While managing the enterprise, it can increase its eligibility, capability and competency to qualify for the next higher level of enterprise. For example, a PG was qualified for the cassava production. After some years, it can expand its operation to processing given that it satisfies the criteria set under Level II while utilizing the funds generated in the initial project investment with infusion of additional capital.

3 Implementation Features

3.1 Implementing Agency and Partner Agencies

The DA will be the executing agency of the PRDP. It will have, as partner agencies, relevant DA attached Agencies e.g., Philippine Coconut Authority (PCA), National Dairy Authority (NDA), BSWM, Philippine Center for Postharvest Development and Mechanization (PHilMech), Bureau of Fisheries and Aquatic Resources (BFAR), Agricultural Training Institute (ATI), Agricultural Credit and Policy Council (ACPC), Bureau of Agricultural Research (BAR), etc. Other partner agencies include Department of Agrarian Reform (DAR), Department of Environment and Natural Resources (DENR), Department of Science and Technology (DOST), Department of Trade and Industry (DTI), and Department of Interior and Local Government (DILG), among others.

Annex 4 provides the list of prospective partner agencies per commodity group and by support services the kind of the assistance that they can provide for enterprise development, including:

1. improving production and productivity including agricultural extension services, skills development, provision of production inputs, equipment and facilities/ infrastructures for production and post-production activities, etc.;
2. improving producers' and enterprises' access to financing in the form of credit or grants as well as crop insurance;
3. provide access to improved technologies through research and development; and
4. provision of business support and development services, particularly in the areas of marketing, networking, etc.

Partner agencies will serve as project collaborators and will primarily provide technical support and assistance to support the enterprises in the commodity value chain which shall execute through a Program Contract.

3.2 Implementation Structures

A PRDP National Project Coordinating Office (NPCO) at the DA Central Office will be established and headed by the Undersecretary for Operations. Under this, four⁸ Project Support Offices (PSOs) will be set up, two for Luzon (North Luzon Cluster: CAR, Regions 1, 2, 3; and South Luzon Cluster: Regions 4A, 4B, 5); one for Visayas and one for Mindanao. I-REAP Units will be constituted in each of these PSOs. Carrying out the I-REAP component operations at the local level will be the I-REAP teams in the Regional Project Coordination Office (RPCO) and the Project Management and Implementation Unit at the provincial/city/municipal (P/C/MPMIU) levels. The functions and staff complement of the I-REAP unit in each of these offices are as follows:

3.2.1 NPCO I-REAP

- a. Serve as oversight of PSO and RPCO I-REAP units;
- b. Assist the I-PLAN in the review of VCAs and PCIPs;

⁸ NPCO will also function as the PSO for South Luzon Cluster (Region 4A, 4B and 5)

- c. Assist in the orientation of the I-REAP Operations Manual;
- d. Prepare the annual and global work plan for the component;
- e. Conduct of capability building needs of PSOs; PSOs to RPCOs and RPCOs to P/C/MPMIUs
- f. Coordinate the effective implementation of the I-REAP component activities across the different PSO I-REAP;
- g. Assist in the conduct of site and proponent group validation;
- h. Review and Issue No Objection Letter to all I-REAP subprojects within the given threshold;
- i. Monitor the implementation of the enterprise implementation and operation including SES compliance;
- j. Assist in the conduct of enterprise operations monitoring, and Enterprise Assessment;
- k. Provide regular reports on the overall implementation of I-REAP activities; and
- l. Facilitate sharing of best practices across PSOs.

The NPCO I-REAP is headed by the Agribusiness and Marketing Assistance Service (AMAS) Director. At the minimum, the NPCO I-REAP Team, will be composed of Business Development Specialist (BDS), Enterprise Development and Marketing Specialist (EDMS), and Project Development Associate (PDA).

3.2.2 PSO I-REAP

- a. Coordinate the effective implementation of the I-REAP component activities across the different RPCO I-REAP;
- b. Assist the RPCOs in facilitating collaboration activities of various stakeholders and engagement of other support institutions and agencies;
- c. Provide support to the RPCOs in improving access of the proponent groups to research and technology resources;
- d. Build the capacity of the RPCO I-REAP unit staff to provide technical assistance and support services to the LGU and the PG;
- e. Provide technical assistance and coherence across RPCOs;
- f. Facilitate sharing of best practices across RPCOs ;
- g. Conduct site and proponent group validation and issue letter of confirmation on the selected proponent group;
- h. Facilitate the conduct of compliance and technical review to ensure feasibility and viability of the business proposals, and check completeness, consistency and correctness of the documents before endorsement to NPCO;
- i. Review and approve through issuance of No Objection Letter all micro-enterprise subprojects and other types of subprojects within the given threshold;
- j. Provide technical assistance in the preparation and finalization of IMAs and EAs;
- k. Assist InfoACE Unit in the conduct of I-REAP information, education and communication (IEC) activities in the cluster;
- l. Assist the RPCO in facilitating the conduct of workshop for the P/C/MPMIU and the PG in coming up with policy and implementing guidelines relating to the implementation of the enterprise;
- m. Monitor the implementation and enterprise operation of the I-REAP subprojects and coordinate with SES Unit in consolidating safeguards compliance and with M and E Unit on impact monitoring report in the covered RPCOs; and
- n. Provide regular reports on the overall implementation of I-REAP to NPCO.

The PSO will be led by I-REAP Component Head complemented by the following technical staff: Business Development Officer (BDO), Enterprise Development and Marketing Specialist (EDMS), Organizational Development Specialist and Project Development Associate (PDA) staff.

3.2.3 The Regional Project Advisory Board (RPAB)

The RPAB is the regional counterpart of the National Project Advisory Board. The implementation tasks of the RPAB are to:

- a. Review and approve I-REAP business plans and its corresponding work and financial plan for funding;
- b. Ensure policy directions are carried out in the planning and implementation of I-REAP enterprises in the region;
- c. Ensure overall harmonization of support to I-REAP enterprises from collaborating National Line Agencies' (NLA) regional offices; and
- d. Generate support for and participation in I-REAP implementation by LGUs, people organizations (POs) and NGOs.

The RPAB will be created through a Special Order from the Office of the Secretary of the DA and chaired by the DA Regional Executive Director.

3.2.4 RPCO I-REAP

The Chief of the Agribusiness and Marketing Assistance Division (AMAD) of the DA-RFOs will take the lead role in coordinating the overall implementation of the I-REAP Component activities at the regional level.

The RPCO I-REAP units will have the following functions and responsibilities:

- a. Assist the P/C/MPMIU in prioritizing enterprises targeted for I-REAP funding based on the PCIP and preparing business models or concept thereof;
- b. Spearheads the conduct of site and proponent group validation;
- c. Provide technical assistance to the PG and P/C/MPMIU I-REAP Team in business modelling, preparing the business plans including all required documents and attachments, and IMA;
- d. Conduct collaborative technical review of business plans including the complete set of attachments, with commodity experts within DA bureaus and attached agencies, other government agencies, institutions and/or organizations ensuring overall soundness of proposals and alignment with existing government projects;
- e. Endorse appraised business plans and IMA to PSO;
- f. Facilitate preparation and finalization of IMAs and endorse the IMA to the PSO for fund release;
- g. Facilitate submission and compliance in the documents related to I-REAP;
- h. Monitor the implementation and operation of the I-REAP subprojects, coordinate with and assist the SES Unit in monitoring safeguards compliance and with M and E Unit on impact monitoring report from the P/C/MPMIU in the covered LGUs;
- i. Ensure SES compliance in enterprise prioritization and business plan preparation by assisting PG and P/C/MPMIU in the conduct of environmental and social screening and assessment, assist in the conduct of and or validate the Social Inclusiveness Scoring System for PG seeking I-REAP funding, conduct of community consultations, preparation of Environmental and Social Management Plans (ESMPs) and Relocation Action Plans (RAPs), and acquisition and documentation of Environmental Compliance Certificate (ECC), Site Acquisition and Right of Way (ROW) and Indigenous People (IP) consent and endorsement, whichever is applicable and necessary;

- j. Assist in the conduct of procurement of goods and civil works under the given threshold.
- k. Provide regular reports on the overall implementation of I-REAP to PSO;
- l. Develop a system of popularizing technologies developed by DA and organize technology road shows in the provinces as needed;
- m. Design and develop agri-fishery enterprise development information resource system;
- n. Conduct capability building needs of P/C/MPMIUs and PGs;
- o. Prepare the annual work plan and budget for I-REAP;
- p. Assist InfoACE Unit in the conduct I-REAP IEC activities in the region; and
- q. Develop partnership agreements with agencies involved in agri-fishery business development services, extension/research service providers such as the following:
 - Regional-based State or Private state universities and colleges (SUCs), NGOs, the Regional Development Council's Economic Development Committee (RDC- EDC), and the DTI Regional Office and;
 - Relevant NLAs including attached agencies.

The RPCO I-REAP will be complemented by Enterprise Development and Marketing Specialist (EDMS) and Business Development Officers (BDOs) with the following specialization: finance, marketing, organizational development, engineering, and agriculture and fishery background. The finance staff for business development will provide support in developing the enterprise budget, financial analysis, financial management system, and other finance-related requirements; the marketing staff will assist the enterprise in developing marketing plan, linking with potential buyers and develop marketing communications for the enterprise products and/or services; engineering staff will assist the PGs in the identification of appropriate equipment and facilities for the proposed subprojects and in the engineering design of the civil works component; technical staff with agriculture and fishery background will assist in identifying the technology required for the enterprise; and the institutional and organizational development staff shall assist in developing the business structure for the enterprise, staffing requirement, job description and qualification, procurement requirements, and capacity building requirements for the proponent group and its producers. The minimum qualification for the I-REAP RPCO staff include the following: college graduate of any course related to agriculture (e.g. BS Agriculture, BS Fisheries, BS Agricultural Economics, Agribusiness Management, Agricultural Engineering, Architecture, etc.), and accounting, management and engineering courses. See Annex 5 for the sample terms of references for the Business Development Staff. Additional technical staff may be requested by the RPCO depending on the number of approved subprojects and the type of enterprises.

3.2.5 P/C/MPMIU

An I-REAP Provincial/City/Municipal Team under the P/C/MPMIU will be organized to perform the following functions:

- a. Serve as Component's management and supervision team and focal point for coordination of all provincial I-REAP implementation activities;
- b. Participate with the I-PLAN Component as lead in the review and preparation of the PCIP;
- c. Assist the PG in the formulation of business model or framework;
- d. Conduct orientation of potential proponent group and selection;
- e. Assist the proponent in the business plan preparation and packaging for IREAP funding;
- f. Assist the PG in the preparation of POW/DED, and securing relevant permits and other documents (i.e. safeguards documents such as for securing ECC/CNC permits and NCIP certification, among others), as well as sourcing out funds for the said permits and

- documents as part of the technical assistance to the PG in the preparation of the business plan package;
- g. Review the compliance of the required documentary requirements (Checklist of requirements and Tracking Form) before forwarding the same to the RPCO and checklist shall be attached to the transmittal to RPCO.
 - h. Develop partnership with agencies that can render business development services, research and extension such as the following:
 - Provincial -based State or Private SUCs, NGOs, Provincial Development Council's (PDC) EDC, and the DOST and DTI Regional/Provincial Office and;
 - Other relevant provincial-based NLAs including attached agencies.
 - i. Monitor the implementation of the I-REAP Component in the province/ municipality/ city;
 - j. Assist the PG in the conduct of procurement activities;
 - k. Provide regular reports on the overall implementation of I-REAP to RPCO;
 - l. Conduct I-REAP IEC activities in the province; and
 - m. Develop capacity building proposals to strengthen the capacities of the LGUs and PGs to provide technology, information and enterprise development support to agri- fishery sector players.

The Provincial/City/Municipal Agricultural Officer (PAO/CAO/MAO) is recommended to be the P/C/MPMIU I-REAP Head. A Business Development Team shall be created at the LGU level who will be responsible in assisting the Proponent Groups in the preparation of the business plans, compliance to reviews and requirements and finalization and packaging of the business plans including the required attachments. I-REAP Team.

3.3 Social Preparation

3.3.1 Stakeholders Consultation and Preparatory Activities

In preparation for the implementation of the enterprise development, a series of orientation and consultation of stakeholders and implementing LGUs.

Orientation of the stakeholders will be conducted by the RPCO and LGUs to inform the producer groups in the locality on the priority commodity and investments of the province for possible funding under the project and uptake of the proponent groups.

Meaningful consultations are done all throughout the project cycle including in the preparatory stages. Several consultations of the producer groups and their members will be done also by the LGU and RPCO/PSO to ready the group in the implementation of their proposed subprojects for funding. Meaningful consultations must be conducted with: i) full disclosure of information/information is accessible and understandable to the PAPs/beneficiaries i.e. right to just compensation and access to PRDP Grievance Redress Mechanism; ii) at a timely manner, began early (at the early stage of project conceptualization) and done as a continuous process, adequate and relevant; iii) incorporation of relevant views in decision-making (i.e. concerns and issues raised should be acknowledged and considered); iv) Gender and culturally inclusive and responsive and tailored to needs (such as in cases of IP communities, women and children, and other vulnerable sectors); and v) Free of intimidation. Below are some of the consultations to be conducted:

- PG officers and members' consultation during the validation and confirmation of the proposed subproject for funding.
- Consultations among the PG members and nearby community, undergo

environmental and social screening, social inclusiveness scoring, and rapid environmental and social assessments.

As a strategy, the LGU may partner with public and private institutions in providing assistance to producer groups for them to be ready to participate in the project.

The EDMS and ODS at the PSO level (ODO at RPCO level) together with other concerned units/components will be in-charge in the conduct of these activities.

3.3.2 Capability Building Program for Project Implementers

3.3.2.1 Proponent Group Level

Prior to and during implementation, technical assistance to the PG will be provided by the NPCO, PSO, RPCO and P/C/MPMIU/LGUs to develop knowledge, skills and attitudes and build their capacity to implement the PRDP supported enterprises.

Capability building program prior to implementation would include but not limited to the following areas:

- Business plan preparation;
- Financial management (including establishment of the Current Account, simplified financial and management system, development and installation of the accounting system, audit and financial monitoring and contract administration);
- Geotagging of the Subprojects
- Social and environment safeguards;
- Project monitoring and evaluation; and
- Contract management

In addition, the P/C/MLGU through it P/C/MPMIU and/or the RPCO will assist the proponent group in the establishment of Procurement Committee and likewise provide orientation and training on the PRDP procurement processes.

The PSO together with the RPCO will develop capability-building programs and undertake the conduct of these activities which will be facilitated and coordinated by the P/C/MPMIU to be provided to the PGs. In the development of a capacity development plan for the PG to ensure operationalization and sustainability of the PRDP supported enterprises, Annex 17 will provide the list of training modules for capability building plans to the PG.

The PSO and RPCO may tap other national and/or regional technical agencies, private and government SUCs, and private sector experts to conduct capability- building programs and undertake supportive monitoring visits, in order to ensure timely provision of training assistance responsive to the requirements of the I-REAP enterprises. The fund that will be used in the conduct of the capability building activities will come from I-REAP Sub-Component 3.2.

Specifically, the PSO, RPCO or the LGU may provide training and other capacity development to the proponent groups to ensure the successful and sustainable implementation of the subproject towards achieving its goals and objectives.

3.3.2.2 P/C/MLGU Level

Prior to and during the implementation of the I-REAP subprojects, the NPCO, PSO and/or RPCO will continuously provide technical assistance to P/C/MLGU through its P/C/MPMIU such as but not limited to trainings and mainstreaming of PRDP Tools. This is to capacitate the staff in the LGU level for the smooth and successful implementation of the project. Below are the list of the possible capacity building provided to be provided:

- Business plan preparation and evaluation/ appraisal;
- Geotagging and related trainings;
- Procurement trainings; and
- Project monitoring and evaluation

Along with these training and capacity building programs, the different tools and processes of PRDP will be shared to the P/C/MLGU for their future use and implementation.

3.3.2.3 Regional Project Coordination Offices

The RPCOs will be continuously trained on PRDP tools and innovations. This is to capacitate them in the provision of technical assistance to the PGs and partner LGUs. These trainings will also be provided to the Department of Agriculture Regional Field Offices (DA RFOs) particularly the AMADs. With the continuous hands-on training and learning activities, the DA RFOs (AMADs) will have the capability to provide the support required by the agri-enterprises. More than technical requirements, the RFOs should also be provided with the appropriate ICT equipment to ensure that tools and innovations are implemented beyond Project life.

4 Implementation Procedures and Processes

4.1 Implementation Process of Subcomponent 3.1 (Rural Agri-fishery Enterprise and Productivity Enhancement Support)

4.1.1 Requirements for LGU I-REAP Partners

PRDP will partner up with the local government units (province, city, municipality) in the implementation of I-REAP subprojects. The partner LGU shall have a Memorandum of Agreement (MOA) with the Department of Agriculture. The general requirements for LGU partners of PRDP shall be followed. They will also be a signatory to the Implementation Management Agreement (IMA) which will provide the detailed responsibility of the partner LGU in the implementation and operation of the PRDP supported enterprise subproject.

The role of the LGU will start from the identification of the Proponent Group by endorsing eligible PGs to the RPCOs and certifying its qualifications. They will perform specific roles and responsibilities all throughout the pre-implementation, implementation and enterprise operations activities. Specifically:

- The P/C/MLGU through its P/C/MPMIU will provide technical assistance to the PG in the preparation of the technical documents (i.e. business plan, DED/POW, safeguards) and in the monitoring, administration as well as supervision of the implementation of the I-REAP subprojects, such as procurement of goods and construction of civil works, and opening of trust fund accounts of the PG. The P/C/MLGU shall also assist the PG in securing funds for permits and licenses e.g., site and road right of way (SRROW), social and environmental clearances and certifications (ECC/CNC, NCIP), and water and electric connection, among others. The LGU will be required to assign a Procurement Coordinator who will oversee the procurement activities of the PG. This function will be specifically stated in the IMA.

- The P/C/MLGU through its P/C/MPMIU shall also provide technical support services to the PG to ensure sustainability of enterprise operations, such as but not limited to the following: assistance in the funding and or conduct of capability building activities (i.e, provision of enterprise-related trainings including Good Agricultural Practices (GAP)/Good Animal Husbandry Practices (GAHP)/Good Aquaculture Practices (GAqP), Updated Farming/Processing Technologies and Methodologies, Hazard Analysis Critical Control Points (HACCP) and Good Manufacturing Practice (GMP), Marketing and Financial Management, etc.) and/or linking with agencies providing such trainings; securing of necessary permits and licenses needed to operate; linking with target markets through formalized contracts/agreements, and farm monitoring technical services (free veterinary/ farm management services).
- The LGU will assign a focal person to monitor the operations of the PRDP supported enterprise. The results of the monitoring activities will be submitted to the RPCO. In cases when the PG is unable to continue operation of the enterprise due to organizational issues, the P/C/MLGU will provide oversight to the PG and direct coaching for the operation of the enterprise, while at the same time providing the necessary support and technical assistance in resolving the organizational problems and/or re-organizing the enterprise management team.

4.1.2 Requirements for Proponent Groups

Proponent Group/s who signified interest to implement an enterprise/subproject through submission of Letter of Intent to the LGU shall comply with the minimum eligibility requirements enumerated in Table 4-1. The eligibility requirements for the PG depend on the amount of subproject to be proposed. These requirements will apply for both applicants for AF2 exclusively and for EU grant.

Table 4-1 a. Minimum Eligibility Requirements for Proponent Groups by Amount of Subproject

| Requirements | Enabling Instruments by Amount of Subproject | | |
|-------------------|---|---|---|
| | Micro Enterprise | Small Enterprise | Medium Enterprise |
| Legal personality | Must be registered for at least one year with CDA/SEC/DOLE Certificate of Registration (SEC/CDA/DOLE) | Must be registered for at least one year with CDA/SEC/DOLE Certificate of Registration (SEC/CDA/DOLE) | Must be registered for at least three (3) years with CDA/SEC/DOLE Certification of Registration (SEC/CDA/DOLE) |
| | Authenticated copy of latest Articles of Incorporation or Articles of Cooperation and By-Laws | Authenticated copy of latest Articles of Incorporation or Articles of Cooperation and By-Laws | Authenticated copy of latest Articles of Incorporation or Articles of Cooperation and By-Laws |
| | Certificate of Compliance Good Standing for CDA registered or Certificate of no Derogatory Record for SEC registered or Certificate of Registration for DOLE registered | Certificate of Compliance Good Standing for CDA registered or Certificate of no Derogatory Record for SEC registered or Certificate of Registration for DOLE registered | Certificate of Compliance Good Standing for CDA registered or Certificate of no Derogatory Record for SEC registered or Certificate of Registration for DOLE registered |

| | | | |
|---------------------------|--|--|--|
| | <p>Certificate from DA on its registration to the Farmers and Fisherfolk Enterprise Development Information System (FFEDIS) Registry, Pursuant to Section 10 of Republic Act No. 11321 (Sagip Saka Act)</p> <p>Note: In the farmers profile, members who are registered to RSBSA should be identified by indicating the ID No.</p> | <p>Certificate from DA on its registration to the Farmers and Fisherfolk Enterprise Development Information System (FFEDIS) Registry, Pursuant to Section 10 of Republic Act No. 11321 (Sagip Saka Act)</p> <p>Note: In the farmers profile, members who are registered to RSBSA should be identified by indicating the ID No.</p> | <p>Certificate from DA on its registration to the Farmers and Fisherfolk Enterprise Development Information System (FFEDIS) Registry, Pursuant to Section 10 of Republic Act No. 11321 (Sagip Saka Act)</p> <p>Note: In the farmers profile, members who are registered to RSBSA should be identified by indicating the ID No.</p> |
| | DA Accreditation | DA Accreditation | DA Accreditation |
| | P/C/MPMIU Certification that the PG has a technical, financial and organization capability to implement the proposed project | P/C/MPMIU Certification that the PG has a technical, financial and organization capability to implement the proposed project | P/C/MPMIU Certification that the PG has a technical, financial and organization capability to implement the proposed project |
| Financial capability | Photocopy of Official Receipt (OR) for its financial transactions | Photocopy of Official Receipt (OR) for its financial transactions | Photocopy of Official Receipt (OR) for its financial transactions |
| | Interim Financial Reports for the years in operation, but preferable Audited Financial Reports, if available | Audited Financial Reports for the years in operation | Audited Financial Reports for the Last 3 Years |
| Organizational Capability | Accomplishment Reports and photographs of agri-fishery or related projects undertaken for at least one year, indicating the source of funds for the implementation | Accomplishment Reports and photographs of agri-fishery or related projects undertaken for at least one year, indicating the source of funds for the implementation | Accomplishment Reports and photographs of agri-fishery or related projects undertaken for, indicating the source of funds for the implementation |
| | Existing organizational structure and Secretary's Certificate of Incumbent Officers including their functions | Existing organizational structure and Secretary's Certificate of Incumbent Officers including their functions | Existing organizational structure and Secretary's Certificate of Incumbent Officers including their functions |
| | PG and Members' Profile | PG and Members' Profile | PG and Members' Profile |
| Affidavit of Disclosure | A sworn affidavit of the Secretary of the NGO/PO that none of its incorporators, organizers, directors, or officials is an agent of or | A sworn affidavit of the Secretary of the NGO/PO that none of its incorporators, organizers, directors, or officials is an agent of or related by | A sworn affidavit of the Secretary of the NGO/PO that none of its incorporators, organizers, directors, or officials is an agent of or |

| | | | |
|------------------------|---|--|---|
| | related by consanguinity or affinity up to the fourth civil degree to the officials of the government agency authorized to process and/or approve the proposal, the MOA and the release of funds Sworn affidavit of the Secretary of the NGO/PO that none of its officers are employees of the DA or the partner LGU | consanguinity or affinity up to the fourth civil degree to the officials of the government agency authorized to process and/or approve the proposal, the MOA and the release of funds Sworn affidavit of the Secretary of the NGO/PO that none of its officers are employees of the DA or the partner LGU | related by consanguinity or affinity up to the fourth civil degree to the officials of the government agency authorized to process and/or approve the proposal, the MOA and the release of funds. Sworn affidavit of the Secretary of the NGO/PO that none of its officers are employees of the DA or the partner LGU. |
| Liquidation | DA Accountant Certificate that the PG has No Unliquidated Account or Cash Advance with the DA | DA Accountant Certificate that the PG has No Unliquidated Account or Cash Advance with the DA | DA Accountant Certificate that the PG has No Unliquidated Account or Cash Advance with the DA |
| 20% Equity Requirement | Equity could be all in-kind or any combination of cash or in-kind | Equity could be any combination of cash or in-kind A minimum of 5% cash equity is required | Equity could be any combination of cash or in-kind A minimum of 5% cash equity is required |

The following are the required documentary requirements for the equity of the PG and its members.

Table 4-1 b. Documentary Requirements for the PG Equity

| Type of Equity | Document | Remarks |
|----------------|---|---|
| Cash | Bank certificate under the name of the PG | <p>During PG validation: Cash on hand and cash in- bank stated in the Balance sheet supported by a Bank Passbook will be the supporting instruments for the cash equity of the PG.</p> <p>Prior RPAB Approval: A bank certificate under the name of the PG should be submitted prior to RPAB Approval. The amount of cash in bank should be equal or more than the required cash equity</p> <p>Prior NOL 1: Bank Certification on the deposit of the cash equity</p> |

| Type of Equity | Document | Remarks |
|---|---|--|
| | | to a Trust Fund Account. The Project will allow deposit in tranches depending on the nature of enterprise operations and WFP. |
| Land | For owned land: Certificate of Land Title | <p>In case when the land was donated or bought by the PG and the transfer of land title is still on- going, a copy of the Deed of Sale and Deed of Donation may suffice for the business plan approval Land should have no encumbrances.</p> <p>Land equity should be valued based on booked value of the lot area that will be used for the proposed subproject</p> <p>If the land is located in the ancestral domain, the valuation of the land will be based on the assessed value of the lot where the subproject will be constructed.</p> |
| Pre-implementation Expenses incurred in the preparation of the business plan package | Official Receipt/ Copy of the transaction in securing of the document | <p>This includes preparation of DED/POW, safeguard costs such as application for ECC/CNC permit, NCIP certification, and other relevant permits/ documents.</p> <p>The value of this in-kind equity is based on the actual costs incurred as reflected in the OR.</p> |
| Labor/Manpower | Names of workers who will provide the labor-in kind | The valuation of the labor expense depends on the existing wage rate in the area |
| Other assets owned by the PG i.e. machineries, equipment, facilities, infrastructure and materials inventory, existing crops, planting materials and biological assets i.e. animal stocks | Latest audited financial statements | Should be valued based on booked value |

4.1.3 Implementation Procedures and Process

4.1.3.1 Pre-implementation Process

The PCIP prepared under I-PLAN with the involvement of I-BUILD and I-REAP will identify priority commodities, product segments/enterprises and select key stakeholders that could be supported and funded under I-REAP in each province. Refer to I-PLAN Operations Manual for the PCIP preparation.

The PCIP is a strategic plan that rationalizes the interventions within the various segments of the value chain of commodities that are of significance to the province and that will contribute to the national goals of the agriculture and fishery sector. It is a three-year rolling consensus-based plan between the DA and LGU based on the value chain analyses of these commodities conducted with strong participation of the various stakeholders. The PCIP will be the basis in identifying possible enterprises in which a province decides to make a package of investments that the DA will provide assistance, with adequate counterpart from the LGU.

The pre-implementation process showing the responsible entities/units and the step-by step procedures for the implementation of I-REAP enterprises/subprojects is shown in Table 4-2.

Table 4-2 Subproject Procedures, Activities, Tools, Outputs and Responsibility Center

| Step | Procedures / Activity | Working Days | Tools | Input | Output | Responsibility Center |
|---|---|--------------|--|--|--|-----------------------|
| 1. Subproject Identification | Identification of priority commodities in the province and corresponding needed interventions. The PLGU may invite possible proponent groups to undertake the needed interventions in the PCIP. | 1 | | VCA, PCIP, EVSA, Regional assessment on the impact of COVID-19, ADSDPP | List of priority commodities and interventions | P/C/MLGU |
| 2.Submission of Letter of Intent, Eligibility Requirements and Business Model by the PG | The PG will submit Letter of Intent to the LGU together with the minimum required eligibility requirements | 4 | Letter of Intent (LOI) (template in Annex 6) | VCA, PCIP, EVSA, Regional assessment on the impact of COVID-19 | Letter of Intent, Eligibility Requirements | PG |

| Step | Procedures / Activity | Working Days | Tools | Input | Output | Responsibility Center |
|---|--|--------------|---|---|---|-----------------------------|
| 3.PG Business Modelling with LGU and RPCO | Development of the business model of their proposed enterprise subproject. | 3 | Guide Question for Business Model Formulation / Information Gathering (See Annex 7) | Proposed enterprise details and proposed list of needed interventions | Endorsed Letter of Intent by the LGU to RPCO, Certification that the PG has a technical, financial and organization capability to implement the proposed subproject (Annex 8) Eligibility Requirement, Business Model to the RPCO | Lead: P/C/M LGU Support: PG |
| 4. Proponent Group Validation and Conduct of Assessment | Conduct of Validation and enterprise assessment | 5 | PG Validation Process and Scoring Sheet (Annex 9); I-BUILD Subproject Validation Report template (see template at Annex 10); IESSF Social Inclusiveness Scoring System for PG Seeking I-REAP Funding (Annex 11); Enterprise Assessment Tool (Annex 12) and Training Needs Assessment (Annex 13) | Enterprise Assessment Data and Training Needs Assessment Data; Social Inclusiveness Scoring Results | I-REAP Validation report Enterprise Assessment Result and Training Needs Assessment Report I-BUILD Validation Report Social Inclusiveness Scoring Result | Lead: RPCO Support: LGU |

| Step | Procedures / Activity | Working Days | Tools | Input | Output | Responsibility Center |
|--|--|--------------|--|--|---|-------------------------------------|
| 5. Confirmation of the Proponent Group | Conduct of final validation and confirmation of the PG | 2 | Validation Report | Validation Report, Enterprise Assessment Result and Training needs | Confirmation letter | Lead: PSO Support: RPCO, LGU |
| 6. Strategic Planning and Business Planning Workshop | <p>Workshop on the preparation of the Capacity Development Plan and Business Continuity Plan</p> <p>Orientation of the PG on the documentary requirements for an I-REAP subprojects such as business plan outline, infrastructure requirements, SES geotagging, etc.</p> <p>Initial drafting of the Business Plan.</p> | 10 | <p>IESSF Social Inclusiveness Scoring System for PG seeking I-REAP funding (Annex 11)</p> <p>Checklist of requirements (Annex 20)</p> <p>Capacity Development Plan (Annex 16)</p> <p>Business Continuity Plan Template (See Annex 19)</p> <p>Annotated Business Plan Outline (Annex 21)</p> <p>Guidelines in the Preparation of FA for IREAP SPs (Annex 22)</p> <p>SES Screening Form (Annex 23)</p> | VCA, PCIP, e-VSA, Form 1 | <p>Capacity Development Plan</p> <p>Business Continuity Plan</p> <p>Draft Business Plan</p> | Lead: RPCO Support: PSO, LGU, PG |

| Step | Procedures / Activity | Working Days | Tools | Input | Output | Responsibility Center |
|--|--|--------------|---|---|---|--|
| 7. Business Plan Preparation and Packaging | <p>Conduct of all activities needed to comply with the documentary requirements for an I-REAP subproject</p> <p>Preparation of the detailed engineering design (DED) and program of works (POW) for the infrastructure component</p> <p>Writing of the business plan</p> <p>Conduct of consultation (PG members and community), environmental and social screening of proposed subproject, and other safeguards activities</p> <p>Conduct of site validation and geotagging activities</p> | 55 | <p>Annotated Business plan Outline (Annex 21); VCA; AGT DA-PRDP</p> <p>GeoCamera download able at Google Play Store and Huawei App Gallery; Integrated Environmental and Social Safeguards Framework (IESSF); SES Screening Form (Annex 23); Environmental and Social Management Plan (ESMP) (Annexes 24-29); I-BUILD Operations Manual</p> | Draft Business Plan Technical and Financial Assumptions Baseline Data | <p>Draft BP including attachments and requirements, DED/POW, ESMP and other SES Requirement, Procurement Plan, Work and Financial Plan, Geotagged photos and polygons</p> | Lead: PG, LGU Support: RPCO Components and Units |
| 8a. RPCO Technical Review | Conduct of technical review with the commodity and industry experts to determine the technical, market and financial feasibility of the subproject | 1 | Sample Subproject Proposal Appraisal or Evaluation Form (Annex 30) | Draft business plan package including all documentary requirements | Subproject Technical Review Report signed by all reviewers and approved by the RPCO Director | Lead: RPCO I-REAP Support: RPCO Components and Units |

| Step | Procedures / Activity | Working Days | Tools | Input | Output | Responsibility Center |
|---|--|--------------|--|---|---|--|
| 8b. Conduct of Joint Technical Review (JTR) for Issuance of Clearance for RPAB Deliberation | <p>Conduct of joint technical review with all reviewing components and units depending on the JTR threshold.</p> <p>Technical Review of I-REAP Civil Works will depend on the RPCO, PSO and NPCO NOL 1 threshold. However, if the lower level office requests for technical assistance then it shall be provided by the higher level office.</p> | 2 | Business Plan Review Tracking Form/Form 2A (Annex 31), Business Plan Clearance Form/Form 2B (Annex 32) | Endorsed business plan package including all documentary requirements | <p>Filled out Business Plan Review Tracking Form/Form 2A showing business plan aspects still need to be complied</p> <p>Filled out Form 2B stating clearance/ non clearance for RPAB deliberation</p> | <p>Lead: Depends on the JTR threshold of RPCO, PSO, NPCO</p> <p>Support: All NPCO/PSO Components and Units RPCO Components and Units, depending on JTR threshold</p> |
| 8c. Compliance Review | <p>Issuance of Clearance for endorsement of the proposed subproject to RPAB.</p> <p>Compliance review for civil works will be based on the RPCO, PSO, NPCO and WB threshold.</p> | 2 | Business Plan Review Tracking Form/Form 2A (Annex 31), Business Plan Clearance Form/Form 2B (Annex 32) | Form 2A/ Result of the JTR | <p>Form 2A inputted with compliance to all technical findings/ comments</p> <p>Form 2B Clearance for RPAB Deliberation</p> | <p>Lead: NPCO/PSO I-REAP Support: All NPCO/PSO Components and Units RPCO Components and Units</p> |
| 9. RPAB Approval | Approval of the BP | 1 | | Final packaged Business Plan | RPAB Resolution | RPCO |
| 10. NOL Issuance | Issuance of no objection for the subproject funding and commencement of procurement and subproject implementation | 1 | | Final packaged business plan including all documentary requirements | NOL | Lead: Depends on the threshold of RPCO, PSO, NPCO, and WB |

The estimated total number of working days to complete the whole process from enterprise identification to NOL Issuance is 87 working days or approximately 4 months. The detailed procedures are discussed below.

Step 1: Subproject Identification

The interventions identified in the commodity VCAs as translated in the PCIPs or CCIPs (in the case of chartered cities) will be the basis in identifying enterprise subprojects. In addition, and to support the government's initiatives on economic recovery from COVID-19 pandemic, the interventions identified in the regional assessments conducted by DA RFOs will also be used as bases provided that the commodity supported has a VCA and is in the PCIP. In cases when the intervention identified in the regional assessment is not in the PCIP, the RPCO will request the province to update the PCIP to include the proposed intervention/s.

For EU co-financing, ADSDPP could also serve as reference in the identification of the subproject as long as it is still aligned with the commodity VCA and the PCIP.

Further, PRDP AF2 with EU co-financing will also support second phase funding of existing PRDP supported micro-enterprise for the upscaling/upgrading of its operations. For this purpose, the component will allocate 10% of the total I-REAP subproject budget

Step 2. Submission of Letter of Intent and Eligibility Requirements by the PG

Interested Proponent Group shall submit Letter of Intent (LOI) (template in Annex 6) with the statement of compliance on the eligibility criteria together with the eligibility requirements identified in Table 4-1, to the P/C/MPMIU addressed to the Local Chief Executive. The LOI will serve as the PG's expression of willingness to participate or undertake the proposed enterprise.

The P/C/MPMIU will conduct evaluation of documents submitted by the PG using the following are the criteria:

- The proposed SP is within the PCIP
- Complete, correct and updated eligibility documents

Upon evaluation, the P/C/MPMIU will issue Certification that the proposed subproject is within the PCIP and the PG has the technical, financial and organization capability to implement the proposed subproject (Annex 8- Sample of P/C/MPMIU Certification that the PG has technical, financial and organization capability to implement the proposed subproject). If needed, the P/C/MPMIU may conduct further investigation on the qualification of the PG prior the issuance of the certification.

Step 3. PG Business Modelling with LGU and RPCO

Upon receipt and evaluation of the Letter of Intent and eligibility requirements, the P/C/MPMIU shall conduct a Business Modelling workshop with the proponent group with the assistance of RPCO if needed.

The business model will be captured in 1 to 3 pages that will cover the hereunder key questions (See also Annex 7):

1. What is the product or services that could be offered by the enterprise?
2. Who are the users (Farmers) or direct beneficiaries of the enterprise? Who are the buyers? (identified market)
3. What are the problems and gaps that the enterprise will address? What are the opportunities that the enterprise will take advantage of?
4. What is the unique selling proposition?
5. Who are the business partners? (horizontal and vertical linkages)
6. What are the costs involved?
7. What are the revenues to be generated from the business? (comparison between with or without PRDP interventions)
8. How can the farmers earn from the enterprise?

Upon completion of the business model, the P/C/MPMIU shall endorse the letter of intent including eligibility requirements, business model and the P/C/MPMIU certification to the RPCO.

Step 4: Proponent Group Validation and Conduct of Assessment

Upon receipt of the endorsed Letter of Intent, eligibility requirements, business model and P/C/MPMIU certification, the RPCO shall validate the PG requesting to avail I-REAP funding. The RPCO I-REAP, I-BUILD, and SES, with the support of other units, may conduct their respective PG validation activities either simultaneously or individually.

Step 4a. Validation Criteria for the proposing PGs

The RPCO I-REAP shall conduct validation of the PG to determine its eligibility for PRDP funding. Each of the potential PG identified in Section 2.7 will be subjected to validation criteria presented below:

a. For new Proponent Group (existing Producers Group)

A new PG proposing for I-REAP funding will be validated using the criteria or parameters and score sheet provided in Table 4-3, which is also found in Annex 9.

Table 4-3 Proponent Group Scoring Guide

| Criteria | Indicator | Scoring Guide |
|---|---|---|
| Readiness to engage in the priority commodity value chain– 5 POINTS | - PG participation at various phases of the marketing chain | <p>HIGH = more than 3 linkages with producers groups and value chain players (5 POINTS)</p> <p>MEDIUM = has 2 to 3 linkages with producers groups and value chain players (3-4 POINTS)</p> <p>LOW = has 1 linkages with producers groups and value chain players (1-2 POINTS)</p> |

| Criteria | Indicator | Scoring Guide |
|--|---|--|
| Open to investment and provide equity (in cash or in kind) – 5 POINTS | Value of investment/ equity offered | <p>HIGH = more than 20% of the estimated project cost (5 POINTS)</p> <p>MEDIUM = 10% to 20% of the estimated project cost (3-4 POINTS)</p> <p>LOW = less than 10% of the estimated project cost (1-2 POINTS)</p> |
| Engages the most number of producers – 5 POINTS | No. of participating farmers or producers | <p>HIGH = more than 50% of members are producing the priority commodity (5 POINTS)</p> <p>MEDIUM = 30% to 50% of the members are producing the priority commodity (3-4 POINTS)</p> <p>LOW = less than 30% of the members are producing the priority commodity (1-2 POINTS)</p> |
| Engages/Promotes Participation of Women - 5 POINTS | No. of women engaged in the enterprise | <p>HIGH = more than 50% of the members are women (5 POINTS)</p> <p>MEDIUM = 30% to 50% of the members are women (3-4 POINTS)</p> <p>LOW = less than 30% of the members are women (1-2 POINTS)</p> |
| <p>*Performance on previous or existing projects with government –5 POINTS</p> <p>(NOTE: Applies only to PG with previous existing contract with government)</p> | Performance in previous or existing contracts with government | <p>HIGH = 81% to 100% of the completed and existing contracts with government are operational/ functional (5 POINTS)</p> <p>MEDIUM = 50% to 80% of the completed and existing with government are operational/ functional (3-4 POINTS)</p> <p>LOW = less than 50% of the completed and existing contracts with government are operational/ functional (1-2 POINTS)</p> |
| Procurement experience for government projects and other related experience in procuring goods and | Performance in procuring goods and/or civil works on Foreign Assisted Projects (FAPs) and other | |

| Criteria | Indicator | Scoring Guide |
|--|--|---------------|
| works and with existing procurement structure or committee (This will only serve as Bonus points - 2 POINTS) | related experience in procuring goods and works and with existing procurement structure or committee | |

*For those PG without previous or existing contract with government, rating for criteria 1 to 3 should be prorated to reach 25 points (e.g., criteria 1 = 6 points, criteria 2 = 6 points, criteria 3 = 7 points), criteria 4 = 6 points

b. For clustering of Proponent Groups (Smallholder farmers/fishers groups)

DA is mandated under AFMA of 1997 or RA No. 8435, to encourage horizontal and vertical integration, consolidation and expansion of agriculture and fisheries activities, groups, functions and other services through organization of cooperatives, farmers and fisherfolks associations, and consolidated farms and to enable these entities to benefit from economies of scale and afford them a stronger negotiating position. The clustering approach will be done under AF2 and EU co-financing. This approach is also aligned to the DA's New Thinking for Agriculture specifically on the Key Strategy on Farm Consolidation and Clustering.

This clustering approach will encourage the "Big Brother-Small Brother" partnership between producers cooperatives and associations. Clustering of PGs will be done specially when there are more than one PG that is proposing the same type of subproject. The RPCO and the P/C/MPMIU will organize them into clusters where a Lead Proponent Group (Lead PG) will be selected.

All of the PGs will be evaluated using the criteria set forth in Table 4-3, while the criteria presented in Table 4-4 will be used in selecting the lead PG.

Table 4-4 Criteria for Selecting the Lead Proponent Group of a Cluster of PGs

| Criteria | Score | Scoring Guide |
|---|-------|---|
| Able to provide the required equity of 20% of the total enterprise cost | 5 | Amount of cash and in-kind equity |
| Acceptable to all cluster members | 5 | Based on cluster PGs poll |
| Secured marketing agreement with a buyer or with a marketing network; | 5 | Formal marketing agreement/PO; documented experience in marketing agri-fishery products |

| Criteria | Score | Scoring Guide |
|--|-----------|---|
| Access to technical and financial resources | 5 | Have availed technical and financial services from government and non-government agencies |
| Proven track record in managing an organization or a similar enterprise. | 5 | Years of experience in managing the proposed enterprise or similar/related enterprise |
| Total | 25 | |

The selected Lead PG will serve as the lead firm or main proponent of the enterprise. It will be the authorized representative of the members of the PG in signing the Implementation Management Agreement (IMA) with PRDP. Moreover, a Memorandum of Agreement (MOA) must be executed by the Lead PG and the cluster PGs which shall indicate the roles and responsibilities of all the parties involved in the ownership, operation and management of the enterprise including profit sharing arrangements, if any. This MOA shall be secured and shall be attached to the IMA. However, if clustering of the PGs is not feasible due to geographic limitations and other considerations, the RPCO should ensure that the proposals to be submitted by these PGs will not compete with each other.

c. Private Sector Partner Proponent Group (Joint Business Planning with producer groups)

The P/C/MPMIU in its efforts to increase the integration of smallholder producers in performing remunerative value chains may develop and implement productive alliances between smallholders and the private sector aimed at improving market access of the producers group in the area. In this case, the P/C/MPMIU will invite the private sector as business development service provider partners in providing support services to the identified producers group. This is true for value chain or subprojects that are highly integrated such as cacao, coffee, geonnet, and poultry among others. The criteria for selecting private sector partner could include the following:

- Committed to enter into marketing contract or buy back agreement with the producers group
- Willing to undertake technology transfer on the provided goods and/or services
- Willing to enter into joint venture agreement with the producers group
- Has the financial and organizational capability to undertake the proposed enterprise

The basis for inviting or accepting the participation of the private sector is the PCIP proposed interventions. Specifically private sectors are expected to complement the proposed interventions with no existing value chain players or stakeholders. Examples include investors or companies willing to put up primary or secondary processing facilities and would require local raw materials (e.g. fermented cacao beans as ingredients for chocolate). Other examples are companies that will add local investments in product or technology innovations (e.g. coconut fiber as raw material for rubberized mat).

The private sector, with its available advanced technology and who needs quality raw materials,

will forge agreement with the proponent group. The private sector should also be identified to have a critical role in the commodity value chain and could provide technical assistance to the PGs and serve as market / buyer of the raw materials produced by farmers.

Private sectors invited by the proponent LGU must submit business model/investment proposals based on the interventions identified in the PCIP together with the following requirements:

- a) Must be registered under Philippine Laws for at least 5 years (SEC registration as stock corporation with Certificate of Good Standing)
- b) Must have equity investment of at least 20% of the total project cost
- c) Proof of financial stability with three years audited financial reports
- d) Company profile
- e) Certification from government or non-government organizations on the performance of the projects completed or partnership with industry sector for the past three years

d. PRDP Supported PG of Micro-Enterprise Subproject for Second Phase Funding and Cluster PG member of a Completed PRDP I-REAP Subproject

Proponent Group of existing PRDP supported micro-enterprise subproject needing second phase funding for the upgrading or scaling up of its operations and a cluster member PG of a completed may submit proposal provided it meet following criteria:

- Operating for at least two years (after completion and turn-over of the first SP)
- Gaining positive net income
- Proves to be sustainable through linkage with market
- Subproject is aligned or with PCIP
- The target increase in income of farmer beneficiaries from the previous SP was met
- Increase new farmer beneficiaries by at least 20%

The eligible investment for funding under this category is primarily on the goods and/ or infrastructure to support its operation.

e. Farmers Cooperatives and Associations (FCAs) Operating and Managing I-BUILD Other Infrastructure Subproject

Farmers Cooperatives and Associations (FCAs) that were assigned as operator or manager of an operational I-BUILD other infrastructure subproject may become a Proponent Group and propose a subproject under I-REAP to strengthen their capacity to manage the infrastructure facility and sustain its operation. This facility, though serving as a common service facility, are enterprises in nature that should be viable and sustainable. In order to qualify for I-REAP subproject, the FCA should be managing or operating the facility for at least one year and the subproject should still be aligned to or with PCIP. The FCA as the PG will be validated using the criteria presented in Table 4-3.

The RPCO will evaluate the submitted documentary requirements and the business model/investment proposal with considerations on the consistency to the VCA findings and the E-VSA result for the location of the proposed investments.

Step 4b. PG Capacity Needs Assessment

The RPCO shall conduct assessment of the PG capacity needs using the Enterprise Assessment tool (See Annex 12) . The assessment will be done on-site through interviews of key officers and management staff. The interview may be done individually or through a canned group or focused group discussion (FGD) based on the enterprise component.

The said tool digs deeper into six (6) business aspects such as organization and administration, enterprise operation, financial management, marketing, sustainability and inclusivity. The proponent group scores itself from 0 to 5 (0- Non-compliance, 1- Needs Improvement, 2- Needs Slight Improvement, 3- Good, 4- Very Good and 5- Excellent). The average scores will rate as Satisfactory- 80% and above, Moderately Satisfactory- 60%-79% and Needs Improvement- 59% and below.

Simultaneously, a Training Needs Assessment (TNA) will be done to determine the gaps in the knowledge and skills of the officers and members of the PG that is related to the operation of the proposed subproject. The result of the TNA will be incorporated in the Capacity Development Plan that will be prepared later on by the PG. The TNA tool is presented in Annex 14.

The RPCO shall endorse the result of the PG validation results (Annex 12 and 13) to the PSO for final validation and confirmation. For existing PRDP supported enterprises or PGs (i.e. those proposing for upgrading/expansion), the validation process will be replaced with the results of the enterprise operations monitoring and the results of the enterprise assessment and Capacity Development Plan which was previously crafted.

Step 4c. Site Validation for the Civil Works Component

For proposed subprojects with infrastructure components, representative/s from RPCO I- BUILD shall conduct site validation aiming to describe in detail the present physical condition of the proposed site, its distance and accessibility, source of construction materials, environmental issues, R.O.W. problems, and the interest of the local community/beneficiaries in general, as well as gather initial estimates on infrastructure c. This shall be done in accordance with the I-BUILD validation methodology as stated in the I-BUILD Operations Manual Sections 2.10 and 6.6.2 with adjustments as deemed necessary by the validating staff in connection with the diversity of proposed I-REAP infrastructures. A validation report on the said activity shall be submitted by the validating team (template at Annex 10).

Step 4d. Social Inclusiveness Assessment

For SES, the conduct of meaningful consultations and a separate IP Community Campaign (if required) should be done by the PG with assistance of LGU and RPCO SES. In addition, the LGU SES shall conduct the Social Inclusiveness Scoring System for PGs seeking I-REAP funding with the validation of RPCO SES to determine the degree of social inclusiveness of the subproject proposal following the procedures stated in and data collection template of Annex 11.

Step 5: Confirmation of the Proponent Group

The PSO shall issue confirmation on the eligibility of the PG for PRDP funding based on the Validation documents submitted by the RPCO. It shall issue a Confirmation Letter addressed to the RPCO which shall endorse the same to the P/C/MLGU and the PG.

Step 6: Strategic Planning, Preparation of Capacity Development Plan and Business Planning Workshop

A strategic planning and business planning workshop shall be conducted by the RPCO supported by the PSO. P/C/MPMIU shall support the RPCO and the PSO in the conduct of the activity. The objectives of this workshop are to : a) orient the P/C/MLGU and the PG on the documentary requirements for the approval of I-REAP subproject; b) develop the Capacity Development Plan and Business Continuity Plan; and c) draft the business plan. The participants to the workshop include the following, among others:

- Representatives of the PG;
- P/C/MPMIU representatives (IPLAN, I-REAP, I-BUILD, SES, GGU, Econ)
- Concerned LGU staff (PPDO, OPAG, OPV, etc)
- Representatives from the RPCO Components and Units (I-REAP, I-PLAN, I-BUILD, SES, GGU, Econ)
- Representatives from the technical units of DA-RFO (Banner Programs, AMAD)
- Other concerned government agencies and commodity/ industry experts/practitioners

Step 6a: Conduct of Strategic Planning

As an input to the business plan, a Capacity Development Plan (CapDev Plan) and Business Continuity Plan (BCP) will be prepared by the PG with the assistance of the RPCO and the P/C/MPMIU. This will be done through a strategic planning workshop which may be continued while the business plan is being prepared and packaged.

Strategic planning is done by an organization when: a) looking at new markets to enter; b) planning growth and overall business strategy; c) dealing with competitors; d) creating action plans; e) choosing between different strategic investments; f) predicting uncertainty in the future; and g) Undertaking strategic planning before the preparation of the capacity development will help the enterprise to be more realistic in setting-up plans and targets. Strategic planning will be done using internal and external assessment or what is commonly called SWOT analysis. The Strategic planning tool is presented in Annex 15.

6a.1 Preparation of the 3-Year Capacity Development Plan

The result of the enterprise assessment, training needs assessment, the SWOT analysis and BCP will be processed and analyzed to come up with the Capacity Development Plan (CapDev Plan). The CapDev plan will serve as the strategic plan of the enterprise that will identify needed interventions to ensure continuity and sustainability. The template for the preparation of the 3-year Capacity Development Plan is presented in Annex 16. Capability building or training programs for enterprises is shown in Annex 17 while potential business development providers are presented in Annex 18.

6a.2 Conduct of Enterprise's Business Continuity Plan (BCP)

To make the enterprise more resilient, a more in-depth disaster and risk assessment will be done using the Business Continuity Tools (See Annex 19 for the BCP Template). The business continuity strategies and activities identified using the BCP tools will then be incorporated in the CapDev Plan and Business Plan under the Sustainability Mechanism Section.

To determine the risk and hazards that the proposed subproject may encounter, the conduct of the business continuity planning workshop will be done through the technical assistance of the P/C/MLGU and RPCO/PSO and/or NPCO. The said activity will have two parts: (1) understanding disaster risk reduction and management (DRRM) and (2) development of a business continuity plan (BCP).

During the conduct of the BCP workshop, the P/C/MLGU may provide the hazards map in the area and their DRRM Plan to the proponent group as references in the identification of different risks and hazards (natural or human-induced) such as typhoons, earthquakes, fire, volcanic eruption, etc. that the proposed subproject will be vulnerable of or will be exposed to. The proponent group's experiences may also be an input in the identification of risks and hazards. With this, the risks and hazards that will be identified will then be assessed and classified based on its likelihood to happen and impact. This is to measure how vulnerable the proposed subproject will be to the identified risks and hazards. In this activity also, existing measures of the proponent group will be identified as input in the development of the business continuity plan using the BCP template in Annex 19.

The developed business continuity plan as an output of the workshop will be incorporated in the business plan of the proposed enterprise. Also, this will serve as a guide of the proponent group for faster recovery of the business operation in the event of a major disruption or disaster. This will also help the proponent in protecting the business' assets and employees to remain competitive and operational after a difficult event. The BCP is a living document that the proponent group may update or adjust if needed.

Step 6b. Drafting of the Business Plan

During the workshop, an orientation on the subproject documentary requirements will also be presented to the PG and the P/C/MPMIU by the I-REAP, I-BUILD, Econ, SES, GGU, M and E, Procurement and Finance (See Annex 18 for the Subproject Checklist of Requirements).

The annotated business plan outline will also be presented during the workshop which shall be the basis in drafting the business plan. Data needed for the preparation of business model / framework are from VCA, PCIP, Socio-Economic Profile of an LGU and other sources of data and information. See Annex 21 for the Annotated Business Plan Outline and Annex 22 for the Guidelines in the Preparation of Financial Analysis for IREAP.

The outputs of the Strategic Planning and Business Planning Workshop are the Capacity Development Plan, Business Continuity Plan, and draft business plan. To maximize resources and enhance the learning experience, two (2) groups of proponents of enterprises, as applicable, may undergo a Business Planning Workshop together.

Step 7. Business Plan Preparation and Packaging

The business plan together with other documentary requirements will be prepared and packaged based on the requirements presented in Annex 18. Development of the full Business Plan and Financial Analysis shall be conducted.

A proposed enterprise subprojects with infrastructure components shall follow the I-BUILD Operations Manual, including the format and technical requirements for the Detailed

Engineering Design (DED) and Program of Works (POW). The PG/LGU Engineer, I-REAP, I-BUILD, and SES should closely coordinate with each other to ensure all details of the enterprise interventions, operational plan, production and processing standards, compliance to other standards (FDA, PAES, etc.), and other requirements, as well as social and environmental safeguards aspects, are well incorporated and taken into consideration in the development of the design and location of the proposed enterprise infrastructure. The Proponent Group may hire an Architect or Engineer for the preparation of the DED and POW for the infrastructure component. It may also seek the assistance from the LGU and PRDP in case that the PG is not capable of hiring consultant/s for the preparation of infrastructure documents.

The proposal should also conform with the requirements on Social and Environmental Safeguards through the conduct of the following activities as stated under Section 1.3 of the Integrated Environmental and Social Safeguards Framework (IESSF)

Table 4-5 Safeguards Activities during the BP Preparation Stage

| Safeguards Activity | Responsible Unit |
|---|---|
| 1. Conduct of Rapid Environmental and Social Assessment (EA and SA) (refer to Annex 20) | Proponent Group with assistance from LGU and RPCO SES |
| 2. Conduct of meaningful consultation among PG members and nearby community, if applicable. And a separate IP Community Consultation, if required | Proponent Group with assistance from LGU and RPCO SES and in coordination with NCIP |
| 3. Preparation of Environmental and Social Management/Mitigation Plan (ESMP) (refer to Annexes 21 to 26) | Proponent Group with assistance from LGU and RPCO SES |
| 4. Conduct PAP Survey | Proponent Group with with assistance from LGU and RPCO SES |
| 5. Secure IP Endorsement and IP Plan, if applicable | Proponent Group with assistance from LGU and RPCO SES and in coordination with NCIP |
| 6. Installation of GRM | Proponent Group |
| 7. Gather data on Safeguards related costs to be included in the Financial Analysis | Proponent Group with assistance from RPCO SES and Economist |
| For proposed SPs with Infrastructure component | |
| 8. Incorporation of relevant ESMP measures into the design and Program of works | Proponent Group |
| 9. ROW acquisition and documentation (including annotation and transfer of land title to the PG, if applicable) | Proponent Group with assistance from LGU and RPCO SES |
| 10. PAP resettlement and/or compensation | Proponent Group with assistance from LGU and RPCO SES |

At this point, subproject baseline data should be gathered of which information will be used in the preparation of the Subproject Profile including farmers profile. The data gathering will be done jointly by the RPCO I-REAP and RPCO M and E. The subproject profile will be uploaded in the web-based MIS while the farmers profile will be attached to the business plan. Guide in gathering the baseline data is discussed under Section 10.4.1 of this manual.

The RPCO GGU shall spearhead the gathering of AGT requirements, mainly consisting of the placemarks of known landmarks as reference points for the location of the subproject and target markets, geotagged photos and polygon of the vicinity site of proposed infrastructure, commodity polygons, farm animal headcount data, and target farm machinery service user polygon (See Section 8.1 Geomapping and Governance of this manual). This shall be conducted with the support of the Proponent Group and the LGU and PSO GGU teams.

The PG shall also conduct the preparation of the Procurement Plan (PP) and Work and Financial Plan (WFP) with the assistance of P/C/MPMIU and RPCO, as well as conduct the pre- canvassing of proposed items to be procured as a critical input for the determination of the cost of the proposed subproject.

A series of meetings and reviews may be conducted by the RPCO during this period to ensure that the PG and the LGU are able to follow the different guidelines and manuals of PRDP for the preparation of subproject documents.

Once all documentary requirements are completed, the business plan will be packaged for submission to the RPCO for review. The packaged business plan should also include the Subproject Procurement Plan and Subproject Work and Financial Plan.

Step 8: Subproject Review and Appraisal

Step 8a: RPCO Technical Review

Upon receipt of the complete package of the business plan including all attachments and documentary requirements, the RPCO will convene the Technical Review Committee which will be composed of representatives from the different units and components of PRDP, commodity experts, industry experts and practitioners and other technical experts as may be deemed necessary.

A Technical Review Report shall be prepared providing details on the essential elements of the business plan and the findings of the Technical Review Committee. The business plan will be evaluated using Annex 30-Subproject Appraisal Form. Depending on the result of the evaluation, the proposal will be returned to the P/C/MPMIU and the PG for revision and compliance to findings, if any, or it may be endorsed to the PSO and/or NPCO for Joint Technical Review (JTR), depending on the threshold. A business plan review tracking form (See Annex) should be prepared to keep track of comments and compliances. All proposed micro-enterprise subprojects will only be reviewed at the RPCO level. Hence, a micro-enterprise SP that passed the evaluation of the RPCO Technical Review Committee may already be issued clearance for endorsement to Regional Project Advisory Board (RPAB) deliberation. See Annex 32 for the template of the business plan clearance form/Form 2B.

Step 8b: Conduct of Joint Technical Review (JTR) for Issuance of Clearance for RPAB Deliberation

All subproject proposals that passed the RPCO Technical Review Committee, except micro-enterprise SP, shall be endorsed by the RPCO to the PSO and/or the NPCO, depending on the threshold, for the conduct of the Joint Technical Review (JTR). This may be conducted on-site or through virtual and shall be attended by technical staff from the PSO/ NPCO (I-REAP, I-BUILD, I-PLAN, SES, Economics Team, GGU, M and E, Procurement and Finance units). The following are the thresholds for the conduct of JTR:

- a) All subprojects that will be issued with NOL 1 by the RPCO, except for micro-enterprise SPs shall pass the JTR of the PSO;
- b) All subprojects that will be issued NOL 1 by the PSO shall pass the JTR of the NPCO.

However, for civil works, conduct of JTR shall follow the NOL threshold unless the lower office seeks technical assistance from higher level offices. In addition, I-REAP civil work proposals shall also be prepared with a Subproject Appraisal Report (SPAR), also following the NOL threshold similar in the case of conduct of JTR. Conduct of field appraisal for the preparation of SPAR may be conducted as early as upon completion of the development of DED and POW and is required prior RPAB Approval. NPCO I-BUILD may participate in the field appraisal for the preparation of SPAR for SPs under PSO and RPCO thresholds upon its request. Conduct of appraisal and preparation of SPAR for the enterprise infrastructures shall follow with the methodologies stated in the I-BUILD Operations Manual.

Upon conduct of JTR, the PSO I-REAP will prepare a report on the results of the JTR through the filled out Business Plan Review tracking form (Annex 31) which will be forwarded to the RPCO for endorsement to the P/C/MPMIU and the PG. If the proposal passes the criteria set forth in approving an I-REAP subproject, the reviewers can right away issue Clearance for RPAB deliberation-Form 2B(Annex 32).

A subproject that passed the following parameters shall be provided with Clearance for RPAB deliberation:

- a. Completeness, correctness and consistency of subproject proposal documents based on PRDP requirements
- b. Passed the financial viability criteria using the hurdle rate of 8% WACC (Weighted Average Cost of Capital)
- c. At base scenario: Positive NPV, FIRR > 8%, BCR >1.0
- d. Sensitivity Analysis: FIRR >8% at individual scenario of 10% increase in cost and 10% decrease in revenue

Step 8c: Compliance Review

A subproject that was not issued Clearance for RPAB Deliberation during the JTR by the PSO and/or NPCO shall be subjected to a Compliance Review. This will be done after the P/C/MPMIU and the PG have submitted revised documents based on the comments during the JTR. The Compliance Review will be conducted by the technical staff who were involved in the JTR. A subproject that passed the compliance review will be issued clearance for RPAB deliberation. The PSO will prepare a report to the RPCO on the result of the compliance review together with Forms 2A and 2B. Should there be further comments on the submitted compliances, the same will be endorsed by the RPCO to the P/C/MPMIU and the PG.

Step 9: RPAB Approval

A subproject that was issued clearance for RPAB deliberation will be endorsed by the RPCO I-REAP to the RPAB for approval. A RPAB Resolution will be issued for all approved subproject. In cases that the RPAB has concerns/findings, causing them not to issue the RPAB Resolution, the PG with assistance of the LGU and RPCO shall facilitate the compliance to RPAB concerns/findings. Compliance will then be endorsed to the RPAB for approval. For subprojects under World Bank NOL threshold, endorsement of BP package to World Bank for review prior to NOL issuance shall be done after RPAB Approval.

Step 10: Technical Prior Review Threshold and Issuance of No Objection Letter (NOL)

The following threshold will be followed

Table 4-6 NOL Issuance Thresholds

| NOL Issuing Office | Threshold |
|--------------------|---|
| RPCO | All SPs with Total Investment Cost amounting to Php15 Million and below |
| PSO | All SPs with Total Investment Cost above Php15 Million up to Php50 Million |
| NPCO | All SPs with Total Investment Cost above Php50 Million up to Php125 Million |
| World Bank | All subprojects with Investment Cost above Php125 Million |

The NPCO at anytime, depending on the result of the performance review every six (6) months, may lift the authority given to the RPCOs and the PSOs on the issuance of NOL

Step 11: Signing of the IMA among PSO, RPCO, P/C/MLGU, and Proponent Group

Upon issuance of NOL, the PSO shall draft the Implementation Management Agreement (IMA) between the PSO, RPCO, P/C/MLGU and the PG A template for the preparation of the IMA is shown in Annex 33.

Requirements for the Signing of the IMA:

1. Sangguniang Panlalawigan/Bayan Resolution authorizing the LCE to sign the IMA
2. Cooperative/Association Board Resolution Authorizing the Chairman/President to sign the IMA
3. Cooperative/Association Board Resolution certifying the availability of the PG cash counterpart
4. Copy of the approved business plan, DED/POW, procurement plan and work and financial plan
5. RPAB Resolution
6. NOL

4.1.3.2 Implementation Process for Approved I-REAP Subprojects

A. Financing and Releases of Funds to the PG and/or RPCO

I-REAP subprojects will be financed through a cost-sharing arrangement between World Bank or the Loan Proceeds (LP), European Union (EU), Government of the Philippines (GOP) through DA and the PG. For AF2 funding exclusively, the cost sharing will be: WB/LP (60%), GOP/DA (20%), PG (20%) combination of cash and/or in-kind. While for subprojects proposed for EU funding, the cost sharing will be: WB/LP (30%), GOP/DA (20%), EU (50%), and the PG will provide 20% counterpart in the form of cash and/or in-kind on top of the counterparting.

The approved subproject may be implemented either by the RPCO or the PG, depending on the nature of the items or packages to be procured, as presented in the Approved Procurement Plan and Work and Financial Plan (see Section 5 on Financial Management of this Manual).

B. Procurement of Goods and Civil Works of the Approved IREAP Subproject

All proposed interventions to be financed by the project funds (LP, EU and GoP) as indicated in the business plan of the approved subproject must be covered by a Subproject Procurement Plan. These interventions shall be translated into procurable items with its specifications, unit cost, total cost, unit of measure and quantity.

The procurement of goods, works and non-consulting services for the IREAP subprojects is discussed in Section 6 of this Manual with reference to the Module 2 of PRDP Procurement Guidelines.

Progress of procurement, delivery of goods and construction of infrastructure/s shall also be monitored through AGT by the LGU, RPCO, and PSO GGU teams following the requirements as stated in Section 8.2 Geomapping and Governance of this Manual.

C. Submission of Completion Report by the PG

After all the interventions (goods, facilities, equipment, materials, civil works, non-consulting services) have been procured, delivered and constructed, the PG will submit a Subproject Completion Report (Annex 34) to the LGU providing details on interventions that they have procured. The LGU will then endorse the completion report to the RPCO. The RPCO will mobilize the Joint Inspection Team which shall be composed of representatives from the PSO and RPCO I-REAP, I-BUILD (when there is civil works), GGU, Procurement and SES and the P/C/MPMIU to validate the completed subproject.

D. Turn Over of the Completed Subproject to the PG

Upon submission of a report of the Joint Inspection Team and with satisfactory remark and acceptance of completed subproject, the RPCO shall turn over the completed subproject to the PG. The turn over shall include all goods and works procured and funded by PRDP. A Certificate of Turn Over (Annex 35) will be issued by the RPCO to the PG together with the Deed of Donation (Annex 36) for all good and civil works procured through the RPCO.

4.1.3.3 Post Implementation Process: Enterprise Operations and Monitoring

The PG shall operate and manage the subproject or the enterprise based on the approved business plan. The PRDP (NPCO, PSO, RPCO) shall provide continuous technical assistance to

the PG to ensure sustainability of enterprise operations. The PG will shoulder all operations and maintenance costs to be required in managing the enterprise.

A. Formulation of the Enterprise Operations Manual (EOM)

The EOM is a document that serves as a guidebook to all officers and employees of the enterprise on how the business will be operated according to the approved business plan. It contains the policies and procedures of the business operations including production processes, marketing activities, human resource policies, operations and maintenance of facilities and equipment and financial management.

The RPCO with the assistance of the PSO shall facilitate the formulation of the EOM (template at Annex 37). It shall convene the officers of the PG and the P/C/MPMIU in a workshop to prepare the EOM. Ideally, this should be done upon approval of the subproject or during the implementation stage. The EOM shall be presented to the General Assembly for approval and adoption. The EOM may be updated by the PG at any given time or as necessary. Preparation of the EOM may commence right after the approval of the subproject.

B. Conduct of Operations and Maintenance Audit for I-REAP Facilities and Civil Works

The facilities, equipment, machineries and building of an approved I-REAP subproject shall be subjected to Operation and Maintenance Audit six months after its operation, and semi-annually thereafter, in accordance with the I-BUILD Semi-Annual Operation and Maintenance Framework, using the O&M Audit template (See Annex 38). The Regional O&M Audit Team is the group tasked in the conduct of audit/assessment using the Operation and Maintenance Audit System (OMAS) as stipulated in OMAS Manual. The team is to be chaired by the M&E section of PMED, with members from the engineering, finance, internal audit service, and institutional development and marketing unit.

The assessment will focus on three main indicators namely: (1) Subproject Functionality Level, (2) Physical Status of the Facilities, and (3) Social and Institutional Status of the O&M implementation structures. (Refer to the OMAS Manual)

C. Implementation of the Capacity Development Plan

The NPCO, PSO and RPCO shall facilitate the implementation of the Capacity Development (CapDev) Plan to ensure the sustainability of approved subproject. It shall assist the PGs in linking with technical and other business support service providers such as other government agencies, academe, non-government institutions and private sector. Such linkages could be in the form of Program Contract, which can be funded by the Project. The CapDev Plan could also be used by the PG in leveraging technical assistance from other government agencies.

The RPCO shall monitor the implementation of the CapDev Plan which will be captured and uploaded in the Enterprise Operations Monitoring System (EOMS). The CapDev Plan may be updated by the PG, depending on the result of the enterprise re-assessment. It may also be updated by the PG depending on the changes in its Cooperative Development Plan.

The execution of the CapDev plan is in partnership with other government agencies and private institutions. Depending on the result of the enterprise assessment, the interventions may be provided through the following: i) access to market, ii) capacity building, iii) access to or provision of postharvest, processing, and marketing equipment, facilities and infrastructure, v)

product development, assistance in the enterprise business and vi) product registration and certification, and vii) business counselling.

D. Enterprise Operations Monitoring System (EOMS)

The progress of the enterprise operations shall be captured using the web-based enterprise management information system or the Enterprise Operations Monitoring System (EOMS). It is a data collection process using browser-based data capture forms (DCFs). It serves as a tool for better planning and implementation, practices, processes and procedures that are used in the development, deployment and execution of business plans and strategies and all associated with enterprise operations activities.

The PG will start collection and uploading of the data when it initially starts business activity. The detailed procedure for filling out information in the DCFs is presented in the Appendix 1.

A monthly, quarterly and annual report on the result of enterprise operations will be generated by the system. Generally, this is important in tracking the progress of enterprise's operations and evaluation of its immediate impacts;

Project level (PRDP), this serves as an immediate reference of the project management on the progress of the implementation and operation of the PRDP supported enterprises and will serve as a tool in feedbacking to the PRDP management whether the desired outcomes and the overall development objectives of the Project are likely or unlikely to be achieved given the situations and lessons (positive and/or negative). As the enterprise progresses the management may use the data collected as bases to introduce adjustment in handling the subprojects to be more sustainable.

Enterprise level (PG), this serves as a tool for the PG in monitoring of day-to-day transactions of the enterprise. With this tool, the PG will be able to generate several reports/documents.

E. Monitoring of Compliance to Social and Environmental Safeguards

Compliance to the ESMP measures by the subproject proponent and any actual environmental and social issues associated with the subproject that may crop up during the course of operation will be periodically monitored.

Monitoring will be done through the use of the SES Compliance Monitoring Checklist for enterprise operations presented in Annex 39 . It is a useful tool primarily in determining the status of safeguards compliance of subprojects as well as in guiding partner Proponent Groups (PGs) and Local government units (LGUs) on the safeguards measures that need to be complied with during the operations stage.

The PRDP NPCO/PSO/RPCO SES and/or IREAP and the P/C/MLGU shall have a regular compliance monitoring visit and reporting during operation of the enterprise. Consequently, through self-compliance monitoring, the Proponent Group shall submit every month the Safeguards Compliance and Impact Monitoring Report to the RPCO (refer to Appendix 1). The said report shall form part of the EOMS.

F. Geotagging of Enterprise Operations

The utilization and operation of the production support assistance and infrastructure and

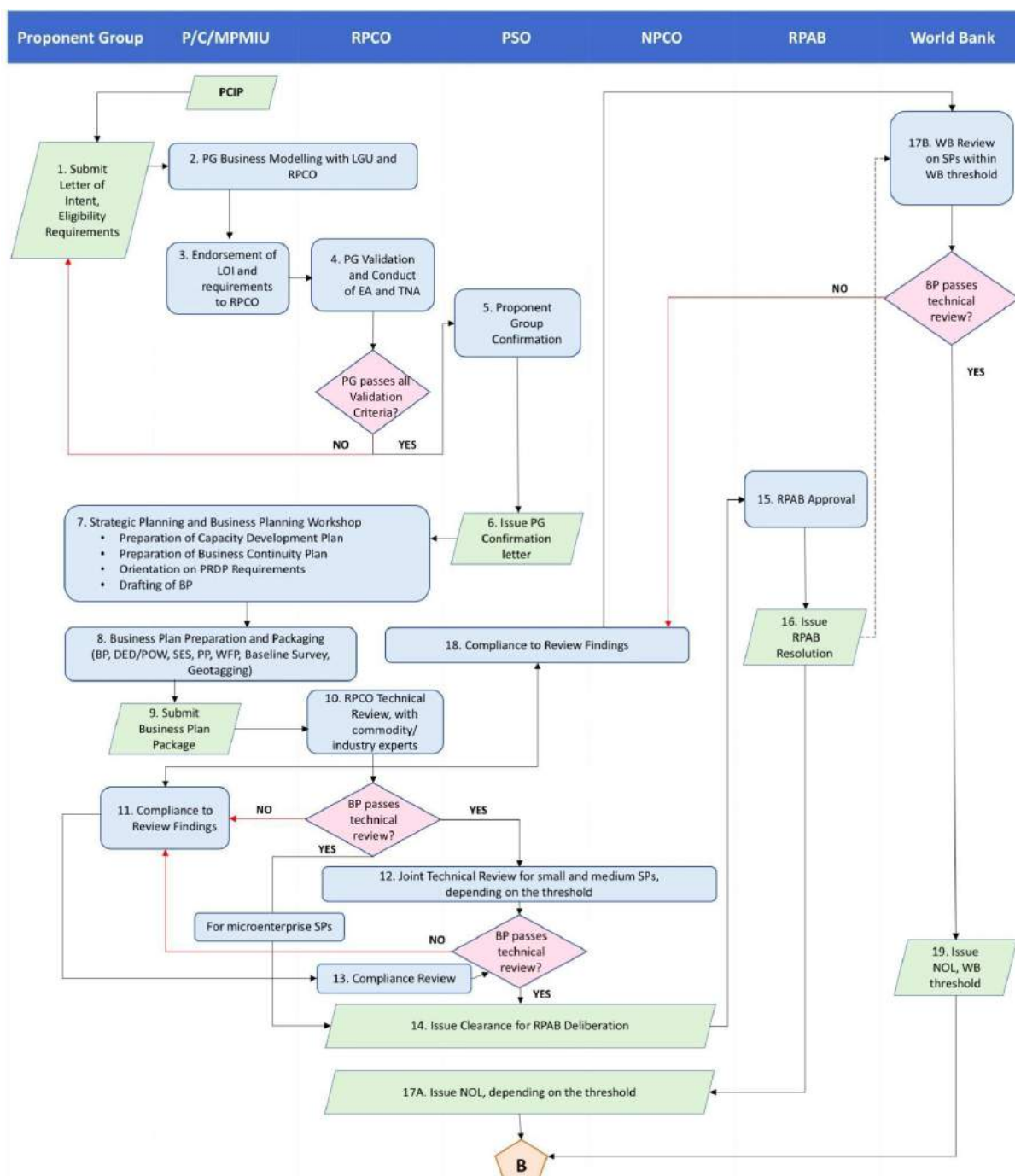
equipment of the completed I-REAP subproject will be subjected for monitoring of the success indicators as stated in the business plan objectives within the duration of PRDP, in accordance to the minimum AGT requirement applicable to each enterprise.

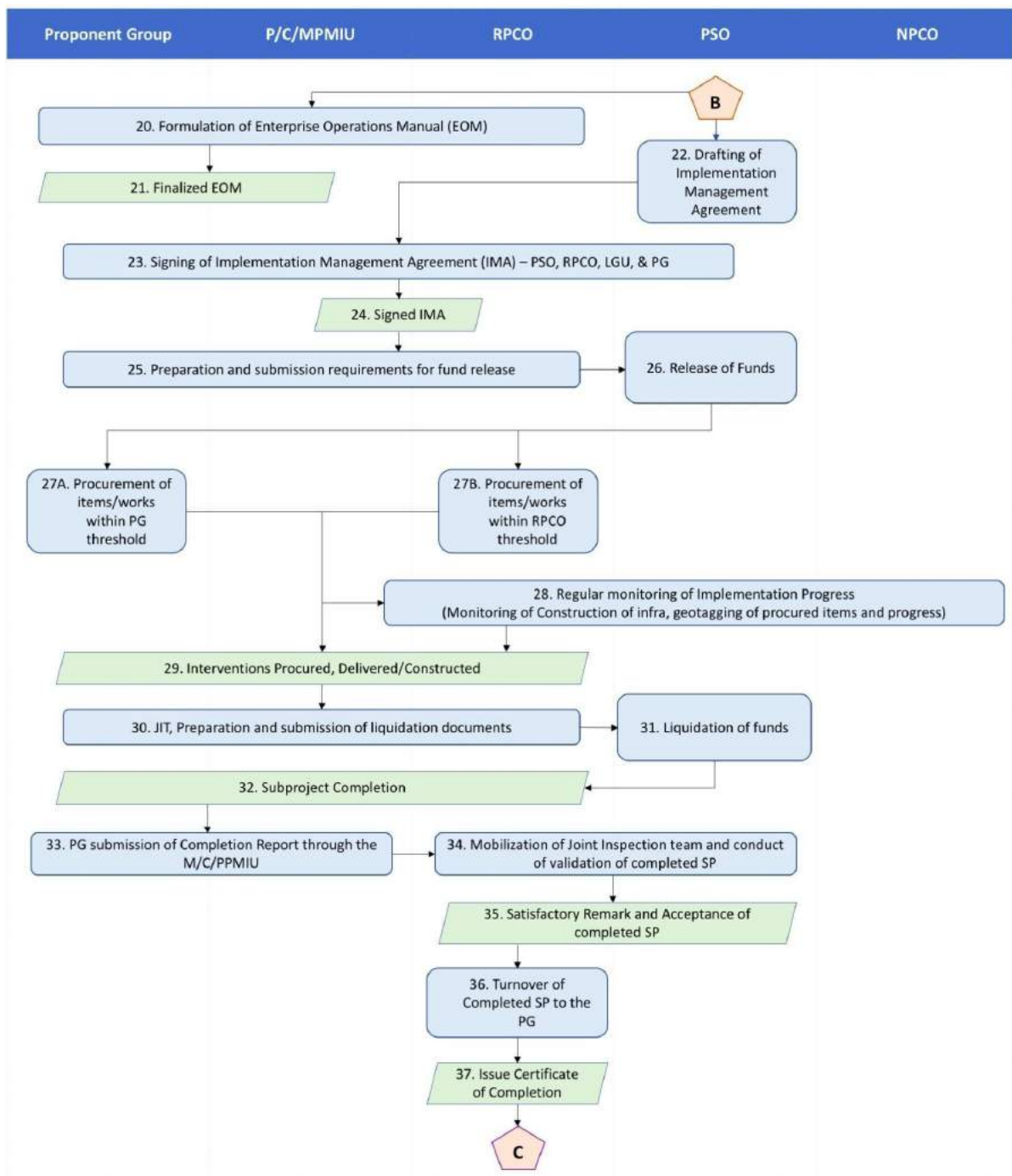
The GGU NPCO/PSO/RPCO will provide geotag photos, both the production support assistance and infrastructure and equipment and sampling size of maximum of thirty (30) recipients scattered in various locations. For production support, photos shall be taken stages while infrastructure and equipment photos shall be taken twice a year. This would also be a documentation and monitoring of accomplishments of success indicators.

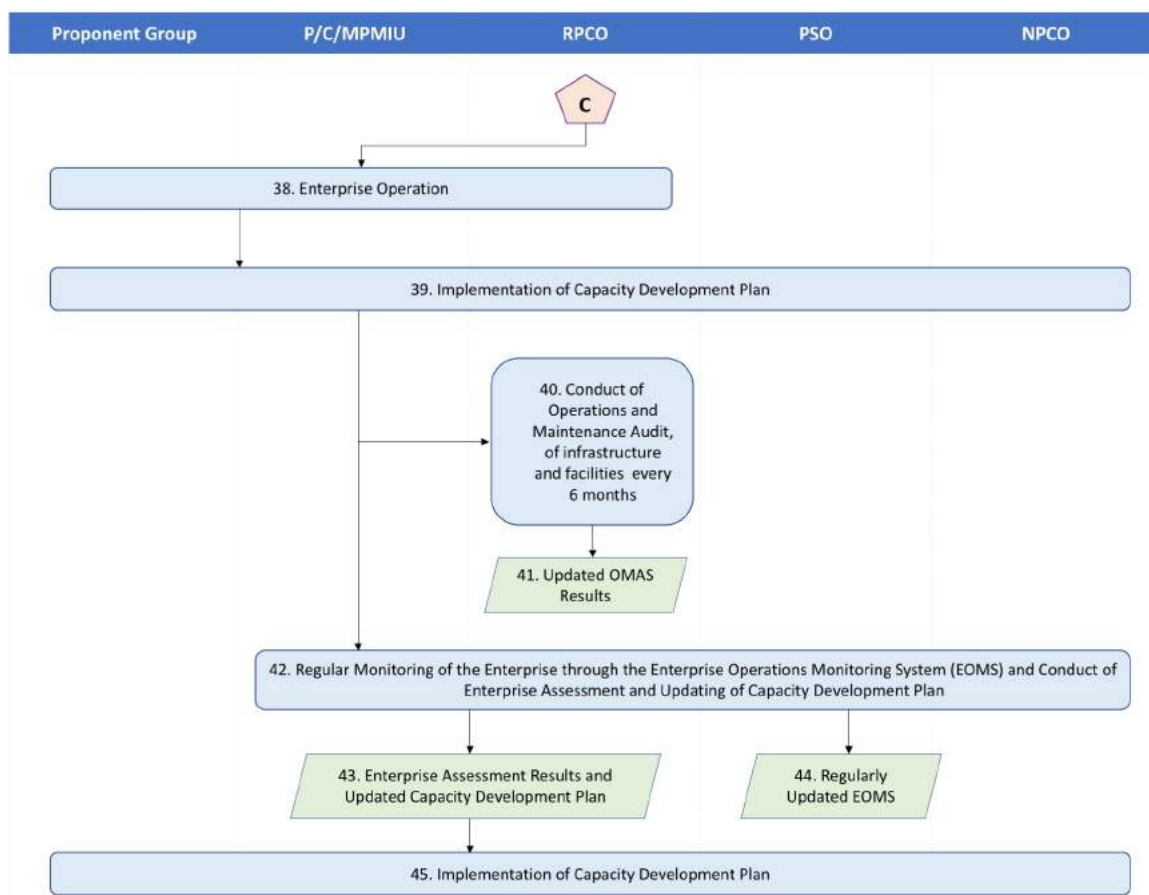
4.1.4 Utilization of Savings from Subproject Funds

A subproject may incur savings from procurement of goods and works. Once all goods have been procured and delivered and the civil works construction are completed and paid, the PG may request for the utilization of the savings from the subproject fund. The detailed guidelines on the utilization of savings is presented in Annex 40.

Figure 4- 1. Process Flow for I-REAP Implementation: Sub-component 3.1 (Rural Agri-fishery Enterprise and Productivity Enhancement)







4.2 Implementation Process for I-REAP Subcomponent 3.2 (Technology and Information for Enterprise and Market Development)

Subcomponent 3.2 would complement the enterprise support under Sub- component 3.1 by assisting small-scale producer groups across the country to increase their productivity and incomes through improved technological and operational knowledge, along with increased awareness of market requirements, opportunities and facilitation of market linkages. A particular focus would be on promoting and facilitating "demand-side" linkages with agro-processors, marketing agents, exporters, etc.

Activities to be supported, primarily under this subcomponent would include, but not limited to the following:

- 1) Showcasing experiences gained from previous projects in the Philippines and other countries supporting market development and integration;
- 2) Trade facilitation through conduct of market matching, trial shipment of priority products from production areas to identified markets, and assistance in preparing market contracts between producers, agro-processors, market agents, exporters, etc.;
- 3) Market promotion of quality products through trade fairs, caravans, cross visits and study tours;
- 4) Assistance in aggregation of supply and improved handling/packaging and proper labelling of priority products;
- 5) Faster processing of registration and business permits;
- 6) Partnership and network building with Producer and Processing Federations;

- 7) Climate Field Schools providing weather-related production information to small scale producers;
- 8) Capability building in GAP, GMP, product standards, business planning, enterprise management and operation including bookkeeping , internal control and cost analysis; and
- 9) Climate-smart agricultural and fisheries practices and technologies, such as crop diversification, IPM, construction of rain shelters for crops, and drip irrigation.
- 10) Strengthening cooperative unions and federations in providing business development and marketing support services to PRDP supported enterprises

New technologies and approaches would also be introduced, in collaboration with agencies such as the DOST, International Rice Research Institute (IRRI), and State Universities and Colleges (SUCs), e.g., promotion of precision agriculture designed to link climate and weather data so that farmers and fishers can be better informed in making timely production and marketing decisions, varietal improvement, etc. This may be contracted by the Province with private service providers, e.g., agro-processors, nursery/seed/fingerling suppliers, technical and training outreach of State Universities or private organizations. Business development and marketing support services will also be provided to the PGs through the Agribusiness and Marketing Assistance Division (AMAD), DTI, cooperative unions and federations, other non-government organizations and private sector. It may be implemented as appropriate, through Program Agreements between the RPCO/PSO and specialized Department of Agriculture agencies.

The disbursements are to be made by NPCO, PSOs and RPCOs. Approval and signing authority of officials, the nature and amount of disbursements must follow the approved WB Guidelines of eligible expenditures and existing DA policies and procedures on approval of disbursements.

The step by step process in implementing I-REAP Sub-component 3.2 is shown in Figure 4-2, particularly in the execution of a Program Contract.

Step 1: Identification of Technical Assistance Requirements/ Interventions

Based on the VCA and/or PCIP, the NPCO/PSO/RPCO shall identify the critical interventions and technical assistance to support the enterprises or to support commodity value chain upgrading.

Step 2: Preparation of Project Proposal

Upon identification of the partner agency, the concerned unit NPCO/PSO/RPCO will meet and discuss with the partner agency the required intervention and will craft a project proposal and the corresponding work and financial plan.

Project proposals emanating and for implementation by the RPCO should be submitted to the PSO for review and approval of funding. While the project proposal emanating and for implementation by the PSO should be submitted to the NPCO for review and approval of funding. Project proposals emanating and for implementation by the NPCO will be submitted to the National Project Director for approval.

Step 3: Approval of the Project Proposal

The PSO/NPCO, whichever is appropriate, will review and approve the project proposal and the work and financial plan. A letter of approval duly signed by the designated authority shall be issued to the requesting party.

Step 4: Preparation of Program Contract

The implementing unit (NPCO/PSO/RPCO) will prepare the Program Contract with the partner agency for the implementation of the technical assistance. The Contract should provide the project details, the deliverables of the contracting parties, timelines of activities, funding requirements and the liquidation of funds.

Step 5: Download Fund to Partner Agency

Upon signing and notarization of the Program Contract, the NPCO/PSO/RPCO will download the fund to the partner agency.

Step 6: Implementation of the Activities or Technical Assistance

The activities for required technical assistance will be implemented based on the approved WFP. This could be jointly undertaken by the partner agency together with the NPCO/PSO/RPCO.

Step 7: Project Monitoring and Reporting

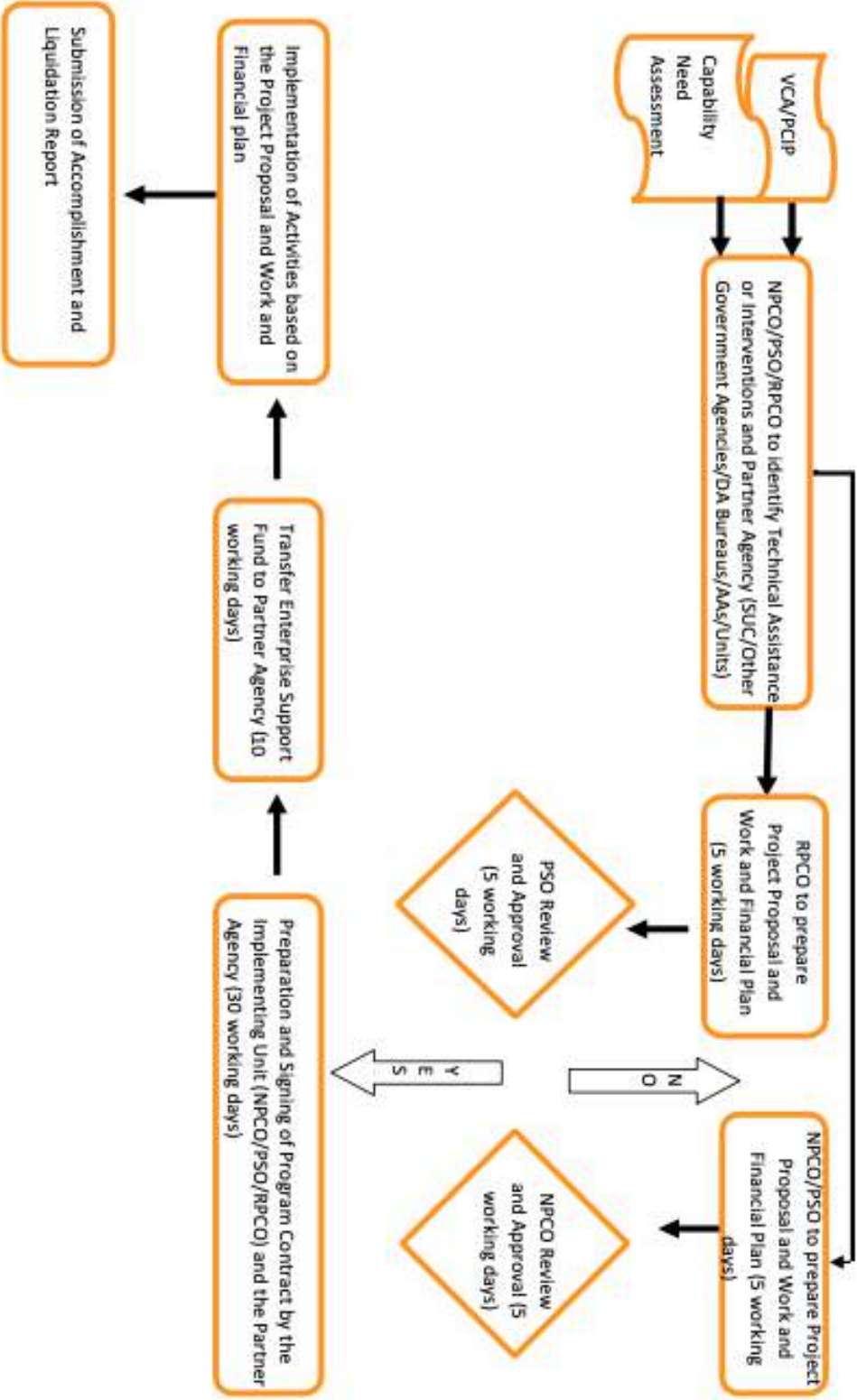
NPCO/PSO/RPCO will regularly monitor the progress of the activities. The partner agency will submit progress or accomplishment reports, the frequency of which is identified in the Program Contract.

Step 8: Project Completion and Fund Liquidation

Upon completion of the activities based on the approved WFP, the partner agency will - submit Final Report or Completion Report together with the fund liquidation report to the NPCO/PSO/RPCO.

Activities and subprojects to be funded under Sub-component 3.2 which will be implemented solely by the NPCO/PSO/RPCO without executing a Program Contract with partner implementing agency will only need a submission of Work and Financial Plan duly signed by designated authority and approved by the National Project Director.

Figure 4- 2. Process Flow for I-REAP Implementation: Sub-component 3.2 (Technology and Information for Enterprise and Market Development)



5 Financial Management

The funding for I-REAP subproject will be used to finance procurement of goods (inputs, machineries, facilities, equipment), enterprise infrastructures and working capital requirements (such as payment for insurance, trading capital and other operating expenses) except for items indicated in the Negative List (Annex 3).

Funds, equipment or facilities transferred to the PG for I-REAP enterprise will be considered as investment in the enterprise and will be governed by the provisions of the IMA. The PG shall take care of the operation and maintenance of these facilities, equipment and infrastructure.

The PSO shall download the fund to the PG for items to be procured under Community Force Account-Goods and Works (i.e. trading capital), PG shopping, direct contracting and commercial practices with contract amount not exceeding Php3 Million. The PG will directly pay the supplier/contractor of the procured items and will liquidate the funds transferred. On the other hand, the PG shopping, Direct Contracting, Simplified Bidding and Commercial Practices under community participation with contract cost more than Php3 million will be directly paid by the PSO

In exceptional cases that the RPCO will conduct the procurement of complex and highly technical requirements and is beyond the capacity of the PG, the PSO and RPCO shall execute a Program Contract for the implementation of the I-REAP subproject. RPCOs shall directly pay the suppliers of the procured items and the payment for the contractors of the civil work shall follow the monthly progress billing.

The detailed financial management procedures and requirements for I-REAP subprojects will follow the PRDP Financial Management Guidelines.

5.1 Financing Mix for I-REAP Component

Enterprises under the I-REAP Sub-component 3.1 subprojects will be financed following the financing mix presented below in Table 5-1

Table 5- 1. Financing Mix for I-REAP Subcomponent 3.1

| Financing | WB-Loan Proceeds (LP) | GoP – DA | EU | PG Counterpart (Cash or In-kind) |
|-----------------|-----------------------|----------|-----|----------------------------------|
| AF2 exclusively | 60% | 20% | | 20% |
| AF2-EU | 30% | 20% | 50% | 20% |

Note: For AF2-EU co financing, the PG cash and/or in-kind counterpart is on top of the PRDP Financing or incremental cost of the enterprise.

5.2 Fund Management at the RPCO and Establishment at the PG Level

5.2.1 Fund Management at the RPCO

The transfer of I-REAP subproject fund from the PSO to the RPCO will be covered by a Program Contract which will contain the subproject to be implemented and the procurement packages or items that will be covered by the contract and procured by the RPCO. The PSOs upon request of RPCOs will instruct LBP to transfer funds to RPCOs Trust Fund Account (refer to FM Manual for the details).

The RPCO will directly pay the supplier and the contractor of I-REAP subprojects. The payment for the contractor will be based on monthly progress billing. This is only applicable in exceptional cases that the RPCO will conduct the procurement of complex and highly technical requirements and is beyond the capacity of the PG.

5.2.2 Fund Establishment at the PG

The PG is required to open a separate current account for PG equity and another current account for the funds from LP, GOP and EU (if applicable) preferably with the Land Bank of the Philippines (LBP) or any accredited government depository banks, per fund source for I- REAP implementation. The said accounts must bear the name:

PG Equity: "PRDP-<Name of the PG>-PG Equity I-REAP> "

PRDP Funds: "PRDP-<Name of the PG>-<Enterprise Project Funds>"

The total PG equity requirement must be deposited to the current account – PG Equity in the name of the PG before release of funds from LP, GOP and EU counterparts are to be made.

5.3 PRDP Funds Releases from PSO to RPCO

The PSO will release the corresponding funds to the RPCO, based on the IMA signed between PSO, RPCO, LGU and PG, approved WFP, PP and business plan. The RPCO may request succeeding fund release from PSO based on the approved WFP and upon submission of Statement of Receipts and Expenditures (SRE) liquidating at least fifty percent (50%) of the previous release.

The requirements for the release of funds to the RPCO are as follows:

- Copy of the signed and notarized Program Contract between RPCO and PSO.
- Copy of the approved RPCO Work and Financial Plan and Procurement Plan indicating the name of the approved subproject to be implemented
- Approved, signed and notarized Implementation Management Agreement (IMA) among the PSO, RPCO, LGU and PG
- Approved Program of Work, Procurement Plan, Work and Financial Plan and NOL from the issuing office, as per threshold
- Letter from RPCO for the release of funds in accordance with the IMA

5.4 Fund Transfer from the PSO to the PG

The fund that will be released to the PG will cover payment for procurement of items under Community Forced Account-Goods and Works such as trading capital and PG shopping, Direct Contracting and Commercial Practices with contract amount not exceeding Php3 Million. Release of funds will be based on the IMA, approved WFP and PP. Below is the release of funds to the PG in tranches:

First Tranche - 50%

Second Tranche - 50%

Illustrative Example:

| Particular | Cost | 1st Tranche (50%) | 2 nd Tranche (50%) |
|-----------------------|--------------|----------------------|----------------------------------|
| Item 1 | 2,000,000.00 | | |
| Item 2 | 2,000,000.00 | | |
| Item 3 | 2,000,000.00 | | |
| TOTAL EPC (LP+GOP) | 6,000,000.00 | 3,000,000.00 | 3,000,000.00 |

Note: For subprojects with only 1 item to be procured, 100% of the EPC can be released to the PG.

Requirements for the release of the First Tranche of 50% funds of the EPC to the PG are the following:

- Letter from the PG for the release of funds in accordance with the IMA
- Endorsement letter from the RPCO to PSO on request of the PG for the release of Funds
- Approved, signed and notarized IMA between the PSO, RPCO, LGU and the PG
- Approved WFP based on the approved business plan
- Bank certification of bank account in the name of PG (for the PG equity)
- Bank certification of bank account in the name of the PRDP (for the LP/EU and GOP)
- Proof of Equity in-kind
- Copy of the Purchase Order/ Contract atleast equivalent to the 50% of the requested amount of the first tranche.

Requirements for the release of the Second Tranche of 50% funds of the EPC to the PG are the following:

- Letter from PG requesting for the release of funds;
- Submission of SRE for the liquidation of at least 50% of the previous release;
- Certified copies of supporting documents;
- Validated required accomplishment report as stated in the IMA and EA; and
- Endorsement by RPCO to the PSO on the request of PG for the release of funds.

5.5 Direct Payment of PSO to Suppliers/ Contractors

Upon successful procurement of the PG under PG Simplified Bidding, Shopping, Direct Contracting and Commercial Practices for items exceeding the contract amount of Php3Million, the PG will endorse the procurement documents for processing of payment to the winning supplier/ contractor. Below are the requirements for payment:

Goods:

- Letter request from PG to pay the winning supplier
- Endorsement letter from RPCO to PSO

3. Complete procurement documents (Purchase Request, Canvass, Abstract of Canvass, Resolution, Notice of Award, Purchase Order/ Contract or Equivalent documents as stated in the Policy on Procurement of the PG)
4. Copy of the NOL 2
5. Delivery Receipt
6. Inspection and Acceptance Report (PG)
7. Geotag Photos
8. Validated Accomplishment Report (RPCO-IREAP, GGU)

Works:

Advance Payment:

1. Letter request from PG to pay the winning supplier
2. Endorsement letter from RPCO to PSO
3. Complete procurement documents (Purchase Request, Canvass, Abstract of Canvass, Resolution, Notice of Award, Purchase Order/ Contract or Equivalent documents as stated in the Policy on Procurement of the PG)
4. Copy of the NOL 2

Progress Billing/ Payment:

1. Endorsement letter of PG for payment of the Contractor
2. Endorsement letter of RPCO to PSO
3. Letter request of the Contractor to PG for the payment of the works accomplished/ Billing Statement
4. Complete procurement documents (Purchase Request, Canvass, Abstract of Canvass, Resolution, Notice of Award, Purchase Order/ Contract or Equivalent documents as stated in the Policy on Procurement of the PG) – If no mobilization requested
5. Validated SWA by the Joint Inspectorate Team – PSO (I-BUILD, SES, GGU), conformed by the Contractor
6. Geotag Photos
7. Certificate of Payment (Contractor) for the paid and unpaid works (Running Balance)

Note: The Direct Payment will be a bank to bank transaction to suppliers/ Contractors. The PSO will provide the RPCO an advisory notice of the payment transferred to the winning supplier/ contractor. The PG or RPCO will secure the Official Receipt five days after the receipt of the advisory notice that the payment has been transferred to the bank account of the winning Supplier/ Contractor. This OR will be endorsed to the PSO for the completion of the transaction.

5.6 Liquidation of Funds

5.6.1 Liquidation of Funds Released to RPCO

The project funds disbursed by RPCO will be reported to PSO for liquidation of funds released to them (Refer to FM Manual for detailed liquidation requirements).

5.6.2 Liquidation of Funds Released to PG

- a. Fund utilization report or Statement of Receipt and Expenditure (SRE) indicating the summary of expenses and the status report of accomplishments, certified by the Accountant, approved by the President/Chairman of the PG and verified by the RPCO Finance or internal auditor or equivalent official of the LGU
- b. Geo-tagged pictures of implemented enterprises
- c. Inspection report and certificate of project completion issued by the LGU/RPCO authorized representative

- d. Proof of verification by the LGU/RPCO Finance official on the validity of the documents submitted by the PG
- e. Official Receipt (OR)
- f. Monthly SRE as Liquidation Report

5.7 Disbursement Procedures for Technology and Information for Enterprise and Market Development (Sub component 3.2)

Activities/sub-projects proposed by the NPCO, PSO, RPCO and other partner agencies in support to enterprises will be financed using the following financing mix:

Table 5- 2. Financing Mix for I-REAP Subcomponent 3.2

| Financing | LP | GOP | Total |
|---------------|-----|-----|-------|
| Financing Mix | 80% | 20% | 100% |

The disbursements are to be made by NPCO, PSOs and RPCOs as stated in the Program Contract signed between the NPCO/PSO/RPCO and the partner agency. Approval and signing authority of officials, the nature and amount of disbursements must follow the approved WB Guidelines of eligible expenditures and existing DA policies and procedures on approval of disbursements.

5.8 Books of Accounts and Records

The Books of Accounts and Records that will be established and maintained by the PG and RPCO are discussed in detail in Chapter 5 of the Financial Management Guidelines.

5.9 Financial Reports

The PG and RPCO must submit monthly, quarterly and annual financial reports including certified copies of supporting documents to the PSO reflecting the receipts and disbursements of funds. The required reports should be submitted not later than the 5th day of the ensuing month or quarter.

The required financial reports to be submitted are presented in Chapter 6 of PRDP Financial Management Guidelines

6 Procurement Guidelines

The procurement guidelines for the procurement of goods, works and non-consulting services for the IREAP subprojects is covered by the Module 2 of PRDP Procurement Guidelines. The following are the highlights of the guidelines.

6.1 Prior Review Threshold

6.1.1 No Objection to Start Procurement (NOL 1)

Procurement plan of each IREAP subprojects

- No procurement activities shall commence without the issued no objection to start the procurement. The procurement plan is part of the business plan proposal which is reviewed and approved altogether.
- For every subproject approval, the procurement plan shall be subject for prior review of the concerned office under their delegated prior review threshold. A procurement plan template is provided in the PRDP Procurement Guidelines.

- Procurement plan shall cover all proposed interventions to be financed by the project funds (LP, Grant, GoP and PG Equity except in kind). These interventions shall be translated into procurable items with its specifications, unit cost, total cost, unit of measure and quantity.
- However, changes (in specifications, quantity, price, procuring entity) to the procurement plan without the need to re-run assumptions for the economic and financial analysis of the subprojects shall be under the RPCO regardless of the amount of the subproject. Otherwise, the changes shall be reviewed and approved by the PSO.
- The PG shall prepare the procurement plan. The PPMIU IREAP shall review the procurement and endorse it to RPCO. The RPCO BAC Chairperson shall recommend to the HOPE for its approval.
- Review Threshold per offices for the NOL issuance of IREAP subprojects

Table 6- 1. Prior Review Threshold for I-REAP (NOL 1 Issuance)

| Prior Review Threshold | Office |
|--|------------|
| US\$ 300,000.00 and below | RPCO |
| Above US\$ 300,000.00 to US\$ 1,000,000.00 | PSO |
| Above US\$ 1,000,000.00 to US\$ 2,500,000.00 | NPCO |
| Above US\$ 2,500,000.00 | World Bank |

*The RPCOs, following the procedures stated in the IREAP Operations Manual shall review and approve subprojects with a total investment cost (LP+GoP+PG equity) of not more than US\$300,000. Under the said threshold, the RPCOs, being the Procuring Entity for the IREAP subproject, shall prepare the procurement plan of the IREAP subproject and conduct procurement and award. However, for IREAP subprojects above the threshold of the RPCOs, procurement plans shall be issued with NOL1 by the concerned office.

6.1.2 Post Review

All contracts shall be subject for post procurement review of each concerned office under their review threshold. The frequency and sample contracts shall be determined as per PRDP Procurement Guidelines.

6.1.3 Procurement Categories, Methods and Threshold

By default, goods, works and non-consulting services for the proposed IREAP subprojects shall be procured through Community participation. In the use of Community participation, the RPCO

shall engage the PG as contract manager and manage the procurement of the interventions stated in the approved procurement plan.

Table 6- 2. Community Participation Procurement Methods

| PROCUREMENT METHODS | CONTRACT COST | For prior review (NOL2) of RPCO |
|----------------------------------|--|---|
| Simplified Public Bidding | Above US\$ 200,000 | Above US\$100,000 |
| Shopping | US\$ 200,000 and below | |
| Direct Contracting | Subject to justification during the business plan preparation as to availability of one qualified supplier for the procurement of items proposed | Prior review is done during the subproject procurement plan and business plan review. |
| Force Account-Goods | The items to be procured can be sourced from the members of the PG which is the main direct materials for the operation of the enterprise | |
| Force Account-Works | The construction shall be administered by the PG | |
| *Commercial Practices | Procurement using well-established procurement arrangements of the PG acceptable to the Bank | |

*For the details of this procurement method of the PG, refer to Module 2 of PRDP Procurement Guidelines

However in exceptional cases, the RPCO will conduct the procurement of complex and highly technical requirements and is beyond the capacity of the PG. The following methods are to be applied.

Table 6- 3 RPCO Procurement Methods to be Applied for Procurement of Items with Complex and Highly Technical Requirement that is Beyond the PG Capacity

| PROCUREMENT METHODS | CONTRACT COST | |
|------------------------------------|--------------------------|-----------------------------------|
| | Works | Goods and Non-Consulting Services |
| National Competitive Bidding (NCB) | Below US\$ 15,000,000.00 | Below US\$ 3,000,000.00 |
| Shopping | Below US\$ 200,000.00 | Below US\$ 200,000.00 |

| PROCUREMENT METHODS | CONTRACT COST | |
|---------------------|---|-----------------------------------|
| | Works | Goods and Non-Consulting Services |
| Direct Contracting | Subject to justification in accordance with PRDP Procurement Guidelines | |

The detailed procurement procedures and timelines of each mode in the table above is stated in the PRDP Procurement Guidelines.

6.1.4 Procuring Entity

Technically, the RPCO is the procuring entity for the procurement of the IREAP subprojects. However, it will engage the PG as contract manager under the Community Participation. It is expected that the PG selected for the IREAP subproject have the capacity to do procurement which had been determined during the PG evaluation. However, if the PG lacks the capacity to do procurement, appropriate training and coaching shall be provided prior to approval of the subprojects.

The PG shall manage the procurement of the interventions listed in the approved procurement plan. The PG shall create at the minimum, a Procurement Team. However, for subproject proposals under the medium enterprise, the PG shall be required to create a Procurement Team and Bids and Awards Committee (if not yet existing) for the procurement under the Community Participation. The Procurement Team and the BAC shall undergo the training on procurement on PRDP IREAP subprojects.

The PG, after it has conducted its procurement process, shall submit to RPCO the result of procurement and request for the issuance of no objection to award (NOL2). After receipt of NOL2, the PG shall award and subsequently can request for the release of funds to winning suppliers. Inspection and acceptance shall be conducted by the RPCO prior to release of payments/funds.

For exceptional cases where the RPCO will procure the interventions needed by the enterprise, it is expected to create a Special Bids and Award (SBAC) to handle the procurement for PRDP IREAP subprojects.

6.1.5 Mode of Payment

Shall follow the Financial Management Guidelines.

7 Social and Environmental Safeguards

An Integrated Environmental and Social Safeguards Framework (IESSF) was prepared for the PRDP to ensure that agricultural and fisheries-based entrepreneurial activities under the I- REAP are environmentally and socially sound. The Social and Environmental Safeguards (SES) takes off from lessons gained from MRDP implementation and integrates policy frameworks on land acquisition, rehabilitation and resettlement, indigenous peoples (IP), and environmental management that are consistent with Philippine laws and World Bank safeguard policies (Refer to the PRDP Integrated Environmental and Social Safeguards Framework (IESSF)).

The IESSF promotes the sustainability of I-REAP enterprises, investments and support facilities through social acceptability, better social inclusion, and environmental management initiatives

during enterprise selection up to implementation. This section provides a detailed guide to the integration of IESSF provisions in I-REAP management and implementation.

The IESSF provides the details of the various social and environmental impact scenarios and the appropriate mitigation measures anchored on documentary requirements. Preparation of the business plan for the proposed clusters of enterprises requires the inclusion of required documents as proof of compliance to the SES of the PRDP. As early as the conception stage and to be finalized during validation by RPCO, all proposals shall undergo mandatory environmental and social screening and the social inclusiveness scoring system using the form provided in the PRDP IESSF to ensure subproject eligibility for funding in terms of safeguards and also to determine the environmental and social aspects and corresponding requirements for the subproject preparation. Table 7-1 summarizes the different social impact scenarios to guide the P/C/MPMIU and proponents as to the type of intervention or documentation needed to establish social safeguard compliance.

Table 7- 1. Summary of Potential Social Impacts and Required Documents for Mitigation

| Potential Social Impact | Mitigation | Required Documents/ Attachments |
|---|---|--|
| Acquisition of land and SROW | <p>Just compensation through mutually agreed compensation scheme consistent with the entitlement policy of the IESSF.</p> <p>Negotiated Settlements, alternative compensation package which, through negotiation, he/she agreed with the project proponent, provided the total equivalent value of the package is not less than replacement cost of all the lost assets.</p> <p>Refer to IESSF for other modes of acquisition</p> | <ul style="list-style-type: none"> ▪ ESMP ▪ Documentation of Compensation Execution [MOU2] ▪ Documentation of appropriate mode of acquisition |
| <p>Physical and or Economic Displacement of Project Affected Persons (PAP)</p> <p>Note: Physical displacement means the</p> | <p>Consultation with and participation of PAPs in planning and implementation of resettlement plans</p> | <ul style="list-style-type: none"> ▪ Documentation of consultations (minutes of the meeting, attendance sheets) ▪ Resettlement Action Plan with |

| Potential Social Impact | Mitigation | Required Documents/ Attachments |
|---|--|---|
| <p>PAP is uprooted or transferred from his present dwelling.</p> <p>Economic displacement is defined below.</p> | Resettlement consistent with the entitlement policy of the IESSF. | <p>comprehensive inventory/survey</p> <ul style="list-style-type: none"> Documentation of Compensation Execution |
| Access restriction to resources | Just compensation of lost asset and provision of livelihood assistance consistent with the entitlement policy of the IESSF. It should be noted that if access restriction constitute loss of more than 20% of the livelihood source or income, the PAP is considered “economically displaced” and should be provided with a RAP which involve livelihood support or restoration (see above). | <ul style="list-style-type: none"> ESMP Documentation of Compensation Execution |
| Community health and safety | Undertake risk assessment to identify potential adverse impacts to the community and seek their acceptance and appropriate management measures through consultations | <ul style="list-style-type: none"> ESMP DOLE OSH Plan |
| Occupational and health and safety | Undertake health screening of workers and comply with the safety measures and good housekeeping as per submitted and approved DOLE Occupational Safety and Health Plan | |
| Possible Spread of COVID-19 virus adversely | Comply to all the requirements needed | <ul style="list-style-type: none"> ESMP |

| Potential Social Impact | Mitigation | Required Documents/ Attachments |
|---|---|---------------------------------|
| affecting Community, Occupational Safety and Health | prior to deployment and continuation of the operations/activities during the COVID-19 Public Health Crisis, as set forth in PRDP Supplemental Guidelines on COSH, a harmonized guide of all national and local issuances relevant to COVID-19 | |

Policy on land acquisition, rehabilitation and resettlement adheres to the principle that areas for the use of prospective enterprise are not forcefully acquired and timely consulted and that all involuntary losses (i.e. whether lands, structures, crops or other properties) of project- affected persons (PAPs) are properly and justly compensated and all those who are displaced (whether physically or economically) are resettled and/or provided with assistance to improve, or at least maintain, their pre-Project living standards and income earning capacity. Land and property donations are accepted provided that execution is voluntary and the deed is duly notarized and annotated by an authorized agency.

Social safeguards for IPs/ICCs necessitate free and prior informed consultation with the IP groups and coordination with the NCIP (Table 7-2). Ultimately, indication of broad community support from IPs would reflect observance of cultural sensitivities associated with such vulnerable groups.

Table 7- 2. Summary of Impacts Scenarios on IPs and Required Documents for Mitigation

| Impact Scenario on Indigenous People | Mitigation | Required Documents/ Attachments |
|---|---|--|
| Enterprises with components located within declared or proposed IPs/ICCs AD | RA 9178 on establishment of exemption of other business related requirements for Barangay SMEs and Administrative Order 03 series of 2012 of NCIP on the Revised Guidelines on free Prior Informed Consent (FPIC) and Related Processes of 2012 | <ul style="list-style-type: none"> ▪ FPIC for other type of investments needing such document, MOA with IP Community ▪ Certificate of Pre-Condition ▪ Documentation of Consultation Processes ▪ ESMP |

| Impact Scenario on Indigenous People | Mitigation | Required Documents/ Attachments |
|---|--|---|
| For enterprises inside AD that are solicited by IP Community or identified in ADSDPP | Validation by NCIP | <ul style="list-style-type: none"> ▪ NCIP Validation Report or NCIP Certification affirming condition ▪ ESMP |
| For enterprises inside AD that were neither solicited by the IPs nor identified in their ADSDPP but the IPs are themselves the primary beneficiaries | Validation by NCIP | <ul style="list-style-type: none"> ▪ NCIP Certification affirming conditions ▪ ESMP |
| Enterprises that are with components located in areas outside declared or proposed IP AD but have significant IPs/ICCs population and the majority of the proponents are not IP members | Conduct of free and prior informed consultation activities and securing broad community support. Incorporation/ integration of an IP Development Plan in the business plan for the purpose of minimizing adverse impacts, if any, to the IP communities and ensuring inclusion of the IPs in the benefits of the subproject. | <ul style="list-style-type: none"> ▪ Documentation of FPIC Consultation (IEC materials, attendance sheets and minutes of meetings) ▪ IP Community Endorsement or Resolution of Support ▪ Business Plan shall include assessment/analysis of the impacts of the I-REAP subproject to the IP community; and ▪ IP Plan |
| Enterprise in areas outside AD but with significant IP population and the majority of the proponents are members of the IP community | No measures needed | <ul style="list-style-type: none"> ▪ Evidence that IP members constitute majority of the proponents ▪ Evidence of consultation conducted ▪ IP community endorsement |

| Impact Scenario on Indigenous People | Mitigation | Required Documents/ Attachments |
|--|--|--|
| Potential damage to cultural properties and resources* | <p>Avoidance through relocation, realignment and redesign of enterprise component.</p> <p>For chance finds or discoveries of archaeological artifacts, immediate coordination with the National Museum is required</p> | <ul style="list-style-type: none"> ▪ Business plan and ESMP indicating avoidance, relocation or realignment of the affecting subproject activity. If the subproject involve significant excavation, proponent is required to adopt the PRDP Chance Find Procedure |

*For inclusion to negative list of enterprises

As for environmental safeguards, with the experience of PRDP through the years, most I-REAP subprojects are micro to small-scale enterprises with localized, manageable and temporary environmental impacts as these are mainly community-based livelihood activities. These enterprise activities involve crop, fishery and animal production, establishment of nurseries, production of organic fertilizer and vermicast, establishment and operation of common service facilities in production, postharvest and processing facilities, as well as establishment of marketing facilities involving consolidation, packaging and trading. Although these enterprises are micro to small-scale, there will still be pollutants and/or contaminants that could potentially cause direct, indirect, or even cumulative adverse impacts to the environment. In addressing these impacts and its potential adverse effects, all subprojects shall undergo screening, preparation, review and approval in accordance with the IESSF, particularly the Environmental Management Framework and Guidelines (EMFG).

The following are the processes in place under the EMFG: (i) Environmental and Social Screening based on the harmonized World Bank Operational Policies and Philippine EIS system (PEIS); (ii) preparation and review of environmental and social assessments (EA/SA); and (iii) preparation of environmental and social management/mitigation plan (ESMP) which are undertaken as part of the subproject business plan.

Environmental and Social Screening. All proposed subprojects, regardless of scale and type of enterprise, shall undergo Environmental and Social Screening to determine its eligibility. The screening process shall be done with due diligence during the validation, business planning, and appraisal stages of subprojects. Eligible subprojects may then proceed with the business plan preparation relevant to safeguards compliance. The PRDP Environmental and Social Safeguards (ESS) Screening Form (Annex 23) shall be used and submitted by the Enterprise Proponent group with the assistance from the LGU, RPCO and/or PSO as part of the business plan.

The screening was based on the harmonized World Bank Operational Policies and Philippine EIS system (PEIS). With the nature of expected I-REAP subprojects, majority will be exempted under the Philippine EIS system. While these enterprises may be micro to small -scale, it may still involve many agricultural activities such as farming of hilly lands, use of pesticides, burning of rice straws and other crop wastes in the field, indiscriminate discharge of effluents from food

and non-food processing plants, livestock and poultry production that may cause undesirable environmental effects. Although these effects may be temporary and negligible, its potential effect to the environment still need to be corrected and mitigated as their impact may become significant. Thus, subjecting the proposed subprojects to environmental screening and eligibility criteria in conformance to the World Bank Operational Policies (Table 7 – 3) and local policies and guidelines to ensure the proper land use and protection of the environment as stated in the IESSF (Table 7-4).

Table 7- 3. PRDP screening guidelines in conformance to World Bank Operational Policies relevant to I-REAP Subprojects

| WB Operational Policy | Screening Guidelines | Required Documents |
|---|---|--|
| OP 4.01 Environmental Assessment | <ul style="list-style-type: none"> · All subprojects will need to undergo Initial Environmental Assessment and Social Assessment (EA/SA) during screening and review and Detailed EA/SA during business plan preparation · Identified potential adverse impacts shall be managed/mitigated through the implementation of an Environmental and Social Management or Mitigation Plan (ESMP) | <ul style="list-style-type: none"> · Signed PRDP ESS Screening Form · Complete EA/SA incorporated in the Business Plan · ESMP |
| OP 4.04 Natural Habitat | <ul style="list-style-type: none"> · Subprojects that are located within or that encroach into any declared or proposed Protected Area of natural habitat (i.e. natural and national parks, primary forests, permanent forest reserves, mangrove forests protected by the government) is not eligible for funding. · Subprojects resulting to significant conversion of any critical natural habitats (i.e. primary forest, critical wetlands, endangered species habitat, etc.) not eligible for funding. · Only subprojects involving natural resource management are allowed inside protected areas. Provided that it is inside the Buffer or Multiple Use Zone as per provisions of the E-NIPAS law or any law creating the Natural Park and potential adverse impacts to the natural habitat has been assessed and provided with mitigation measures. · Subproject proponent must show that subprojects do not result in the | <ul style="list-style-type: none"> · Signed PRDP ESS Screening Form · Complete EA/SA incorporated in the Business Plan · Refer to DENR - Biodiversity Management Bureau for the list and maps of protected areas in the country and over-lay the subproject through the assistance of the assigned Geotagging and Governance technical personnel. · DENR and Protected Area Management Board (PAMB) Clearance with necessary tenurial instrument and inclusion in the Protected Area |

| WB Operational Policy | Screening Guidelines | Required Documents |
|--------------------------------|---|---|
| | <p>conversion of areas of critical natural habitat for use in agricultural production.</p> <ul style="list-style-type: none"> Subprojects involving mangrove rehabilitation and natural resource management inside forests are eligible for funding. However, it must include measures that address any potential impacts on the existing forest and/or the rights and welfare of local communities that are dependent or traditionally have been accessing the forests for their livelihood. Adherence to Community Based Forest Management (CBFM) strategy is deemed compliant to this requirement. | <ul style="list-style-type: none"> Management Plan (PAMP) Community Based Forest Management Agreement (CBFMA) and other relevant environmental permits and tenurial instruments ESMP |
| OP 4.09 Pest Management | <ul style="list-style-type: none"> Subprojects involving the use of Project funds to purchase/procure any chemical pesticide are not eligible for funding. Subprojects involving crop production or post-harvest handling that may require the use of pesticide are not eligible for funding. DA's Integrated Pest Management (IPM) KASAKALIKASAN shall be introduced if not already in the subproject areas and enhanced if already existing. PRDP will expand and institute DA's IPM standard approach to crop husbandry and pest management and adopt the existing guidelines. Project shall further strengthen the implementation of the existing regulations on the use of agrichemicals and other pesticides, identify banned pesticides and compounds from usage, and formulate mitigating measures to lessen, if not avoid, the hazards to human health and the environment brought by pesticide utilization. Project collaborate with research institutions and technical experts with whom DA has been partnering | <ul style="list-style-type: none"> Signed PRDP ESS Screening Form Complete EA/SA incorporated in the Business Plan Evidence that the subproject has been trained on DA IPM-FFS (KASAKALIKASAN) program of DA and other environmentally friendly agricultural practices Training Plan of Enterprise PGs on proper handling of pesticides and other environmentally friendly agricultural practices (Organic Agriculture, GAP, GAqP, GAHP, GMP, etc.) ESMP |

| WB Operational Policy | Screening Guidelines | Required Documents |
|---|--|---|
| | <p>for capacity-building activities to ensure full integration of IPM Project in the whole production system, including the sustainability of the natural resources and protection of the environment.</p> <ul style="list-style-type: none"> Other environmentally friendly agricultural practices and standards shall be strongly encouraged to the Proponent Groups such as Organic Agriculture, Good Agricultural Practices (GAP), Good Animal Husbandry Practices (GAHP), Good Aquaculture Practices (GAqP), and Good Manufacturing Practices (GMP), among others. | |
| <p>OP 4.11 Physical Cultural Resources</p> | <ul style="list-style-type: none"> Project will not fund subprojects that displace, damage or render, inaccessible or inoperable, sites or structures of cultural or historical significance. For potential archaeological or paleontological sites, IESSF Annex H-2 Chance Find Procedures shall be followed. | <ul style="list-style-type: none"> Signed PRDP ESS Screening Form Complete EA/SA incorporated in the Business Plan Attach Annex H-2 Archaeological Chance Finds Procedure Refer to the National Commission for Culture and the Arts for the list of all cultural properties of the country and NCIP for the list and maps of ancestral domains/claims and location of IP/ICC communities. ESMP |

Table 7- 4. Local policies and guidelines on land use and protection of the environment

| Particulars | Local policies and guidelines |
|------------------------|--|
| Forests | <ul style="list-style-type: none"> Existing mangrove forests shall no longer be subjected to alternative land use conversion but shall be maintained in support of fishery production and coastal protection Projects. Remaining forests within area of influence of PRDP subprojects shall be protected from agricultural encroachments, illegal logging and forest product harvesting and hunting; if forests are present within the influence area of FMRs, the concerned LGUs must include a forest protection plan/Project in conjunction with the subproject proposal. |
| Upland Areas | <ul style="list-style-type: none"> Gently to moderately sloping grasslands (5-18% slope) may be put to intensive agricultural production that requires seasonal and periodic cultivation using sloping agricultural land technologies (SALT). Grassland areas with slope gradients of 18-30% if utilized for agricultural production should be utilized only for establishment of orchards and industrial tree plantation. Grassland/open lands with slope gradients of 30-50% or more shall only be developed into intensive agro-forestry farm or utilized as community forest. |
| Water resources | <ul style="list-style-type: none"> All stream banks starting from 100 meters above sea level up to the highest tributary shall maintain a 50-meter and 20-meter vegetative riparian buffer for riverbanks and creek/stream bank protection, respectively. Areas utilized for aquaculture/fishpond shall maintain a 50-meter mangrove buffer between the fishpond and open sea for coastal protection Establishment of pasture areas shall include planting of shade trees on 20-meter wide strips on both sides of creeks/rivers Mudflats on coastal areas covered under NRM subprojects shall be planted to mangrove species. |

Aside from conformance with the World Bank policies and guidelines, as mandated by the Philippine Government, all subprojects screened will be subjected to the PEIS. The PEIS established four project categories that indicate the magnitude of potential impacts to the bio-physical and socio-economic environment. The categorization determines the type of document that is needed to secure an Environmental Compliance Certificate (ECC) or Certificate of Non Coverage (CNC). Category A is for Environmentally Critical Projects (ECP) and would require an Environmental Impact Statement (EIS). Category B Projects are undertakings located within Environmentally Critical Areas (ECA) and would require an EIS, Initial Environmental Examination (IEE) Report or IEE Checklist depending on the size and scale of the project. Category C is for environmental mitigation or enhancement projects, to include reforestation activities, artificial reef establishment, embankment and riverbanks stabilization works. Category D on the other hand, is for projects that are outside the coverage of PEIS System due to the minimal nature of environmental impacts. Categories A and B would require an ECC while Categories C and D projects would require CNC.

The Project is not expected to support ECP subprojects which include heavy industries, resource extractive industries and major infrastructure works. Prospective I-REAP enterprises are expected to fall under Categories B or D. Table 7-5 provides the threshold levels of enterprise components to guide the LGU and Enterprise Proponent Groups with regard to compliance to the Philippine EIS System. It is expected for Category B subprojects to secure ECC as part of the business plan prior to the approval of the enterprise while CNC for Category D subprojects is optional.

Table 7- 5. Summary of Threshold Levels - Potential I-REAP Enterprise Components

| Possible Enterprise Components for I-REAP | Project Size Parameters | Category B | Category D |
|--|--|------------------------------------|--------------------------------|
| Rice/Corn Mill | Milling Rate | > 1 ton/hr | < 1 ton/hr |
| Poultry | Stock Population | > 10,000 heads but < 100,000 heads | < 10,000 heads |
| Pigs/Goat (enclosed) | Stock Population | > 100 heads but < 5,000 heads | < 100 heads |
| Fishery/Aquaculture Projects using fresh or brackish water | Total water spread area to be utilized | > 1 hectare but < 5 hectares | < 1 hectare OR seaweed farming |
| Compost/ fertilizer making | Daily capacity | > 3,750 MT annual capacity | < 3,750 MT annual capacity |
| Agricultural plantation | Area to be planted | EIS: > 500 hectares | < 50 hectares |

| Possible Enterprise Components for I-REAP | Project Size Parameters | Category B | Category D |
|---|-----------------------------|---|------------------------------------|
| | | IEE: > 50 hectares but < 500 hectares | |
| Agricultural Processing including rice, corn, fruits and vegetables and other agricultural products | Annual production capacity | EIS: > 50,000 MT | < 5,000 MT |
| | | IEE: > 5,000 MT but < 50,000 MT | |
| Processing of dairy products | Monthly production capacity | EIS: > 10,000 L (liquid) OR > 100 MT (solid) | ≤ 100 L (liquid) or ≤ 1 MT (solid) |
| | | IEE: > 100 L but < 10,000 L (liquid) OR > 1 MT but < 100 MT (solid) | |
| Coconut processing plants | Annual production capacity | EIS: > 25,000 MT | ≤ 200 MT |
| | | IEE: > 200 MT but < 25,000 MT | |
| Animal products processing | | EIS: > 2,500 MT | ≤ 200 MT |

| Possible Enterprise Components for I-REAP | Project Size Parameters | Category B | Category D |
|---|--|------------------------------------|-------------|
| (fish/meat processing, canning, slaughterhouses, etc.) | Annual production capacity | IEE: > 200 MT but < 2,500 MT | |
| Other types of food (and other food by-products, additives, etc.) processing industries | Annual production capacity (finished product) | EIS: > 50,000 MT | ≤ 200 MT |
| | | IEE: 200 MT but < 50,000 MT | |
| Leather and related industries | Annual production capacity | > 200 MT but < 2,500 MT | ≤ 200 MT |
| Paper and plastic based products | Annual production capacity | > 15,000 MT | < 15,000 MT |
| Commercial buildings and other similar structures including food preservation (e.g., drying, freezing) and other methods aside from canning | Area to be utilized (gross/total floor area including parking and other areas) | EIS: > 5.0 hectare | < 1 hectare |
| | | IEE: > 1 hectare but < 5.0 hectare | |
| Storage facilities, toxic/hazardous materials | Storage capacity | EIS: > 1,000 MT | None |
| | | IEE: < 1,000 MT | |

| Possible Enterprise Components for I-REAP | Project Size Parameters | Category B | Category D |
|---|----------------------------|--------------------------------|---|
| Batching and Cushing plant, sand and gravel washing | Type and year of operation | Regardless of size or capacity | Mobile or to be operated for less than 1 year |

Preparation and review of environmental and social assessments. Subprojects that have passed the environmental screening shall proceed to the business plan preparation which includes the detailed environmental and social assessments (EA/SA). This is to ensure that all potential environmental and social impacts of the subprojects are identified and will be addressed during construction of civil works and implementation of the enterprise operations.

The EA/SA shall contain sufficient information about the environmental and social conditions per specific subproject site and its relevant mitigation/management measures. The assessment section will contain disclosure statements on the conducted consultations among the PG members and nearby communities, status of land acquisition, applicability of physical and economic displacement, presence of IPs/ICCs, and environmental screening and conditions. Required compliance documents stipulated in Tables 7-1, 7 -2, and 7-3, in cases of land acquisition, resettlement, IPs/ICCs involvement, and/or environmental clearances shall be packaged in the business plan for safeguards review and approval.

Compliance to the provisions of respective safeguards documents will form part of the conditionalities stipulated in the IMA between the PRDP, LGU and the I-REAP Enterprise PG. The Project has prepared a guide in the preparation of the EA/SA (IESSF Annex C – 2) which shall be conducted by the I-REAP Enterprise PG with assistance of the LGU and shall undergo safeguards compliance review and approval at the RPCO, PSO, and NPCO.

Preparation of Environmental and Social Management/Mitigation Plan. The ESMP shall be prepared to incorporate all subproject specific environmental and social assessments and relevant mitigation/management measures to avoid/minimize the potential adverse impacts of the enterprise. Table 7 - 6 shows some of the potential adverse environmental impacts and mitigation measures that shall be considered in the EA/SA and preparation of the ESMP. ESMP templates for various enterprise subprojects (General, Crop Production, Animal Production, Aquaculture, Food Processing and Non-Food Processing) have been developed which shall be tailored to the subproject specific assessment and mitigation measures (Refer Annexes 24-29 of this manual for ESMP Templates).

For construction of infrastructure/civil works, the winning contractor will be required to prepare a Contractor's ESMP, incorporating all measures in the approved ESMP for which the contractor is responsible for and standard construction industry practice on occupational health and safety (Refer to IESSF Annex E-11 for the Preparation guidelines). In addition, Siting Criteria and

Operational Guidelines of spoil/excess soil disposal sites (IESSF Annex E-10) shall be required as attachment to the ESMP.

Table 7- 6. Potential Adverse Environmental Impacts relevant to I-REAP Subprojects

| Potential Adverse Environmental Impacts | Mitigation Guidelines |
|--|---|
| Disturbance to natural habitat due to loss of vegetation in the expansion of production areas and loss of trees due to construction of civil works | <ul style="list-style-type: none"> · Clearing of vegetation and cutting of trees shall be avoided · If cutting of trees cannot be avoided, design of the project shall consider earth balling or minimize cutting of trees. · A tree cutting permit from DENR shall be secured. · Planting of replacement trees in accordance to DENR guidelines in terms of appropriate species and quantity shall be conducted. · As an environmental advocacy, consider incorporation of tree planting activities as part of the Enterprise PGs social responsibility. |
| Soil and water pollution due to increased solid waste generation during construction of facilities and operation of enterprises | <ul style="list-style-type: none"> · Establishment of Materials Recovery Facility (MRF) to allow the regular conduct of segregation of biodegradable and non-biodegradable wastes, recycling and residuals collection/disposal. · No burning of solid wastes should be done. Proper handling, collecting and disposal of construction and enterprise operations wastes in accordance to the existing national and local policies. · Employ composting for the biodegradable waste to produce organic fertilizers. · Animal manure deposits should be far from any water resources (i.e. creeks, rivers, and springs). · Cover excreta with soil to avoid breeding of flies, and other insects. |
| Water pollution and water quality degradation due to waste water generation during construction and operation of enterprises | <ul style="list-style-type: none"> · Set up adequate latrine/toilet facility at the base camp and infrastructure with a septic tank during construction. · Strictly observe proper waste handling and disposal during construction. · Set up silt trap/stilling ponds to minimize downstream siltation during construction. · Production of large amount of liquid organic waste that requires treatment before disposal shall set-up a wastewater facility and water impoundment. · Only treated water will be allowed to discharge in any receiving body of water. · Untreated wastewater should not be used for irrigation · Wastewater treatment should include effective organic removal and enough aeration. · Provide water impoundment for water recycling and irrigation purposes. |

| Potential Adverse Environmental Impacts | Mitigation Guidelines |
|---|---|
| Potential increase and indiscriminate use of inorganic fertilizer and other agro-chemicals | <ul style="list-style-type: none"> For Pest Management, seek for the assistance on DA's IPM KASAKALIKASAN through the LGU Agriculture's Office Farmers to undergo training on proper handling and application of pesticides and agrochemicals based on the DA – Fertilizer and Pesticides Authority. Farmers to undergo training on soil management and encourage use of organic fertilizer. Proposed plantation site to undergo soil test and appropriate/approved fertilization should be followed based on GAP, GAqP, and GAHP. Practice organic farming if fertilizers are needed to get rid or minimize the use of synthetic chemicals Practice recommended application of fertilizers and other agro-chemicals to avoid excessive residues. |
| Soil and Water pollution due to regular use and disposal of hazardous chemicals needed in the enterprise | Adhere to Toxic Substances and Hazardous and Nuclear Wastes Control Act of 1990 (Republic Act No. 6969) that regulates the use, handling, storage, and disposal of hazardous chemical substances and wastes that would cause unreasonable risk and/or injury to health and the environment. |
| Competition in water use with the existing community | <ul style="list-style-type: none"> Careful selection of project site to avoid disruption of community's traditional water demand. Obtain water permits from NWRB if a new water system will be installed. Implement rain water harvesting and similar measures as an alternative source of water |
| Depletion of water resources | <ul style="list-style-type: none"> Implement rain water harvesting and similar measures as an alternative source of water. Observe water conservation measures in the operations especially during washing and cleaning Obtain water permits from NWRB if a new water system will be installed. |
| Adverse environmental degradation in the fishpond and marine ecosystem due to accumulation of bio-sediments at fishpond bed due to the intensive fishery activities and its discharge into the open sea | <ul style="list-style-type: none"> Adherence to the standards of Good Aquaculture Practices and BFAR guidelines in terms of feeding, carrying capacity of the body of water/fishpond and enough distance for the installation of the water breeding spaces. Fishpond bio-sediments should be cleaned up through bottom suction and slurry sediments should be collected, dried, and used as organic fertilizers. Installation of wastewater facility and only treated water will be allowed to discharge in any receiving body of water. Seek the assistance of government agencies (DA-BFAR and LGU) and professionals for indicator parameters. |

| Potential Adverse Environmental Impacts | Mitigation Guidelines |
|--|--|
| Soil erosion due to excessive agricultural production | <ul style="list-style-type: none"> · Application of sloping agricultural land technologies (SALT) in gently to moderately sloping lands. · Implement soil erosion control measures such as cover crops and mulches, establishing leguminous ground cover and apply plant residues, grass barriers. · Plant grass in strips along the contour lines. |
| Nuisances on odor and dust | <ul style="list-style-type: none"> · Proper collection and management of solid waste, animal excreta, and other organic wastes · Practice sanitary housekeeping in the area. · Provide plant or trees fence as cover or buffer to minimize bad odor and dust · Practice composting of bio-degradable wastes such as animal manures and other organic wastes to produce organic fertilizers and other uses · Install an anaerobic treatment through a bio-gas digester to control odor and methane from the animal excreta |
| Food safety concerns due to mishandling and malpractices in food production and processing | <ul style="list-style-type: none"> · Conformance and training to Food Safety standards · Training on Good Manufacturing Practices (GMP) and Hazard Analysis and Critical Control Points (HACCP) |

The Project adheres to the Bank Procedure (BP) 17.50 or Disclosure Policy that promotes transparency, accountability, and accessibility to information. The disclosure policy supports decision making by the Project through allowing public access to information on environmental and social aspects of the subprojects. With this, in compliance with the disclosure policy, all subprojects shall disclose pertinent environmental and social safeguards project documents at the PRDP website.

During subproject implementation, compliance with the safeguards requirements, especially in the ESMP measures by the I-REAP Enterprise PG and any actual environmental and social issues associated with the enterprise that may crop up during the course of construction and operation activities will be periodically monitored. PRDP NPCO/PSO/RPCO and the LGU involved shall have a regular monitoring visit, joint inspection during construction, and supervision during operation of the enterprise. Consequently, the subproject Enterprise Proponent Group shall conduct a self-monitoring every month and submit the PRDP Environment and Social Safeguards Compliance Monitoring Report to the RPCO (Refer to Annex 39).

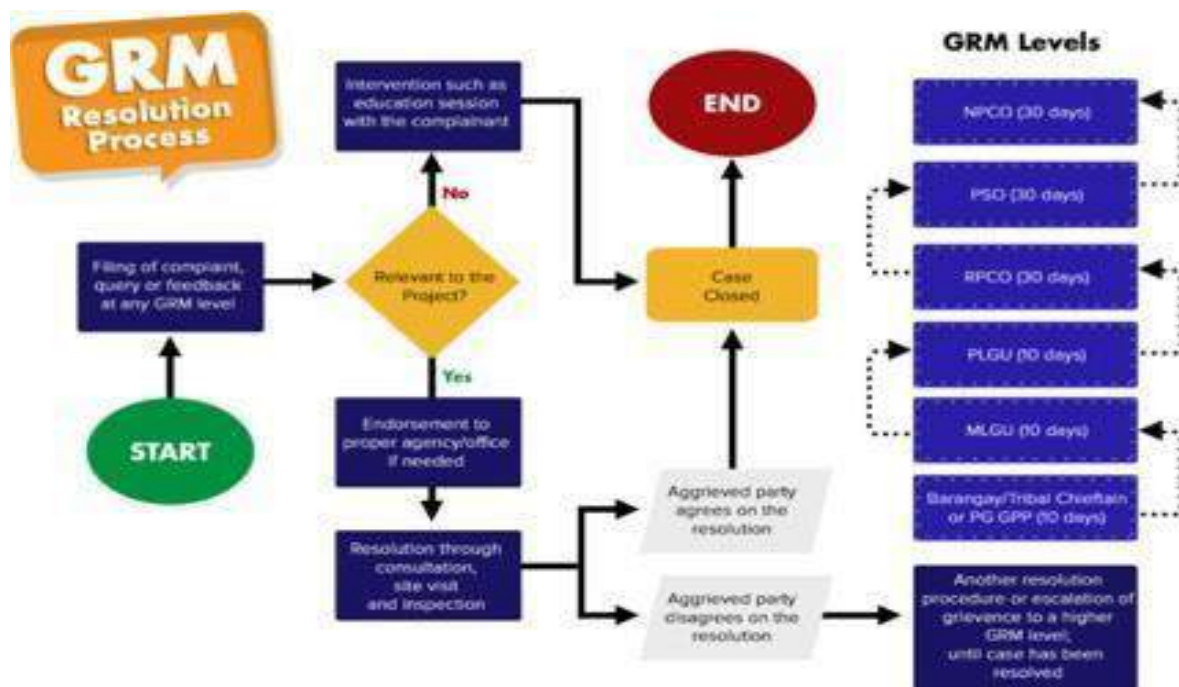
8 Grievance Redress and Feedback Mechanism

I-REAP subprojects will be covered by the Project-wide Grievance Redress Mechanism (GRM) system to be established in all participating Local Government Units (LGUs) and Proponent Groups (PGs). All I-REAP subproject proposals must clearly indicate adoption of the GRM system. No I-REAP subproject will be implemented without demonstrating that a functional GRM has already been established and adequately disseminated within the subproject area.

The Project GRM will have the following elements:

1. Requirement. Each I-REAP subproject will have a system for airing and resolving grievances at the community level that will generally conform to the GRM framework of the Project. For the details of the PRDP GRM Framework, refer also to the IESSF of the Project.
2. Objective. The objective of Grievance Redress Mechanism is to provide stakeholders with a mechanism to voice out feedback and complaints at the subproject level and to provide the project management a means to hear and resolve complaints on the subproject.
3. Grievance Point Person or Committee. The PSOs, the RPCOs, PGs for Enterprise Development Subprojects and the LGU Governors/Mayor's Offices will each nominate and train one of their officers to be a Grievance Point Person (GPP) for project-related issues or a Committee may also be formed. The PGs may opt to utilize their existing mediation committees for their subproject. For Indigenous Peoples PGs, the Project also recognizes their traditional structures for resolving conflict such as the Council of Elders.
4. Mode of Uptakes. All Query/Feedback/Complaint may be directed at any level - NPCO, PSOs, RPCOs, PGs, Tribal Chieftain and LGUs (PLGU/MLGU/CLGU/Barangay) - by means of various uptakes such as via call, text messaging, e-mail, PRDP GRM Web-based Registry (www.grm.daprdp.net/grm), PRDP Facebook page, PRDP Twitter account, letter, drop box, and personal appearance. At the barangay level, drop box and personal appearance are minimum uptakes. Additionally, complainants have the right to stay anonymous depending on the situation, provided that contact information is made available by the complainant for verification and communication purposes
5. Resolution of the Complaints. The Grievance Committee or GPP will be responsible for the initial screening of feedbacks and complaints, as well as, the organization of preliminary meetings with concerned parties to establish the critical path to resolution. A registry of feedback or grievances received will be maintained by the GPPs for reporting to the NPCO and the World Bank, specifically for associated follow-up, resolution or non-resolution of issues. Feedback/grievance registries will be consolidated by the NPCO for discussions on how to further enhance PRDP systems based on the feedback and complaints. (See figure 8-1 for the GRM Resolution Process)
6. Grievance Reports. The safeguards focal persons of the LGU acting as secretariat to the Grievance Committee will compile all complaints and monitor their status as well as the actions undertaken by the committee. A semi-annual report on the grievances will be prepared and submitted to their RPCOs.

Figure 8- 1GRM Resolution Process Flow



9 Geomapping and Governance

Applied Geotagging Technology (AGT) promotes the principle of transparency & governance in PRDP subproject implementation. Its objective is to show the location based investment of a business enterprise during proposal, implementation and monitoring stage.

9.1 Subproject Proposal Stage

The AGT requirements may vary depending on the business model, commodity and type of enterprise the PG may propose. The following are the minimum requirements prior to subproject approval:

9.1.1 Google My Maps Placemark/Markers

Set placemarks/markers on the identifying reference points to describe the location of the proposed subproject are required. Minimum requirements include:

1. Placemark of Local Government Office (i.e. Capitol, Municipal Hall, Barangay hall) where the subproject is under its jurisdiction;
2. Digitized track of the nearest route from Local Government Office to the proposed subproject site ;
3. Office location of the proponent group;
4. Office location of Cluster Group/Cooperative/Organization Office

Depending on the business plan, supplemental requirements include:

1. Location of local major target markets (within the province);
2. Location of non-local major target markets (excluding overseas);
3. Location of major competitors;

4. Location of (existing & proposed) garage (hauling truck, farm tractor, delivery van);
5. Location of existing & proposed Dock (motorized banca, module, fish cage);
6. Other Related /Similar Structure with the same line of business (existing & proposed)

9.1.2 Proposed Construction Site of Proposed I-REAP Infrastructures

For civil works, minimum requirement at least (4) four geotagged photos of site and existing permanent structure of the proposed site.

9.1.3 Source Location of Raw Materials, Animal Stocks and Machinery Users

Raw material source location determines the availability and sufficiency of raw material to be supplied/processed in the proposed business enterprise. The following are the classification where it is applicable to business plan:

1. Commodity polygon - verifies the availability and sufficiency of raw material source to be used or processed in the business plan. The polygon is digitized using Google My Maps web mapping platform. The total area (digitized) is at least 50% of the total commodity area (as stated in the Business Plan). It is the derived or equivalent commodity area (Hectares) based on volume to be used or processed annually.
2. Farm animal headcount data from the Municipal Agriculturist Office by Barangay - is used to determine the relative location of animals, verify the availability and sufficiency of the source of raw material (dairy milk/meat) to be used or processed as stated in the business plan. The Farm Animal headcount data by Barangay will be used for visualization through google maps to determine the relative location vis-a-vis pasture area using available satellite imagery and number of animals needed based on Business Plan.
3. Farm machinery target user (polygon) - Digitized farm machinery user location is used to determine the relative location of farm, verify the availability and sufficiency of the farmer user of farm machinery. The polygon is digitized using Google My Maps platform. The total area (digitized) is 50% of the total commodity area (based on Business Plan). The effective area is the derived or equivalent farmers' area (Hectares) that farm machinery service will provide annually. For instance, how many hectares will be plowed or harrowed per year for business to be feasible? No geotagged photo of the area is needed.

9.2 Subproject Implementation Stage

Each enterprise subproject shall have an AGT Plan based on the Procurement Plan and Work and Financial Plan. This includes the following minimum AGT requirements:

9.2.1 Infrastructure Construction

AGT requirement for infrastructures will use the I-BUILD Operations Manual.

9.2.2 Goods

Geotagged photos should be taken at the end user location with at least two (2) geotagged photos per unit. The following are the minimum AGT requirement of Goods where it is applicable:

1. For transport vehicles (i.e. truck, farm tractor, banca (motorized/non-motorized etc.); farm machinery/equipment (i.e. thresher, cassava granulator etc.); processing

equipment (i.e. spindle, fiber extractor, weighing scale, milk cooling tank, dryers etc.); small equipment, Geotagged photo (either front/side/back) and identification mark (i.e. plate number, serial number etc.) are required;

2. For animal dispersal (i.e. dairy cows, goats, etc.), geotagged photos with the recipient/end user residence or animal corral/pen/barn at sampling size of maximum thirty (30) recipient scattered in various location are required;
3. For production support assistance which includes the following but not limited to; seeds, seedlings, (grafted, tubers, suckers, stalks, cuttings, etc.) organic fertilizer, seaweeds, fingerlings, mussel (bivalves shell), geotagged photos with the recipient/end user farm or residence upon delivery/receipt at sampling size of maximum thirty (30) recipient scattered in various location.

9.3 Subproject Monitoring Stage

Upon completing implementation, monitoring of the success indicators will be done by the GGU NPCO/PSO/RPCO within the duration of PRDP. The following are the minimum AGT requirements where applicable to each enterprise:

9.3.1 Production Support Assistance

Production support assistance includes the following but not limited to; seeds, seedlings, (grafted, tubers, suckers, stalks, cuttings, etc.) organic fertilizer, seaweeds, fingerlings, mussel (bivalves shell) at sampling size of maximum thirty (30) recipient scattered in various location, if applicable.

1. Geotagged (at least four) photo of crop (vegetative stage and before harvest) and digitized polygon of farm location, based on enterprise, every production cycle;
2. Geotagged (at least four) photo of fish/mussel (grown out and before harvest) and digitized module location; and
3. Geotagged photo (at least two) photo of animals (with offspring) and owner.

9.3.2 Infrastructure and Equipment

For infrastructure and equipment, Geotagged (at least four) photos shall be taken twice a year.

9.3.3 Success Indicator

For documentation and monitoring of accomplishment of success indicators, Geotagged (at least four) photos as proof of accomplishments and or polygons of expansion areas (if applicable) shall be taken twice a year. (i.e. increased coop membership by 5%, expansion of production by 5%)

10 Results Based Monitoring and Evaluation (RBME) System for Enterprise Development Component

10.1 Introduction

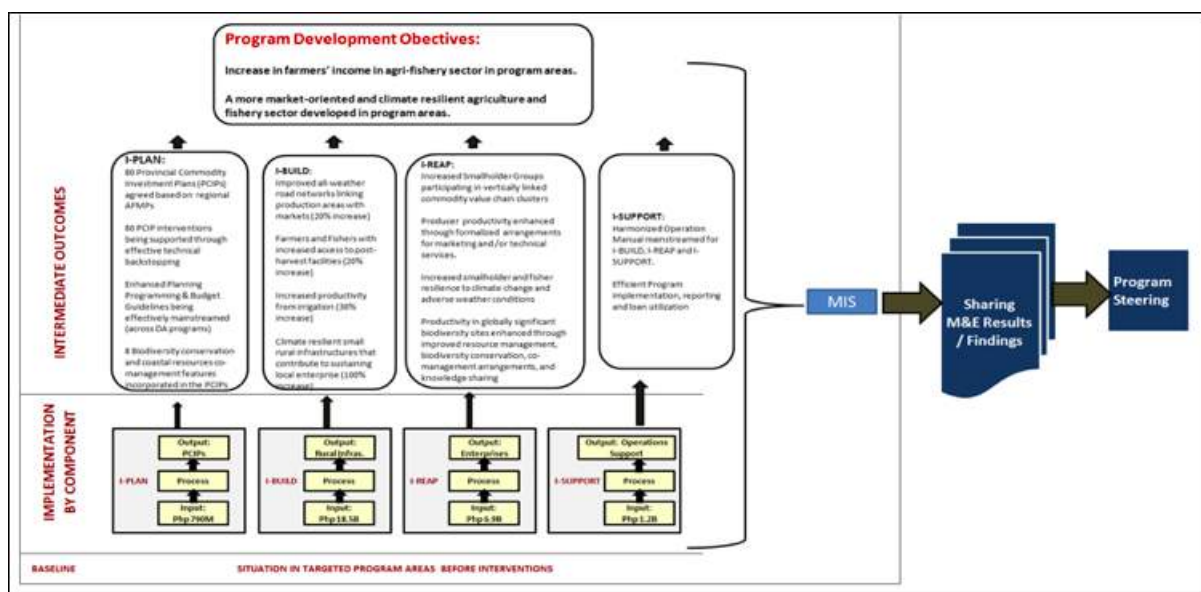
This document defines the scope, responsibility centers, procedures and instruments to be used in the monitoring and evaluation of the progress of the PRDP Enterprise Development Component (I-REAP). The information are excerpted from the revised Results-Based M&E Guidelines.

It is prepared by the NPCO M&E Unit as a reference of the NPCO I-REAP Component in updating the I-REAP Component Operations Manual Section on the monitoring and evaluation of the enterprise development subprojects

10.2 Overview of the PRDP RBME Framework

The PRDP RBME schematic framework (see Figure 10-1) embarks on the Project's Results Framework and Arrangement for Monitoring and is at play with the three aspects of building-up a results-based M&E system. These cover the baseline information, input-process-output or progress M&E and result M&E. (Refer to RBME Guidelines).

Figure 10- 1. The PRDP RBME Schematic Framework



10.3 Operationalizing the PRDP RBME System for the Enterprise Development Component

The monitoring of the progress of the enterprise development subprojects that are proposed by the proponent groups for financing under the Enterprise Development Component shall start from the period the proponent group of the proposed subproject attended the Workshop on Business Plan preparation and shall end upon completion of the subproject as validated or confirmed by the concerned PRDP Regional Project Coordination Office (RPCO) and Project Support Office (PSO). The said subprojects shall be registered to the PRDP RBME system to be officially listed for funding under enterprise development.

Refer to Annex 41 for the step by step procedures on the registration of the subproject and updating of its progress from approval, implementation and completion.

10.3.1 Monitoring and Evaluation of Enterprise Subprojects

10.3.1.1 Monitoring of Enterprise Subprojects

Scope. The monitoring of the progress of the enterprise subprojects will be grouped into three major stages: 1) SP Preparation, 2) SP Implementation and 3) SP Operations.

1. SP Preparation focuses on the SP development up to approval of subproject proposal thru the issuance of NOL 1.

2. SP Implementation focused on the procurement and delivery of interventions per package to the proponent groups.
3. SP Operations focuses on the operations of the enterprise, including the delivery of interventions to the target farmer/fisher beneficiaries.

Instrument Used. Reporting of progress of the Enterprise SPs will largely be done through the DA-PRDP Management Information System.

10.3.1.2 Monitoring Procedures and Responsibility Centers

The I-REAP Components at the RPCO shall be responsible for the overall monitoring and reporting of the progress of each enterprise subproject in the DA-PRDP MIS. These responsibilities shall be co-shared by the concerned Components/Units for a particular aspect of the SP Implementation, particularly on the following areas:

- a. Implementation of Civil Works – The I-BUILD Component shall be responsible for uploading the monthly POW updates.
- b. Procurement per Package – The Procurement Unit shall equally assist in the encoding and updating of progress on the procurement of the IREAP SP packages real-time.
- c. Financial Progress – The Finance Unit shall equally ensure that related finance data and updates shall be reported in the MIS real-time.

Each RPCO has designated focal persons to report the progress of enterprise subprojects in the Region.

While users of the I-REAP Module of the system are at large staff from the I- REAP Component, the M&E Units at the RPCOs, PSOs and NPCO shall have the overall responsibility to coordinate and ensure efficient use of the system in their respective offices and provide feedback using the information contained in the system. Their specific tasks are as follows:

- a. Monitor and coordinate compliance of the designated persons to report progress through the web-based M&E system and ensure that updates are provided in a timely manner. Should the designated staff for certain circumstances cannot access or register progress in the system, the RPCO M&E unit staff may register the progress based on the information provided by concerned Unit/Component.
- b. Monitor the completeness and quality of the information provided in the system and provide feedback to the concerned components/units for necessary updates.

Evaluate the progress of the I-REAP subprojects in the Region using the reports or data sets that are automatically generated by the system. A feedback containing an aggregate assessment on the status of I-REAP subprojects, outstanding issues and concerns including measures being or need to be undertaken shall be provided to the management and the I-REAP Component as bases for Project steering and making decisions regularly.

10.4 Subproject Results M&E Subsystem

10.4.1 Subproject Baseline Data

The baseline data corresponding to the specific objectives of the proposed enterprise development subproject needs to be established during the preparation of the subproject. This is to facilitate comparison of changes in the condition of beneficiaries from without to with-subproject periods.

The gathering of the baseline of the subproject (e.g., incomes of households of members of the enterprise, number of members (by sex), number of IP and Non-IP members, etc.) shall be done during the preparation of the subproject proposal particularly in the period after identifying the final list of proponent groups to benefit from the proposed subproject.

In order to ensure compliance of the proponent LGUs, the SP Profile Form that includes baseline data of the subproject is set as part of the requirements for the issuance of No Objection Letter (NOL) 1 for the enterprise development subprojects.

While some of the information required in the SP Profile form are available and can be gathered from PG Farmers master list, other data particularly the average annual income of households of members in each PG (broken down according to source e.g, On-Farm, Off-Farm and Non-Farm) and others, can be obtained through a survey with the PG members. The procedures for the survey including the necessary collaboration between the Project and the PP/C/MLGUs, and the Proponent Groups are explained in the succeeding parts

10.4.1.1 Timing of the Survey

The survey for the profile of members of PGs to benefit from the enterprise development SP shall be undertaken once a Proponent Group has been validated and confirmed by the PSO prescribed in the PG validation and confirmation criteria.. This means that ideally, such a survey is necessary to be completed before a certain Proponent LGU (with PGs) is asked to participate in the Workshop on Business Plan Preparation.

This will ensure that the LGU and PGs have the necessary data to complete filling out of the SP Profile form during the said workshop (Refer to RBME Guidelines for the SP Profile Form).

Alternatively, a Proponent LGU (with PGs) may be required to attend the Workshop on Business Plan Preparation though such survey is not yet undertaken/ completed. This is to prevent absence of the survey from causing delay in the technical assistance to a Proponent LGU and PGs on the formulation of Business Plans of the proposed SPs. Under this option, the filling out of SP Profile Form during the workshop will still commence to cover data that are not dependent on survey (e.g. number of male and female members, IP and Non-IP members, etc.). The survey among members to complete the SP Profile Form will be undertaken while developing the SP Business Plan. It is necessary that the subproject profile, which includes baseline data, be completed prior to presentation of the subproject for RPAB approval.

10.4.1.2 Mechanics for the Conduct of Survey

The conduct of survey for the profiling of PG members shall be undertaken by the Proponent Groups and the P/C/M LGUs and PGs with guidance from the concerned Regional Project Coordination Office (RPCO) through its I-REAP component and M&E unit with support from the PSO and NPCO as necessary. A survey questionnaire and the guide in conducting the survey will be provided by the NPCO I-REAP component and NPCO M&E Unit.

10.4.2 Conduct of Rapid Appraisal of Emerging Benefits (RAEB)

At least one (1) completed production cycle (with-enterprise scenario) after the completion of the subproject, the RPCO M&E Unit, Econ Group and I-REAP Component with support from the PSO and NPCO shall conduct a RAEB that will seek to gauge and understand the emerging benefits or success of the enterprise subprojects that have improved operation through investments provided by the PRDP I-REAP Component. In particular, changes in income, increased number of members especially women, employment generated and other socio-economic benefits shall be assessed. The details of the process and instruments for the conduct

of the RAEB are provided in the Framework for the Conduct of RAEB discussed in the RBME Guidelines.

10.5 Results M&E

Monitoring and evaluation of intermediate results expected from I-REAP Component will be part of the Project Mid-Term and End-of-Project Evaluation Studies as specified in the PRDP Results Framework. The DA may engage the same firm or external group that conducted the baseline study or other firm / group as may be deemed necessary. The specific result indicators expected to be achieved in implementing the I-REAP Component contributing the development objectives of the project are shown in Table 10-1 below.

Table 10- 1. Intermediate Outcomes to be Achieved under I-REAP Component

| Indicator Name | Definition/ Description | Frequency | Data Source | Methodology for Data Collection | Responsibility for Data Collection |
|---|--|---|---------------------------------|---|------------------------------------|
| Proponent group members operating viable enterprises | Viable enterprise refers to (i) profitability, (ii) solvency. Proponent Group members supported by PRDP based on VCA and PCIP that have received all interventions based on the approved business plan and is operating profitably for at least one year or one operating cycle, whichever is applicable and has future plan to sustain operations. | Continuous (based on real time reporting in the PRDP MIS) | PRDP MIS and Progress Reports | Real-time reporting of updates in the MIS | PRDP NPCO, PSOs and RPCOs |
| Women directly benefiting from enterprise development | Proportion of women members out of the total number of members in proponent groups. | Continuous (based on real time reporting in the PRDP MIS) | PRDP MIS/ EOMS | Real-time reporting of updates in the MIS/ EOMS | PRDP NPCO, PSOs and RPCOs |
| Producer productivity enhanced through arrangements for marketing and/or technical services | Contractual and formalized arrangements for marketing of produce and /or provision of technical services. This excludes groups under rehab / restoration and GEF sub-projects. | Continuous (based on real time reporting in the PRDP MIS) | EOMS/ I-REAP monitoring reports | Real-time reporting of updates in the EOMS/ Periodic monitoring reports | PRDP NPCO, PSOs and RPCOs |

Annex 1 - Sample Menu of Enterprises to be Supported by I-REAP Sub-Component
3.1: Rural Agri-fishery Enterprise and Productivity Enhancement

Production and Productivity Enhancement

- A. Crops subsector
 - establishment of nurseries
 - establishment and operation of common service facilities equipped with production and post production machineries including tractors, farm implements, threshers, seed cleaners, sprayers, etc.
 - organic fertilizer and vermicast production
- B. Livestock subsector
 - livestock improvement (through artificial insemination facility development)
 - establishments of breeder and multiplier farms
 - community-based feed milling and mixing facility
- C. Fishery subsector
 - community-based planting materials production facility development for seaweeds
 - community-based fingerling production facility development
 - fish cages facility development
 - aquaculture facility development through establishment of communal fish farms, etc.

Postharvest and Processing Facilities

- A. Crops
 - Development of common service facilities for primary post harvest processes (drying facilities, fermentation houses, mills, community warehouses for cereals, cold storage facilities for high value crops, VHT/HWT facilities, etc.). These may also be integrated in the establishment of processing facilities.
 - Establishment of food processing facilities for high value crops fully equipped with appropriate equipment and machineries
- B. Livestock
 - Establishment of slaughterhouses, dressing plants, meat fabrication/cutting and storage plants.
 - Establishment of meat processing facilities equipped with appropriate machines and equipment
 - Establishment of milk processing facilities
- C. Marketing and Logistics Facilities
 - Establishment of consolidation and packing/packaging houses
 - Establishment of trading posts/centers with ancillary facilities and equipment such as minimal processing facility, cold and dry storage facility, transport facility, weighing scales, plastic crates, etc
 - Establishment of auction market facility with the attendant weighing scales and the holding pens for large animals including the auction market system

Annex 2 - Sample of Activities/Sub-Projects to be Supported by I-REAP Subcomponent 3.2: Technology and Information for Enterprise and Market Development Support

Research and Development and Extension System

- a. Varietal improvement through tissue culture
- b. Technology enhancement through breeder stocks production and distribution facility
- c. Development of climate-smart technologies
- d. Establishment of product quality analysis laboratories which will also serve as product quality assessment training facility for farmers
- e. Establishment of extension network at the provincial level to provide extension delivery system to enterprises (e.g., SUCs, ATI, NGOs, private sector)
- f. Establishment of climate-smart field schools
- g. Selection and development of farmer-scientists (one for each priority commodity) to be partners of the academe in applied Research and Development
- h. Development of information tools that producers' groups and farmer entrepreneurs can use to preserve and enhance their operations (e.g. matrix of commodity and supporting programs and financial resources, Farmer Information and Technology System, etc.)
- i. Establishment of research and development center and technology incubation

Capacity Building or Training

- a. Training on Good Agricultural Practices (GAP), Good Animal Husbandry Practices (GAHP), Good Aquaculture Practices (GAQP), Good Manufacturing Practices (GMP), Hazard Analysis of Critical Control Points (HACCP)
- b. Training on processing of various commodities and product standards
- c. Use of existing agro-meteorological weather stations (AWS) for crop scheduling of crop cycles, etc.
- d. Climate-smart technology
- e. Facilitating access to credit, guarantee and insurance facilities
- f. Business Planning, enterprise development and management
- g. Establishment of Business Development Service (e.g., training on enterprise management, bookkeeping, internal control, cost analysis, financial management, etc.)

Market Development Services

- a. Promotion of clustering approach through partnership and network building
- b. Establishment of an LGU-based one-stop action center or Agri-fishery Business Processing and Licensing Center (ABPLC)
- c. Trial shipment of priority products from specific sources to identified markets
- d. Market promotion through trade fairs, caravans, cross visits, study tour
- e. Trade facilitation through conduct of market matching or linkage activities
- f. Shelf-life testing of priority commodities/products
- g. Enhancement of packaging and labeling of priority products
- h. Support towards certifications and accreditation to enhance market access (e.g., organic certification, halal certification, etc)
- i. Operationalization of national and regional marketing umbrella to assist the enterprises in facilitating linkages with other agri-fishery stakeholders in the priority commodity value chains
- j. Use of digital technology for marketing agri-fishery commodities and products

Annex 3 - Negative List of Sub-projects Not Eligible for I-REAP Funding

The following lists of subprojects are **NOT** eligible for I-REAP funding:

- a. Money market placement, time deposit or other forms of investment
- b. Cash advance of any official of the PG unless related to the implementation of enterprise
- c. Payment of salaries, honoraria or any form of allowances of the personnel of the LGU
- d. Purchase of supplies, materials, equipment and motor vehicles of the LGU
- e. Acquisition of assets of the PG, unless necessary for the execution of the enterprise and specifically stipulated in the business plan
- f. Purchase of weapons
- g. Financing of political and religious activities
- h. Purchase of inorganic/synthetic fertilizer, fungicides, insecticides and herbicides, asbestos and other potentially dangerous chemicals, materials, and equipment
- i. Chainsaws and explosives
- j. Financing of sawmills
- k. Consumption items or events
- l. Financing activities that have an alternative prior source of committed funding
- m. Financing labor and other costs that could be provided in-kind through the members of the enterprise
- n. Financing salaries and wages unless the enterprise personnel required is highly technical or specialized
- o. Financing administrative expenses such as fuel, utilities, repair and maintenance, permits and licenses
- p. Purchase or repair of vehicles for government offices
- q. Salaried activities that employ children under 16 years of age
- r. Financing activities that unfairly exploit women or men at any age
- s. Use of mangrove or coral reefs as building materials
- t. Purchase of fishing boats and other related equipment unless directly related or needed in the enterprise
- u. Construction of enterprise support facilities in protected areas
- v. Use of funds for purchase or compensation of land
- w. Construction or repair and buying of equipment for government offices and places of worship
- x. Micro-financing activities
- y. Potable water systems

Annex 4 - Prospective Partner Agencies by Commodity Group and by Support Services

| Commodity Group | Production/ Productivity | Financing | Research and Development | Business Support and Development |
|------------------------|--|--|--|--|
| Crops | DA Attached Agencies (PCA ¹ , BPI ² , BSWM ³ , ATI ⁴ , PhilFIDA ⁵ , PhilMech ⁶ , and PhilRice ⁷); DA Banner Programs (Rice, Corn, HVCDP ⁸) | ACPC ⁹ , AMCFP ¹⁰ , Quedancor ¹¹ , Window, DBP ¹² , ACEF ¹³ | DOST-PCAARRD ¹⁴ , UPLB ¹⁵ , SUCs ¹⁶ , BAR ¹⁷ , PhilMech, | DTI ¹⁸ and its Small and Medium Enterprise Core Group [BSMED ¹⁹ , SBGFC ²⁰ , PTTC ²¹ , PDCC ²² , CITC ²³ , BDT ²⁴], PhilMech, ATI, CDA ²⁵ |
| Livestock | DA Attached Agencies [LDC ²⁶ , PCC ²⁷ , BAI ²⁸ , NDA ²⁹ , and NMIS ³⁰], ATI | MLDLP ³¹ , Quedancor, DBP, ACEF, ACPC | DOST-PCAARRD, UPLB, SUCs, BAR, PhilMech | DTI and its SME Core Group [BSMED, SBGFC, PTTC, PDDC, CITC, BDT] PADCC, PhilMech, ATI |
| Fishery | DA and Attached Agencies [BFAR ³² , PFDA ³³] SEAFDEC ³⁴ ATI | ACPC, AMCFP, Quedancor Window, DBP, ACEF | DOST-PCAARRD, NFRDI ³⁵ , SUCs, PhilMech, SEAFDEC | DTI and its SME Core Group [BSMED, SBGFC, PTTC, PDDC, CITC, BDT] PDCC, PhilMech, SEAFDEC, ATI |

¹ PCA - Philippine Coconut Authority² BPI - Bureau of Plant Industry³ BSWM - Bureau of Soils and Water Management⁴ ATI - Agricultural Training Institute⁵ PhilFIDA - Philippine Fiber Industry and Development Authority⁶ PhilMECH - Philippine Center for Postharvest Development and Mechanization⁷ PhilRice - Philippine Rice Research Institute⁸ HVCDP - High Value Crops Development Program⁹ ACPC - Agricultural Credit Policy Council¹⁰ AMCFP - Agro-industry Modernization Credit and Financing Program¹¹ QUEDANCOR - Quedan and Rural Credit Guarantee Corporation¹² DBP - Development Bank of the Philippines¹³ ACEF - Agriculture Competitiveness Enhancement Fund¹⁴ DOST-PCAARRD - Department of Science and Technology- Philippine Council for Agriculture, Forestry, Aquatic and Natural Resources Research and Development¹⁵ UPLB - University of the Philippines Los Baños¹⁶ SUCs - State Universities and Colleges¹⁷ BAR - Bureau of Agricultural Research¹⁸ DTI - Department of Trade and Industry¹⁹ BSMED - Bureau of SME Development²⁰ SBGFC - Small Business Guarantee and Finance Corporation²¹ PTTC - Philippine Trade and Training Center²² PDDC - Product Development and Design Center²³ CITC - Cottage Industries and Technological Center²⁴ BDT - Bureau of Domestic Trade²⁵ CDA - Cooperative Development Authority²⁶ LDC - Livestock Development Council²⁷ PCC - Philippine Carabao Center²⁸ BAI - Bureau of Animal Industry²⁹ NDA - National Dairy Authority³⁰ NMIS - National Meat Inspection Service³¹ MLDLP - Multi-livestock Development Loan Program³² BFAR - Bureau of Fisheries and Aquatic resources³³ PFDA - Philippine Fish Development Authority³⁴ SEAFDEC - South East Asian Fisheries Development Center³⁵ NFRDI - National Fisheries Research and Development Institute

Annex 5 - Sample Terms of References

TERMS OF REFERENCE Business Development Staff (Finance)

Rationale/Background

The Philippine Rural Development Project (PRDP) is designed to contribute to achieving the national goals of inclusive growth, job creation and poverty reduction. It builds on existing policy frameworks, principles and lessons learned from past programs of the Department of Agriculture (DA). The PRDP was initially a six-year initiative (2013-2018), until its extension until 2022 to continue its objectives to increase the productivity of farms and fisheries and improve the incomes of people from sixteen (16) target regions of the country. The project seeks to achieve this objective by improving farmers' and other industry players' accessibility to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the project, namely: 1) Local Planning (IPLAN); 2) Infrastructure Development (I-BUILD); 3) Enterprise Development (I-REAP); and 4) Project Support (I-SUPPORT).

The PRDP was granted a Second Additional Financing (AF2) supplemented by the European Union's (EU) co-financing grant of EUR 18.3 million through a standalone, country-specific, co-financing trust fund for the PRDP. This is part of the EU's "Mindanao Peace and Development Programme - RISE Mindanao" which is EU's peace and development cooperation support for Mindanao, amounting to EUR 35.5 million. The grant will provide incentives for Mindanao local government units (LGUs) belonging to 4th to 6th class categories, LGUs and peoples organizations in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), and conflict affected areas, and indigenous peoples' (IPs) organizations in Mindanao to participate in PRDP. The participation of LGUs in the BARMM, where capacity has been the lowest, will be particularly encouraged and provided with technical assistance.

Moreover, the AF2 design has been adapted to respond to the effects of the coronavirus outbreak of 2019 which was later declared as a global pandemic and will expand the PRDP's benefits and impacts in many ways. It was re-aligned with the DA's Ahon Lahat, Pagkain Sapat (ALPAS) Kontra COVID-19 (Survive, Reboot, Grow) Program, which focuses on food security and sustainability. It places particular emphasis on investments that directly support the government's COVID-19 recovery plan by strengthening agriculture value and supply chains, making food more widely available and affordable, and creating job opportunities along the value chains. It will further scale up to the development of enterprise, improvement of science-based subproject planning and implementation, strengthening capacity and project oversight, and supporting the expansion and mainstreaming of institutional and governance reforms across DA units and agencies, other National Government Agencies (NGAs), and LGUs at the provincial, municipal, and barangay (village) levels.

The AF2 also expands the inclusiveness of PRDP by supporting more LGUs in Mindanao that experience poverty and conflict. The EU Grant will provide incentives for Mindanao LGUs with higher poverty incidences, such as 4th–6th-class LGUs, lower capacity, more conflict-affected areas, and larger population of IP to participate in PRDP. The BARMM LGUs, where capacity has been the lowest, will be particularly encouraged to participate and will be provided with technical assistance (TA). The project will continue to work with the BARMM's Ministry of Agriculture, Fisheries and Agrarian Reform (MAFAR), which has been the PRDP's implementing institution under the former Autonomous Region in Muslim Mindanao.

The implementation of the I-REAP component, and the PRDP as a whole, involves several institutional

partners at the regional, provincial, municipal and barangay levels. It also involves local communities, households, people's organizations, non-government organizations, private sector, academic institutions and other civil society sectors.

I-REAP activities can be categorized into two sub-components namely; Rural Agri fishery Enterprise and Productivity Enhancement; and Technology and Information for Enterprise and Market Development. This component will support the development, implementation and sustainability of agricultural, livestock or fishery-based entrepreneurial activities, based on the analysis priority commodity value chains being supported under the Regional Agricultural Fisheries and Modernization Plans (RAFMPs) and as reflected in the Provincial Commodity Investment Plans (PCIPs). It will engage broad sections of the sector in the production of marketable surplus through vertical clustering, joint business planning and investments by proponent groups engaged in rural agri-fishery enterprises.

Scope of Services to be Rendered

The main role of the Business Development Staff on Finance is to take the lead in providing technical assistance through coaching and mentoring of the RPCO (for PSO position) LGU and the Proponent Groups (for RPCO position) in all financial management related concerns of the enterprise

Tasks and Responsibilities

- a. Identify together with the LGU and the PG the required investment requirements for the proposed enterprise
- b. Assist in the preparation of the enterprise budget
- c. Assist in the preparation of the enterprise financial statements
- d. Prepare the required financial analysis and financial ratios
- e. Set-up the enterprise financial management system and cascade this to the LGUs and the PGs
- f. Assist the LGU and the PG in complying the comments and recommendations of the business plan reviewers
- g. Assist the Component Head in the validation and selection of proponent groups and enterprise business model
- h. Perform other duties that may be required from time to time

Qualification Requirements

Academic Qualification

At least a Bachelor's degree in Accountancy, Business Administration major in Finance, Agribusiness, Agricultural Economics, and other related fields

Experience

At least two (2) years' experience in any or combination of the following: financial management, accounting, bookkeeping, financial audit, business plan preparation, project proposal writing, project development

Knowledge, Skills and Abilities

- a. Skill in using financial analysis using computer programs/software;

- b. Strong analytical and operational knowledge of agribusiness
- c. Considerable knowledge on agriculture and fishery commodities
- d. Understanding of business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions;
- e. Strong interpersonal skills;
- f. Ability to communicate effectively in oral and in writing, work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector; and
- g. Advanced proficiency in MS word, excel, and powerpoint.

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TERMS OF REFERENCE

Business Development Staff (Marketing)

Rationale/Background

The Philippine Rural Development Project (PRDP) is designed to contribute to achieving the national goals of inclusive growth, job creation and poverty reduction. It builds on existing policy frameworks, principles and lessons learned from past programs of the Department of Agriculture (DA). The PRDP was initially a six-year initiative (2013-2018), until its extension until 2022 to continue its objectives to increase the productivity of farms and fisheries and improve the incomes of people from sixteen (16) target regions of the country. The project seeks to achieve this objective by improving farmers' and other industry players' accessibility to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the project, namely: 1) Local Planning (IPLAN); 2) Infrastructure Development (I-BUILD); 3) Enterprise Development (I-REAP); and 4) Project Support (I-SUPPORT).

The PRDP was granted a Second Additional Financing (AF2) supplemented by the European Union's (EU) co-financing grant of EUR 18.3 million through a standalone, country- specific, co-financing trust fund for the PRDP . This is part of the EU's "Mindanao Peace and Development Programme - RISE Mindanao" which is EU's peace and development cooperation support for Mindanao, amounting to EUR 35.5 million. The grant will provide incentives for Mindanao local government units (LGUs) belonging to 4th to 6th class categories, LGUs and peoples organizations in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), and conflict affected areas, and indigenous peoples' (IPs) organizations in Mindanao to participate in PRDP. The participation of LGUs in the BARMM, where capacity has been the lowest, will be particularly encouraged and provided with technical assistance.

Moreover, the AF2 design has been adapted to respond to the effects of the coronavirus outbreak of 2019 which was later declared as a global pandemic and will expand the PRDP's benefits and impacts in many ways. It was re-aligned with the DA's Ahon Lahat, Pagkain Sapat (ALPAS) Kontra COVID-19 (Survive, Reboot, Grow) Program, which focuses on food security and sustainability. It places particular emphasis on investments that directly support the government's COVID-19 recovery plan by strengthening agriculture value and supply chains, making food more widely available and affordable, and creating job opportunities along the value chains. It will further scale up to the development of enterprise, improvement of science-based subproject planning and implementation, strengthening capacity and project oversight, and supporting the expansion and mainstreaming of institutional and governance reforms across DA units and agencies, other National Government Agencies (NGAs), and LGUs at the provincial, municipal, and barangay (village) levels.

The AF2 also expands the inclusiveness of PRDP by supporting more LGUs in Mindanao that experience poverty and conflict. The EU Grant will provide incentives for Mindanao LGUs with higher poverty incidences, such as 4th–6th-class LGUs, lower capacity, more conflict-affected areas, and larger population of IP to participate in PRDP. The BARMM LGUs, where capacity has been the lowest, will be particularly encouraged to participate and will be provided with technical assistance (TA). The project will continue to work with the BARMM's Ministry of Agriculture, Fisheries and Agrarian Reform (MAFAR), which has been the PRDP's implementing institution under the former Autonomous Region in Muslim Mindanao.

The implementation of the I-REAP component, and the PRDP as a whole, involves several institutional partners at the regional, provincial, municipal and barangay levels. It also involves local communities, households, people's organizations, non-government organizations, private sector, academic institutions and other civil society sectors.

I-REAP activities can be categorized into two sub-components namely; Rural Agri fishery Enterprise and Productivity Enhancement; and Technology and Information for Enterprise and Market Development. This component will support the development, implementation and sustainability of agricultural, livestock or fishery-based entrepreneurial activities, based on the analysis priority commodity value chains being supported under the Regional Agricultural Fisheries and Modernization Plans (RAFMPs) and as reflected in the Provincial Commodity Investment Plans (PCIPs). It will engage broad sections of the sector in the production of marketable surplus through vertical clustering, joint business planning and investments by proponent groups engaged in rural agri-fishery enterprises.

Scope of Services to be Rendered

The main role of the Business Development Staff on Marketing is to take the lead in providing technical assistance through coaching and mentoring of the RPCO (for PSO position) LGU and the Proponent Groups (for RPCO position) in developing the marketing strategies and plans of the enterprise.

Tasks and Responsibilities

- a. Identify together with the LGU and the PG the competitors and assist in the preparation of the competitors assessment to include buying and selling practices, pricing and promotions strategies
- b. Conduct target buyers profiling to include information on total demand and potential demand for the enterprise
- c. Assist in the preparation of the enterprise marketing plan using the different marketing mix (product, price, place, promotion) and identify corresponding budget
- d. Facilitate market linkage of the enterprise with potential or target buyers
- e. Prepare purchase agreement with farmer suppliers and marketing agreement with the buyers
- f. Assist the LGU and the PG in complying the comments and recommendations of the business plan reviewers
- g. Assist the Component Head in the validation and selection of proponent groups and enterprise business model
- h. Perform other duties that may be required from time to time

Qualification Requirements

Academic Qualification

At least a Bachelor's degree in Agribusiness, Agricultural Economics, Business Administration major in Marketing, Agriculture, and other related fields

Experience

At least two (2) years' experience in any or combination of the following: market development, product development, preparation of marketing plan, business plan preparation, project proposal writing, project development

Knowledge, Skills and Abilities

- a. Considerable knowledge in marketing agri-fishery based commodities
- b. Analytical and operational knowledge of agribusiness
- c. Understanding of business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions
- d. Strong interpersonal skills
- e. Ability to communicate effectively in oral and in writing, work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector
- f. Advanced proficiency in MS word, excel, and powerpoint

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TERMS OF REFERENCE Business Development Staff (Operations)

Rationale/Background

The Philippine Rural Development Project (PRDP) is designed to contribute to achieving the national goals of inclusive growth, job creation and poverty reduction. It builds on existing policy frameworks, principles and lessons learned from past programs of the Department of Agriculture (DA). The PRDP was initially a six-year initiative (2013-2018), until its extension until 2022 to continue its objectives to increase the productivity of farms and fisheries and improve the incomes of people from sixteen (16) target regions of the country. The project seeks to achieve this objective by improving farmers' and other industry players' accessibility to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the project, namely: 1) Local Planning (IPLAN); 2) Infrastructure Development (I-BUILD); 3) Enterprise Development (I-REAP); and 4) Project Support (I-SUPPORT).

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BARMM, where capacity has been the lowest, will be particularly encouraged and provided with technical assistance.

Moreover, the AF2 design has been adapted to respond to the effects of the coronavirus outbreak of 2019 which was later declared as a global pandemic and will expand the PRDP's benefits and impacts in many ways. It was re-aligned with the DA's Ahon Lahat, Pagkain Sapat (ALPAS) Kontra COVID-19 (Survive, Reboot, Grow) Program, which focuses on food security and sustainability. It places particular emphasis on investments that directly support the government's COVID-19 recovery plan by strengthening agriculture value and supply chains, making food more widely available and affordable, and creating job opportunities along the value chains. It will further scale up to the development of enterprise, improvement of science-based subproject planning and implementation, strengthening capacity and project oversight, and supporting the expansion and mainstreaming of institutional and governance reforms across DA units and agencies, other National Government Agencies (NGAs), and LGUs at the provincial, municipal, and barangay (village) levels.

The AF2 also expands the inclusiveness of PRDP by supporting more LGUs in Mindanao that experience poverty and conflict. The EU Grant will provide incentives for Mindanao LGUs with higher poverty incidences, such as 4th–6th-class LGUs, lower capacity, more conflict-affected areas, and larger population of IP to participate in PRDP. The BARMM LGUs, where capacity has been the lowest, will be particularly encouraged to participate and will be provided with technical assistance (TA). The project will continue to work with the BARMM's Ministry of Agriculture, Fisheries and Agrarian Reform (MAFAR), which has been the PRDP's implementing institution under the former Autonomous Region in Muslim Mindanao.

The implementation of the I-REAP component, and the PRDP as a whole, involves several institutional partners at the regional, provincial, municipal and barangay levels. It also involves local communities, households, people's organizations, non-government organizations, private sector, academic institutions and other civil society sectors.

I-REAP activities can be categorized into two sub-components namely; Rural Agri fishery Enterprise and Productivity Enhancement; and Technology and Information for Enterprise and Market Development. This component will support the development, implementation and sustainability of agricultural, livestock or fishery-based entrepreneurial activities, based on the analysis priority commodity value chains being supported under the Regional Agricultural Fisheries and Modernization Plans (RAFMPs) and as reflected in the Provincial Commodity Investment Plans (PCIPs). It will engage broad sections of the sector in the production of marketable surplus through vertical clustering, joint business planning and investments by proponent groups engaged in rural agri-fishery enterprises.

Scope of Services to be Rendered

The main role of the Business Development Staff on Operations is to take the lead in providing technical assistance through coaching and mentoring of the RPCO (for PSO position) LGU and the Proponent Groups (for RPCO position) in preparing the operational plan and technical requirements of the enterprise.

Tasks and Responsibilities

- a. Identify together with the LGU and the PG the technology required for the enterprise and its adaptation and implementation as well as identification of livelihood options for NRM and GEF sites

- b. Provide guidance in operations planning from identifying the inputs/raw material ingredients, the process, technology, the output, product or services and the corresponding budget or expenses
- c. Identify and assess existing technology/ies that could be adapted by the enterprise
- d. Assist in the identification of technology or equipment specifications appropriate for the enterprise
- e. Work closely with the I-BUILD in the preparation of the DED and POW for the infrastructure component of the enterprise
- f. Prepare process and operational flow of the enterprise
- g. Ensure compliance of enterprise to food safety standards (GAP, GAHP, GAqP, GMP, HACCP, etc)
- h. Assist the LGU and the PG in complying the comments and recommendations of the business plan reviewers
- i. Assist the Component Head in the validation and selection of proponent groups and enterprise business model
- j. Perform other duties that may be required from time to time

Qualification Requirements

Academic Qualification

At least a Bachelor's degree in Agriculture, Architecture, Civil Engineering, Agricultural Engineering, Agribusiness, Agricultural Economics, Food Science, Food Technology, Business Administration, and other related fields

Experience

At least two (2) years' experience in any or combination of the following: farming, manufacturing, processing, product development, production planning, business plan preparation, project proposal writing, project development

Knowledge, Skills and Abilities

- a. Considerable knowledge in production and processing of agri-fishery based commodities
- b. Analytical and operational knowledge of agribusiness
- c. Understanding of business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions
- d. Strong interpersonal skills
- e. Ability to communicate effectively in oral and in writing, work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector
- f. Advanced proficiency in MS word, excel, and powerpoint

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TERMS OF REFERENCE

Business Development Staff (Organizational Management)

Rationale/Background

The Philippine Rural Development Project (PRDP) is designed to contribute to achieving the national goals of inclusive growth, job creation and poverty reduction. It builds on existing policy frameworks, principles and lessons learned from past programs of the Department of Agriculture (DA). The PRDP was initially a six-year initiative (2013-2018), until its extension until 2022 to continue its objectives to increase the productivity of farms and fisheries and improve the incomes of people from sixteen (16) target regions of the country. The project seeks to achieve this objective by improving farmers' and other industry players' accessibility to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the project, namely: 1) Local Planning (IPLAN); 2) Infrastructure Development (I-BUILD); 3) Enterprise Development (I-REAP); and 4) Project Support (I-SUPPORT).

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Moreover, the AF2 design has been adapted to respond to the effects of the coronavirus outbreak of 2019 which was later declared as a global pandemic and will expand the PRDP's benefits and impacts in many ways. It was re-aligned with the DA's Ahon Lahat, Pagkain Sapat (ALPAS) Kontra COVID-19 (Survive, Reboot, Grow) Program, which focuses on food security and sustainability. It places particular emphasis on investments that directly support the government's COVID-19 recovery plan by strengthening agriculture value and supply chains, making food more widely available and affordable, and creating job opportunities along the value chains. It will further scale up to the development of enterprise, improvement of science-based subproject planning and implementation, strengthening capacity and project oversight, and supporting the expansion and mainstreaming of institutional and governance reforms across DA units and agencies, other National Government Agencies (NGAs), and LGUs at the provincial, municipal, and barangay (village) levels.

The AF2 also expands the inclusiveness of PRDP by supporting more LGUs in Mindanao that experience poverty and conflict. The EU Grant will provide incentives for Mindanao LGUs with higher poverty incidences, such as 4th–6th-class LGUs, lower capacity, more conflict-affected areas, and larger population of IP to participate in PRDP. The BARMM LGUs, where capacity has been the lowest, will be particularly encouraged to participate and will be provided with technical assistance (TA). The project will continue to work with the BARMM's Ministry of Agriculture, Fisheries and Agrarian Reform (MAFAR), which has been the PRDP's implementing institution under the former Autonomous Region in Muslim Mindanao.

The implementation of the I-REAP component, and the PRDP as a whole, involves several institutional partners at the regional, provincial, municipal and barangay levels. It also involves local communities, households, people's organizations, non-government organizations, private sector, academic

institutions and other civil society sectors.

I-REAP activities can be categorized into two sub-components namely; Rural Agri fishery Enterprise and Productivity Enhancement; and Technology and Information for Enterprise and Market Development. This component will support the development, implementation and sustainability of agricultural, livestock or fishery-based entrepreneurial activities, based on the analysis priority commodity value chains being supported under the Regional Agricultural Fisheries and Modernization Plans (RAFMPs) and as reflected in the Provincial Commodity Investment Plans (PCIPs). It will engage broad sections of the sector in the production of marketable surplus through vertical clustering, joint business planning and investments by proponent groups engaged in rural agri-fishery enterprises.

Scope of Services to be Rendered

The main role of the Business Development Staff on Organizational Management is to take the lead in providing technical assistance through coaching and mentoring of the RPCO (for PSO position) LGU and the Proponent Groups (for RPCO position) in preparing the organizational and management requirements of the enterprise.

Tasks and Responsibilities

- a. Identify together with the LGU and the PG the appropriate organizational and business structure for the enterprise;
- b. Assist in preparing the organizational and management plan for the enterprise including the required operations and administrative staff with corresponding job descriptions, qualifications and remunerations
- c. Identify the business capability requirements of the proponent groups including the operations and management staff
- d. For GEF areas, facilitate organization of farmers and fisherfolk
- e. Link with concerned DA agencies i.e. ATI and other government agencies i.e. CDA, DOLE, DTI for the provision of capability building or training to proponent groups and its members
- f. Ensure compliance of enterprise to labor law and occupational safety
- g. Assist the LGU and the PG in complying the comments and recommendations of the business plan reviewers
- h. Assist the Component Head in the validation and selection of proponent groups and enterprise business model
- i. Perform other duties that may be required from time to time

Qualification Requirements

Academic Qualification

At least a Bachelor's degree in Agriculture, Agribusiness, Agricultural Economics, Business Administration, and other related fields

Experience

At least two (2) years experience in any or combination of the following: organizational diagnosis, strategic planning, community organizing

Knowledge, Skills and Abilities

- a. Considerable knowledge in business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions
- b. Analytical and operational knowledge of agribusiness
- c. Strong interpersonal skills
- d. Ability to communicate effectively in oral and in writing, work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector
- e. Advanced proficiency in MS word, excel, and powerpoint

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TERMS OF REFERENCE
Organizational Development Specialist
(Project Support Office Level)

Rationale/Background

The Philippine Rural Development Project (PRDP) is designed to contribute to achieving the national goals of inclusive growth, job creation and poverty reduction. It builds on existing policy frameworks, principles and lessons learned from past programs of the Department of Agriculture (DA). The PRDP was initially a six-year initiative (2013-2018), until its extension until 2022 to continue its objectives to increase the productivity of farms and fisheries and improve the incomes of people from sixteen (16) target regions of the country. The project seeks to achieve this objective by improving farmers' and other industry players' accessibility to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the project, namely: 1) Local Planning (IPLAN); 2) Infrastructure Development (I-BUILD); 3) Enterprise Development (I-REAP); and 4) Project Support (I-SUPPORT).

The PRDP was granted a Second Additional Financing (AF2) supplemented by the European Union's (EU) co-financing grant of EUR 18.3 million through a standalone, country- specific, co-financing trust fund for the PRDP . This is part of the EU's "Mindanao Peace and Development Programme - RISE Mindanao" which is EU's peace and development cooperation support for Mindanao, amounting to EUR 35.5 million. The grant will provide incentives for Mindanao local government units (LGUs) belonging to 4th to 6th class categories, LGUs and peoples organizations in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), and conflict affected areas, and indigenous peoples' (IPs) organizations in Mindanao to participate in PRDP. The participation of LGUs in the BARMM, where capacity has been the lowest, will be particularly encouraged and provided with technical assistance.

Moreover, the AF2 design has been adapted to respond to the effects of the coronavirus outbreak of 2019 which was later declared as a global pandemic and will expand the PRDP's benefits and impacts in many ways. It was re-aligned with the DA's Ahon Lahat, Pagkain Sapat (ALPAS) Kontra COVID-19 (Survive, Reboot, Grow) Program, which focuses on food security and sustainability. It places particular emphasis on investments that directly support the government's COVID-19 recovery plan by strengthening agriculture value and supply chains, making food more widely available and affordable, and creating job opportunities along the value chains. It will further scale up to the development of enterprise, improvement of science-based subproject planning and implementation, strengthening capacity and project oversight, and supporting the expansion and mainstreaming of

institutional and governance reforms across DA units and agencies, other National Government Agencies (NGAs), and LGUs at the provincial, municipal, and barangay (village) levels.

The AF2 also expands the inclusiveness of PRDP by supporting more LGUs in Mindanao that experience poverty and conflict. The EU Grant will provide incentives for Mindanao LGUs with higher poverty incidences, such as 4th–6th-class LGUs, lower capacity, more conflict-affected areas, and larger population of IP to participate in PRDP. The BARMM LGUs, where capacity has been the lowest, will be particularly encouraged to participate and will be provided with technical assistance (TA). The project will continue to work with the BARMM’s Ministry of Agriculture, Fisheries and Agrarian Reform (MAFAR), which has been the PRDP’s implementing institution under the former Autonomous Region in Muslim Mindanao.

The implementation of the I-REAP component, and the PRDP as a whole, involves several institutional partners at the regional, provincial, municipal and barangay levels. It also involves local communities, households, people’s organizations, non-government organizations, private sector, academic institutions and other civil society sectors.

I-REAP activities can be categorized into two sub-components namely; Rural Agri fishery Enterprise and Productivity Enhancement; and Technology and Information for Enterprise and Market Development. This component will support the development, implementation and sustainability of agricultural, livestock or fishery-based entrepreneurial activities, based on the analysis priority commodity value chains being supported under the Regional Agricultural Fisheries and Modernization Plans (RAFMPs) and as reflected in the Provincial Commodity Investment Plans (PCIPs). It will engage broad sections of the sector in the production of marketable surplus through vertical clustering, joint business planning and investments by proponent groups engaged in rural agri-fishery enterprises.

Scope of Assignment

Through I-REAP, PRDP will engage broad sections of the sector in the production of marketable surplus through investments in strategic segments of priority commodity value chains prioritized under the Regional Agricultural Fisheries and Modernization Plans (RAFMP) and the Provincial Commodity Investment Plans (PCIPs). The PLGUs will be supported in building their capacities to identify and invest in enterprises and support services needed to develop priority value chains and a more market-oriented agriculture and fishery sector in their areas. Complementing this, community entrepreneurial activities would be supported to help producer groups raise in incomes through better linkages and access to markets. IREAP component will contribute in increasing farmers’ income and marketable surplus in the agri-fishery sector is to strengthen and develop value agri-fishery based enterprises through efficient value chains of key agricultural and fishery products in targeted program areas.

The main role of the Organizational Development Specialist (ODS) is to assist the Enterprise Development Component Head in providing technical assistance in conducting social preparation activities to prepare the PRDP project beneficiaries to encourage them to support and provide commitment to the sustainable implementation of PRDP supported enterprises.

Duties and Responsibilities

The Organizational Development Specialist shall report directly to the I-REAP Component Head. Specifically, the ODS shall:

- a. Conduct social preparation assessment, organizational capacity needs assessment, gap analysis and develop social preparation action plans or activities to prepare the PG and the community in implementing PRDP enterprise subproject;
- b. Conduct training and capability building activities to RPCOs and LGUs in conducting assessments and of identified proponent groups and identify areas for development of the community-based organizations/ producer groups interested to participate in the project;
- c. Conduct social risk assessment and conflict mapping and assessment especially in conflict affected areas and indigenous communities;
- d. Facilitate establishment of clusters and provide tailored advise on institutional strengthening of this clusters;
- e. Participate in the technical review of business plans, capacity building plan, risk assessment and management plan and business continuity plan of PRDP supported enterprise; and
- f. Perform other duties that may be required from time to time.

Required Education and Qualifications:

B. Education, Training and Relevant Experience:

- Bachelor's degree in social work, sociology, anthropology, community development, development studies, social science and other related disciplines, preferably with Master's degree or units in the above fields.
- With minimum 40 hrs. of accumulated relevant training related to formation, organizational assessment, organizational development and management, and community organizing. Training on community-based disaster risk reduction management, community-based resource management, social enterprise development and management, and conflict sensitivity and peace building preferred.
- At least three (3) years of progressive work experience in community organizing, organizational development of community-based organizations in community-driven development projects, preferably in a position involving coaching/mentoring and provision of technical assistance to producer groups.

B. Knowledge, Competencies and Skills

- Demonstrated experience and track record in organizational development and change management
- Strong analytical skills
- Solid track record in monitoring and evaluation
- Excellent facilitation and consensus-building skills
- Process and result oriented person
- Consulting experience with networks and with networks restructuring
- Fluency in English (oral and written)

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TERMS OF REFERENCE
Organizational Development Officer
(Regional Project Coordination Office Level)

Rationale/Background

The Philippine Rural Development Project (PRDP) is designed to contribute to achieving the national goals of inclusive growth, job creation and poverty reduction. It builds on existing policy frameworks, principles and lessons learned from past programs of the Department of Agriculture (DA). The PRDP was initially a six-year initiative (2013-2018), until its extension until 2022 to continue its objectives to increase the productivity of farms and fisheries and improve the incomes of people from sixteen (16) target regions of the country. The project seeks to achieve this objective by improving farmers' and other industry players' accessibility to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the project, namely: 1) Local Planning (IPLAN); 2) Infrastructure Development (I-BUILD); 3) Enterprise Development (I-REAP); and 4) Project Support (I-SUPPORT).

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The implementation of the I-REAP component, and the PRDP as a whole, involves several institutional partners at the regional, provincial, municipal and barangay levels. It also involves local communities,

households, people's organizations, non-government organizations, private sector, academic institutions and other civil society sectors.

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Scope of Assignment

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The main role of the Organizational Development Officer is to assist the Component Head and take the lead in providing technical assistance through coaching and mentoring of the partner LGUs and the Proponent Groups in conducting social preparation activities to the PGs and the community in general, and strengthening capability of the PGs to sustain the operation of the PRDP supported enterprises.

Duties and Responsibilities

- a. Conduct stakeholders consultation together with RPCO Social and Environment Safeguards (SES) Unit during the conduct of social preparation assessment activities;
- b. Assist the PSO in the conduct of social preparation assessment, organizational capacity needs assessment, gap analysis and develop social preparation action plans or activities to prepare the PG and the community in implementing PRDP enterprise subproject;
- c. Implement the social preparation action plans or activities for the PGs and the community, together with concerned PRDP components, units and partner LGUs and concerned agencies i.e. NCIP, NTF ELCAC, etc
- d. Provide capability building training to proponent groups (i.e. leadership and governance, values formation, human resource, etc.)
- e. Coordinate with various government and non-government agencies on possible technical assistance to proponent groups and partner LGUs;
- f. Participate in the technical review of business plans, capacity building plan, risk assessment and management plan and business continuity plan of PRDP supported enterprise; and
- g. Perform other duties that may be required from time to time.

Required Education and Qualifications:

A. Education, Training and Relevant Experience:

- Bachelor's degree in social work, sociology, anthropology, community development, development studies, social science and other related disciplines
- With minimum 20 hrs. of accumulated relevant training related to formation, organizational assessment, organizational development and management, and community organizing. Training on community-based disaster risk reduction management, community-based resource management, social enterprise development and management, and conflict sensitivity and peace building preferred.
- At least two (2) years of progressive work experience in community organizing, organizational development of community-based organizations in community-driven development projects, preferably in a position involving coaching/mentoring and provision of technical assistance to producer groups.

B. Knowledge, Competencies and Skills

- Demonstrated experience and track record in organizational development and change management
- Strong analytical skills
- Solid track record in monitoring and evaluation
- Excellent facilitation and consensus-building skills
- Process and result oriented person
- Consulting experience with networks and with networks restructuring
- Fluency in English (oral and written)

Annex 6 - Sample Letter of Intent of the Proponent Group

[Date]

Dear Governor/(LCE) _____:

We would like to signify our intention to participate as Proponent Group for the implementation of the (proposed subproject), to be funded by the Department of Agriculture- Philippine Rural Development Program (PRDP) Additional Financing/ EU Financing.

The _____ (name of organization) is registered under _____ (name of agency) and has been in existence since _____ (month/date/year). We have _____ (number of producers) who are involved in _____, _____ and _____ (crops/livestock/fisheries cultivated/grown/catch). Our organization has experience in implementing various agriculture and fishery based projects namely, _____, _____, and _____ (specify projects). We are willing to provide a 20% counterpart, in cash and/or in kind for the proposed subproject.

We have attached herein the documentary requirements as a proof of our intention.

Thank you and we are hoping for your consideration.

Truly yours,

President/Chairperson

Annex 7 - Guide Question for Business Model Formulation / Information Gathering

| No. | Questions | Source of Data/ Guide for Information |
|-----|--|--|
| 1 | What Is the PRODUCT/ SERVICES of the enterprise? | <ul style="list-style-type: none"> Marketing- 4P's (Product, Price, Place, Promotion) |
| 2 | Who are the USERS (Farmers/ Direct Beneficiaries)? Who are the BUYERS (Identified Market)? | <ul style="list-style-type: none"> VCA/Industry Players / Local Sources for Baseline Data Consider Backward and Forward Integration Show connection from SOURCE of RAW Mats towards Destination of Finish Product Identification of Industry Players |
| 3 | What is the "problem" that the enterprise will Address? What is the "opportunity" that the enterprise will take advantage of? | VCA/PCIP/ Local Sources for Baseline Data |
| 4 | What is the Unique Value Proposition (USP)? | <ul style="list-style-type: none"> Marketing- convincing target clients to patronize your product or to switch brand How will you deliver the USP? |
| 5 | What are the Activities Needed to deliver the value proposition? | <ul style="list-style-type: none"> Production Plan- identification of Resources Requirements: Materials, Manpower, Methods, Machineries, Money Basic organizational and operational structures |
| 6 | Who are the Business Partners? | <ul style="list-style-type: none"> Identification of Horizontal and Vertical Linkages Enablers |
| 7 | What are the Costs Involved? | <ul style="list-style-type: none"> Production Cost (direct and indirect) Basis of Costs and Assumptions Capital expenditures, operating expenses |
| 8 | What are the revenues? | <ul style="list-style-type: none"> Sources of income Compare Revenues Revenues to be generated without PRDP investment vs with PRDP investment |
| 9 | How can the FARMERS earn from the enterprise? | <ul style="list-style-type: none"> Show how can direct beneficiaries earn from the proposal |

Annex 8 - Sample of P/C/MPMIU Certification that the PG has technical, financial and organization capability to implement the proposed subproject

LGU Heading and Logo

(Sample Only)

CERTIFICATION

To Whom It May Concern:

The _____ is a registered organization in _____ with official address at _____. The said group has _____ members

The said organization is proposing a subproject entitled “_____” for possible funding under the Philippine Rural Development Project under the Enterprise Development Component. Upon validating to the Provincial Commodity Investment Plan, the said subproject is one of the priority investments of the province for the said commodity.

Further, the said organization has the capacity to provide the required PG Equity Cash or in-kind for atleast 20% of the estimated proposed subproject cost.

As of report date, the proponent group has a complete and functional organizational structure as per site validation and documents submitted. Also, the PG has a total assets amounting to Php_____. The source of resources or income of the group mainly coming from (indicate the business activity of the proponent group).

In terms of technical capacity, the group have undergone various technical trainings in relation to their proposed subprojects, to wit:

(enumerate here the relevant trainings they have attended or participated)

Finally, the group has been awarded (cite here the awards received, if any) and accredited/ licensed (if they have accreditation such as GAP, FDA and the likes).

With this, we are certifying that the _____ has the technical, financial and organization capability to implement the proposed project and the said project is aligned to the commodity investment plan of the Province of _____.

This certification is issued this _____ of _____ 2021 at the _____.

Prepared by:

I-REAP Head

Recommended by:

PPMIU Head

Issued by:

LCE

Annex 9 - PG Validation Process and Scoring Sheet

A. Rationale:

The validation of the selected proponent group (PG) by the RPCO IREAP is conducted to verify the “strategic fit” between prioritized enterprise/s or product segment/s and selected PG, or lead PG, if from clustered producer groups. The validation is done on-site to evaluate the eligibility and capability of the PG to implement the proposed subprojects.

B. Requirements:

To facilitate the validation, the PG and the P/C/MPMIU-PLGU is requested to prepare the following:

1. Make available the hard copies of the approved PCIP including VCA and EVSA which are the logical bases in identifying the priority subproject;
2. Provide in advance the Letter of Intent (Annex 6)) and Eligibility Requirements (Table 4-1 of the OM) of the PG. The minutes of the meeting of the PG consultation with the General Assembly discussing the plan to propose a subproject for PRDP funding. The minutes should be direct and simple indicating the date of meeting, attendees, resolutions or results of meeting and summary of discussions and signed by the secretary and presiding officer;
3. The P/C/MPMIU or RPCO or both will prepare the necessary logistical arrangement – transportation vehicle, board and lodging and conference venue for introductory and closing meetings;
4. There shall be at least one representative from the P/C/MPMIU and RPCO I-REAP. The PSO/NPCO may provide assistance to the RPCO when needed. The RPCO I-BUILD, SES and GGU may also join the activity or simultaneously conduct their respective validation process.
5. As much as possible, the validation will be conducted on-site following the health and safety protocol, during this time of COVID-19 pandemic. Preferably, this will be done to the office of the PG to enable the officers and some members to attend the validation.

C. Validation Process / Activity

1. In the introductory meeting, the participants will introduce their name and designation and the RPCO I-REAP will explain the rationale of the activity, requirements and site validation.
2. The P/C/MPMIU will explain the official minutes of the meetings with complete annexes 6, and including the documents: PCIP, VCA and EVSA during or before the introductory meeting.
3. The RPCO I-REAP will focus its validation or assessment of the selected PG based on provided information (Annex 6 Letter of Intent with statement of eligibility compliance and its attachments) and may ask questions to gather missing or additional information.

4. The RPCO shall also conduct enterprise assessment (using the Enterprise Assessment Tool in Annex 11 to determine PG capacity and needs to implement the proposed subproject. A Training Needs Assessment (TNA) using Annex 12 shall also be done to officers and members to determine capability building requirements.
5. The RPCO will also check the draft business model prepared by the PG and the P/C/MPMIU and validate its appropriateness based on the existing capacity of the PG. Recommendations on the improvement to the business model may also be provided by RPCO during the validation which shall form part of the Validation Report.
6. In cases when the proposed subproject will involve clusters of PGs, all the cluster member PGs will be validated and conducted with EAT and TNA.
7. The RPCO IREAP Staff will then thank the visited PG and may explain the nature of the validation activity before proceeding to the next site; The P/C/MPMIU or RPCO or PSO Staff will be tasked to answer questions related to PRDP.
8. During or after the site validation, the RPCO IREAP Staff / Representative will complete the validation report and finalize it during the closing meeting.
9. Upon favorable assessment of the selected PG, the RPCO IREAP will then endorse the documents together with the Validation Report to the PSO for issuance of confirmation letter.

D. PG Validation Report**I. Proponent's Profile**

Name of Proponent: _____
 Commodity line: _____ Product form: _____
 Nature of business: ☐ 1st level production ☐ processing ☐ trading ☐ others _____ Office
 Address: _____ Contact
 Person: _____ Designation: _____
 Contact Number: _____ Email: _____
 Registrations: ☐ SEC ☐ CDA ☐ DOLE ☐ Mayor's Permit ☐ FDA
☐ Others (list all) _____
 Assets (as of _____) _____ Total Enterprise Project Cost (net of PG equity: _____
 Financing Mode: ☐ Micro-enterprise ☐ Small enterprise ☐ Medium enterprise
☐ Start-up Enterprise ☐ Upgrading/ Expansion of Enterprises

II. Evaluating the PG Eligibility

| Criteria | Yes | No | Remarks |
|---|-----|----|---|
| Completeness of submitted eligibility documents | | | (indicate docs submitted and lacking docs) |
| Participation in the commodity value chain (Producer group/ Smallholder groups/ MSME processor, consolidator, exporter) | | | (indicate role) |
| Existing business operations | | | (indicate existing business activities) |
| Willing to adopt clustering or joint business planning with other groups and forge contracts or formal marketing agreements with buyers or private intermediaries | | | (indicate whether vertical or horizontal integration) |

III. Evaluating the Proposal's Objectives and Impacts

| PRDP Objective | Yes | No | Remarks/Explain |
|---|-----|----|--|
| To increase productivity and marketability of agriculture and fishery products | | | (indicate target increase in production volume and sales volume of the enterprise) |
| To increase farm and fishery household incomes | | | (indicate target increase in income of farmer-beneficiaries) |
| To increase the number of women directly benefiting from enterprise development | | | (indicate existing and target increase in number of women members and employees) |

IV. Evaluating the proposal's benefits and outcomes (based on the business model)

| Criteria | Remarks/ Findings |
|---|-------------------|
| Farmer/Fishers benefitted | |
| Formalized marketing arrangements | |
| Formalized Technical arrangements | |
| Women participation to the enterprise operation | |

E. Details of observations during validation activity

| Part I: Enterprise Validation Process on PCIP Inclusion | | |
|---|------------------------------|---|
| A. Is the proposed subproject aligned with the VCA, E-VSA and PCIP? | <input type="checkbox"/> Yes | <input type="checkbox"/> Checked PCIP, VCA & EVSA consistency; <input type="checkbox"/> No time to check the PCIP, VCA & EVSA and relied on feedback; <input type="checkbox"/> Others: |
| | <input type="checkbox"/> No | <input type="checkbox"/> No VCA Report for the commodity ; <input type="checkbox"/> No EVSA done for the Province; <input type="checkbox"/> Not in the PCIP <input type="checkbox"/> Others: |
| B. Are the enterprise subproject interventions identified per segment of the value chain? | <input type="checkbox"/> Yes | Which segment <input type="checkbox"/> Input; <input type="checkbox"/> Farming; <input type="checkbox"/> Processing; <input type="checkbox"/> Marketing |
| | <input type="checkbox"/> NA | Reason |

| Part II: Qualification of Selected Proponent Group | | |
|---|-------------------------------------|--|
| Are the following requirements complied? | Answer (Yes, No, NA–Not applicable) | Describe answers or explain (If yes, mention supporting document; if no, provide date on when it can be complied; If not applicable, explain why?) |
| Did the respective PG submit their letter of intent with complete eligibility requirements? | <input type="checkbox"/> Yes | |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |

| Part III: Qualification of Selected Proponent Group | | |
|---|--------------------------------------|--|
| Are the following requirements complied (Refer to Table 4-1 of I- REAP Operations Manual)? | Answer (Yes, No, NA- Not applicable) | Describe answers or explain (If yes, mention supporting document; if no, provide date on when it can be complied; If not applicable, explain why?) |
| 1. Is the selected PG legally registered with SEC, CDA, DTI or DOLE? | <input type="checkbox"/> Yes | Provide registration details and date. |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |
| 2. Authenticated copy of latest Articles of Incorporation or Articles of Cooperation and By-Laws | <input type="checkbox"/> Yes | |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |
| 3. Certificate of Compliance Good Standing for CDA registered or Certificate of no Derogatory Record for SEC registered or Certificate of Registration for DOLE registered | <input type="checkbox"/> Yes | |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |
| 4. Certificate from DA on its registration to the Farmers and Fisherfolk Enterprise Development Information System (FFEDIS) Registry, Pursuant to Section 10 of Republic Act No. 11321 (Sagip Saka Act) | <input type="checkbox"/> Yes | |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |
| 5. DA Accreditation | <input type="checkbox"/> Yes | |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |
| 6. P/C/MPMIU Certification that the PG has a technical, financial and organization capability to implement the proposed project | <input type="checkbox"/> Yes | |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |
| 7. Photocopy of Official Receipt (OR) for its financial transactions | <input type="checkbox"/> Yes | |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |
| 8. Financial Reports (indicate if Audited or Interim) and the applicable years | <input type="checkbox"/> Yes | |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |
| 9. Accomplishment Reports and photographs of agri-fishery or related projects undertaken for at least one year, indicating the source of funds for the implementation | <input type="checkbox"/> Yes | |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |
| 10. Existing organizational structure and Secretary's Certificate of Incumbent Officers including their functions | <input type="checkbox"/> Yes | |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |
| 11. PG and Members' Profile | <input type="checkbox"/> Yes | |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |
| 12. A sworn affidavit of the Secretary of the NGO/PO that none of its incorporators, organizers, directors, or officials is an agent of or related by consanguinity or affinity up to the | <input type="checkbox"/> Yes | |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |

| Part III: Qualification of Selected Proponent Group | | |
|---|------------------------------|--|
| fourth civil degree to the officials of the government agency authorized to process and/or approve the proposal, the MOA and the release of funds | | |
| 13. Sworn affidavit of the Secretary of the NGO/PO that none of its officers are employees of the DA or the partner LGU | <input type="checkbox"/> Yes | |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |
| 14. DA Accountant Certificate that the PG has No Unliquidated Account or Cash Advance with the DA | | |
| | | |
| | | |
| 15. 20% equity (identify amount of cash equity) | <input type="checkbox"/> Yes | |
| | <input type="checkbox"/> No | |
| | <input type="checkbox"/> NA | |

| Part IV: Proponent Group Scoring Sheet | | | | |
|--|---|---|---|-------|
| No. | Criteria | Indicator | Ranking Guide | Score |
| 1 | Readiness to work in vertical cluster – 5 POINTS | <ul style="list-style-type: none"> Stakeholders participation at various phases of the marketing chain Presence of organized producer's group that supplies raw materials | <p>HIGH = more than 3 linkages with producers groups and value chain players (5 POINTS)</p> <p>MEDIUM = has 2 to 3 linkages with producers groups and value chain players (3-4 POINTS)</p> <p>LOW = has 1 linkages with producers groups and value chain players (1-2 POINTS)</p> | |
| 2 | Open to investment and provide equity (in cash or in kind) – 5 POINTS | Value of investment/ equity offered | <p>HIGH = more than 20% of the estimated project cost (5 POINTS)</p> <p>MEDIUM = 10% to 20% of the estimated project cost (3-4 POINTS)</p> <p>LOW = less than 10% of the estimated project cost (1-2 POINTS)</p> | |
| 3 | Engages the most number of producers – 5 POINTS | No. of participating farmers or producers | HIGH = more than 50% of members are producing the priority commodity (5 POINTS) | |

| | | | | |
|---|---|---|--|--|
| | | | <p>MEDIUM = 30% to 50% of the members are producing the priority commodity (3-4 POINTS)</p> <p>LOW = less than 30% of the members are producing the priority commodity (1-2 POINTS)</p> | |
| 4 | Engages/Promotes Participation of Women - 5 POINTS | No. of women engaged in the enterprise | <p>HIGH = more than 50% of the members are women (5 POINTS)</p> <p>MEDIUM = 30% to 50% of the members are women (3-4 POINTS)</p> <p>LOW = less than 30% of the members are women (1-2 POINTS)</p> | |
| 5 | <p>Performance on previous or existing contracts with government³⁶ – 5 POINTS</p> <p><i>(NOTE: Applies only to PG with previous existing contract with government)</i></p> | Performance in previous or existing contracts with government | <p>HIGH = 81% to 100% of the completed and existing contracts with government are operational/ functional (5 POINTS)</p> <p>MEDIUM = 50% to 80% of the completed and existing with government are operational/ functional (3-4 POINTS)</p> <p>LOW = less than 50% of the completed and existing contracts with government are operational/ functional (1-2 POINTS)</p> | |
| 6 | Procurement experience for government projects and other related experience in procuring | Performance in procuring goods and/or civil works on Foreign Assisted Projects (FAPs) | | |

³⁶ For those PG without previous or existing contract with government, rating for criteria 1 to 3 should be prorated to reach 25 points (e.g., criteria 1 = 6 points, criteria 2 = 6 points, criteria 3 = 7 points, criteria 4 = 6 points)

| | | | | |
|--|--|--|--|--|
| | goods and works and with existing procurement structure or committee <i>(This will only serve as Bonus points - 2 POINTS)</i> | and other related experience in procuring goods and works and with existing procurement structure or committee | | |
|--|--|--|--|--|

Minimum Passing Total Score: 15 points

Evaluated by:

(RPCO I-REAP Staff)

(RPCO I-REAP Staff)

(RPCO I-REAP Staff)

Verified by:

(RPCO I-REAP Head)

Endorsed by:

(RPCO Deputy Project Director)

(Project Director)

Annex 10 - I-BUILD Subproject Validation Report

(Annex 37 of I-BUILD Operations Manual)

Republic of the Philippines

LGU of _____

Subproject Validation Report

| | | | | |
|----------------------------------|----------------------------------|---------------------------------|---------------------|----------------|
| General Information : | | | | |
| Subproject Title : | | Present Condition: | | |
| Subproject No. : | | Physical Target (sq.m.): | | |
| Category: | | Estimated Cost: | | |
| Location: | | No. of household: | | |
| Sitios/Brgys. Covered : | | | | |
| Present product handling: | | Condition: | | |
| Product Handling | | | | |
| DATA SETS | Volume of Crops Harvested | Volume of Crops Marketed | Value Adding | Remarks |
| Before Project | | | | |
| | | | | |
| After Project | | | | |
| | | | | |

| | | | | |
|--|-------------------|-------------|------------------|-------------------|
| Budget Requirement: | | | | |
| Items of Work | Quantity | Unit | Unit Cost | Total Cost |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Initial Economic Analysis: | | | | |
| Benefit (PhP) | Cost (PhP) | B/C | NPV | EIRR |
| | | | | |
| General Observations : (describe in detail the present physical condition of the proposed subproject, its distance and accessibility, source of construction materials, existence of farmers associations, environmental issues, R.O.W. problems, and the interest of the local community/beneficiaries in general) | | | | |
| Recommendations : (brief explanation on whether to proceed with detailed F.S., DED or not) | | | | |

Validated by: _____

Date: _____

Annex 11 - Social Inclusiveness Scoring System for PG Seeking I-REAP Funding (Annex A-4 of IESSF)

SOCIAL INCLUSIVENESS SCORING SYSTEM FOR PG SEEKING I-REAP FUNDING

[This scoring sheet should always accompany the Subproject Proposal Package] Before filling out this Scoring sheet please read the following:

1. The purpose of filling-up the Social Inclusiveness Scoring Sheet is to determine the degree of social inclusiveness of the subproject proposal based on the seven (7) criteria as enumerated below. It is required that to qualify for funding, the Proponent Group (PG) must not have zero score on either Criterion#1, Criterion #4, or Criterion #6 and must have a total score of at least 25.
2. Upon scoring, if the PG obtained a low rating or zero score then the PG must look into these items and see what can be done to be able to meet/satisfy the criteria.
3. The Social Inclusiveness Scoring Sheet shall be accomplished by the LGU-ESS and validated by the RPCO-ESS during PG validation until the finalization of the Business Plan. This is to be done in close coordination with I-REAP.
4. Scoring Sheet shall be filled-up through interview with the lead PG and review of related documents (i.e. By Laws of the PG, Business Plan among others). In cases of numerous clusters, a sampling of the cluster POs or Associations may be interviewed as the basis of the rating.
5. Please see attached scaling guide as reference in assigning the appropriate PG rating.

Sub - Project Title: _____

Sub - Project Location: _____

Sub – Project PG: _____

Sub - Project Scale and Type: _____

Estimated Sub - Project Cost: _____

| Criterion | Score Range | PG Rating |
|--|-------------|-----------|
| 1. Open membership/stockholder policy | 0-10 | |
| 2. Plan for expansion of membership tied up to the grant | 0-5 | |
| 3. Farmers and/or fishers are themselves members/stockholders of the PG | 0-10 | |
| 4. Business plan shall show clear increase in farmers and/or fishers incomes (both members and non-members) | 0-10 | |
| 5. Tangible benefits to the workers of the enterprise, including any plan to increase wage, fringe benefits and any plan to increase the number of workers | 0-5 | |

| | | |
|---|-------------|--|
| 6. Lot where permanent facilities to be funded will be constructed should be covered by sufficient security of tenure for the PG. | 0-5 | |
| 7. No potential economic displacement of existing similar or exactly the same enterprise/business in the area | 0-5 | |
| Total score | 3-50 | |

Scaling Guide as reference in assigning the appropriate PG rating

| Criterion and Indicators | Ranking Guide | PG Rating | Remarks |
|--|--|-----------|---------|
| <p>1. Open membership/stockholder policy</p> <ul style="list-style-type: none"> Open membership/stockholder policy is indicated in the By-Laws of the PG. There is no restriction aside from relevance of livelihood/profession to the enterprise (e.g. only dairy farmers may be a member in a dairy cooperative). There are no artificial barriers to membership/stockholders such as family affiliation, controlling stock, political affiliation, gender, religion, ethnicity or the use of political boundaries to restrict membership in natural resource-based PG. The corporation, cooperative or association must not amend their membership/share of stock policy such that it will effectively place such or similar barriers, during the entire economic life of the proposed enterprise. | <p>If all of the indicators are present – 10 points</p> <p>If 2 of the indicators are missing – 5 points</p> <p>If no written by-laws and membership is exclusive – 0 points</p> | | |

| Criterion and Indicators | Ranking Guide | PG Rating | Remarks |
|---|--|-----------|---------|
| <ul style="list-style-type: none"> Requirements for membership must be simple enough to accomplish (i.e. documentary requirements) and membership fee is reasonable even for small farmers/fisherfolks to be members. | | | |
| <p>2. Plan for expansion of membership tied up to the grant</p> <ul style="list-style-type: none"> With concrete, feasible and attainable targets (e.g. after 2 years of implementation there is a 5% increase in membership) With an Action Plan that specifies steps/activities on how to achieve the target (e.g. conduct of pre- membership orientation and seminar that discusses the VMG, values and principles of the Cooperative or PO). | <p>If both indicators are present – 5 points</p> <p>If there are targets, but no specified concrete steps on how to achieve the targets - 3 points</p> <p>If no plans indicated - 0 points</p> | | |
| <p>3. Farmers and/or fishers are themselves members/ stockholders of the PG</p> <ul style="list-style-type: none"> farmers and/or fishers are themselves members/stockholders of the PG with equal (income of enterprise equally distributed) and equitable sharing (patronage refund) there is meaningful participation of farmers' in decision-making processes of the Cooperative/PO (can also look into women participation) | <p>If both indicators are present – 10 points If no participation – 5 points</p> <p>If both indicators are not present – 0 points</p> | | |

| Criterion and Indicators | Ranking Guide | PG Rating | Remarks |
|--|--|-----------|---------|
| | | | |
| <p>4. Business plan shall show clear increase in farmers and/or fishers incomes (both members and non-members)</p> <ul style="list-style-type: none"> • Business plan show clear increase in income of members • Business plan show clear increase in income of non-members • Business plan show other benefits to the members and non-members | <p>If all the indicators are present – 10 points</p> <p>If only increase in income of members - 5 points</p> <p>If it does not clearly show benefits to farmers/fisherfolks - 0 points.</p> | | |
| <p>5. Tangible benefits to the workers of the enterprise, including any plan to increase wage, fringe benefits and any plan to increase the number of workers</p> <ul style="list-style-type: none"> • Plan to increase wage • Benefits offered include SSS, Pag-ibig, PhilHealth • Plan to increase the number of workers • Availability of other benefits (such as but not limited to fringe benefits, presence of particular benefits for the needs of women, benefits for PWD workers). | <p>If all the indicators are present – 5 points</p> <p>If 2 of the indicators are not present – 3 points</p> <p>If no benefits – 0 points</p> | | |
| <p>6. Lot/s where permanent facilities to be funded will be constructed should be covered by sufficient security of tenure for the PG.</p> <p>Owned by PG (however if to be owned by PG but still in the process of acquiring lot during the time of Business Plan preparation only 4 points will be given) or Leased with option to buy provided that:</p> <ul style="list-style-type: none"> • If rights are to be acquired through lease, the terms shall at least cover the entire economic life of the enterprise as projected in the FS. | <p>5 points:</p> <ul style="list-style-type: none"> • Owned by PG • Lease with option to buy with the conditions stated herein • For aqua-based enterprise, project area assigned to | | |

| Criterion and Indicators | Ranking Guide | PG Rating | Remarks |
|--|--|-----------|---------|
| <ul style="list-style-type: none"> The lessor of the lot should not be a key official of the PG or should not occupy a managerial position in an enterprise such that he/she can influence the continued viability of the enterprise. The lessor may be a key official of the PG provided that the following are present: <ol style="list-style-type: none"> Cost of lease is cleared by the BOD and comparable to the prevailing rates in the area Historically, the PG has a high turn-over of set of officers and election of officers is held regularly The owner of the property/land should not be the one directly managing the enterprise The contract should include provisions for the fate of the facility in the leased property in case of bankruptcy of the enterprise <p>If the enterprise is aqua-based i.e. seaweeds, mussels, oysters, the project area should be assigned to the PG by the LGU and the area is covered by the LGU as per Fisheries Code.</p> <p>In instances where the aqua-based enterprise will need a lot where permanent facilities to be funded will be constructed, the other indicators shall still apply.</p> <p><i>Note: Basis for "economic life" can be: a) COA Circular 2003- 007 Annex A wherein "useful life" is qualified as 30 years for concrete building; 20 years for mixed and 10 years for wood material. Cost of the infrastructure should also be taken into consideration in assessing if lease of contract should be more than 30 years; or b) the economic life of the enterprise as discussed in the Business Plan.</i></p> | <p>the PG by the LGU and the area is covered by the LGU as per Fisheries Code</p> <p>3 points:</p> <ul style="list-style-type: none"> Leased only and no option to buy (following the same stated considerations herein if lessor is a key official) For aqua-based enterprise, if the project area is not yet assigned to the PG but is covered by the LGU <p>0 points:</p> <ul style="list-style-type: none"> Neither owned by PG or leased (no security of tenure) | | |
| <p>7. No potential economic displacement of existing similar or exactly the same enterprise /business in the area</p> <ul style="list-style-type: none"> There are no existing similar or exactly the same enterprise/business in the area | <p>If all of the indicators are present – 5 points</p> <p>If proposed enterprise is found to be competing with</p> | | |

| Criterion and Indicators | Ranking Guide | PG Rating | Remarks |
|--|--|-----------|---------|
| <ul style="list-style-type: none"> Creation of the enterprise/business does not deliberately and unfairly compete with the identified existing enterprise/s Captured market/clientele is clearly defined in the Business Plan and doesn't overlap with existing operations in the area | <p>existing hard working individuals, small scale enterprises or small household-based businesses but will not displace their captured market – 3 points</p> <p>If there are existing similar or exactly the same enterprise/business in the area, wherein the proposed enterprise would unfairly compete with these existing businesses (especially the small scale enterprises or small household-based businesses) – 0 points</p> | | |
| Total Score | 3-50 | | |

Scored/Evaluated by : _____
 Designation/Position : _____
 Unit : _____
 Date : _____

Annex 12 - Enterprise Assessment Tool

(A Business Enterprise Process Review)

A. BASIC ENTERPRISE INFORMATION

| | | |
|-------------------------|---|--|
| Name of Enterprise | : | |
| Enterprise Address | : | |
| Contact Number(s) | : | |
| Facsimile No. | : | |
| Email address | : | |
| Website | : | |
| Contact Person | : | |
| Position | : | |
| Telephone No. | : | |
| Mobile Number | : | |
| Maturity Level | : | |
| Major Business Activity | : | |

Instructions:

The evaluator shall accomplish the tool. Indicate the score or the percentage weights based on the scoring system for the tool to indicate the level of compliance with indicators listed below. If compliance could not be determined for a particular indicator, mark the column as "NA" or Not Applicable. Give additional information on the findings (if any), and come up with recommendations to address compliance issues and identify other interventions needed by the enterprise.

RATING:

- 5– **Excellent (100%)**- Always compliant with all the statements and/or properly implemented
- 4 – **Very Good (80%)**- Mostly compliant with the statements and/or properly implemented
- 3 – **Good (60%)**- Compliant with some of the statements and/or partially implemented
- 2 – **Needs Slight Improvement (40%)**- Rarely compliant with the statements and/or with minimal implementation
- 1 – **Needs Improvement (20%)**- Mostly not compliant with the statements and/or not properly implemented
- 0 – **Inexistent/Non-compliant (0%)**

Document verification should be done, as applicable

Decision Method: Sum of the Scores/Total Number of Questions

*Result will be Round Up to the nearest Score

B. ASSESSMENT AREAS

- 1. ORGANIZATION AND ADMINISTRATION.** This section will focus on evaluating the human resources policies and enterprise management systems and processes. It also measures the organizational direction, plans, operational systems and policies, leadership and

management, governance, compliance to legal identity and reportorial requirements, etc.
all that is related to what goes on within the organization.

| INDICATOR | | SCORE (Level of Compliance) | | | | | | FINDINGS |
|--|---|-----------------------------|---|---|---|---|--|----------|
| A. LEADERSHIP AND GOVERNANCE | | | | | | | | |
| VISION , MISSION AND GOALS AND CORE VALUES AND POLICIES | | | | | | | | |
| 1. Vision, mission, goals and core values of the enterprise are well defined and communicated to all (officers, members, management staff and employees). | 0 | 1 | 2 | 3 | 4 | 5 | | |
| 2. Communication system thru internal process flow policy exists within the enterprise (among officers, members, management staff and employees). | 0 | 1 | 2 | 3 | 4 | 5 | | |
| 3. The problem resolution is carried through existing written conflict management policy and a functional Grievance Redress Mechanism (it involves the concerned individuals or groups). | 0 | 1 | 2 | 3 | 4 | 5 | | |
| 4. With written, updated, adopted, applied Enterprise Operations Manual that is being adapted/used | 0 | 1 | 2 | 3 | 4 | 5 | | |
| 5. Defined, updated and posted enterprise structure and design. | 0 | 1 | 2 | 3 | 4 | 5 | | |
| 6. Accountabilities of officers, members and management staff are clear, written and executed in accordance with the operation manual | 0 | 1 | 2 | 3 | 4 | 5 | | |
| 7. The enterprise has complete files (hard/printed copy and electronic copy) of the organization documents (i.e. minutes of all meetings, resolutions, incoming and outgoing communications, BP, EOM, written and updated Operational Plan, Reports, etc.) | 0 | 1 | 2 | 3 | 4 | 5 | | |
| 8. Aware of how corruption generally manifests itself in their type of organization | 0 | 1 | 2 | 3 | 4 | 5 | | |
| 9. Officers, staff and members have a clear view on its plans and priorities | 0 | 1 | 2 | 3 | 4 | 5 | | |
| B. HUMAN RESOURCE MANAGEMENT | | | | | | | | |
| 1 Salaries and benefits given to employees are in accordance with the Labor Code of the Philippines. | 0 | 1 | 2 | 3 | 4 | 5 | | |
| 2 The officers, members, management staff and employees are well informed about his/her position and remuneration. | 0 | 1 | 2 | 3 | 4 | 5 | | |

| | | | | | | | | |
|---------------------------------------|---|---|---|---|---|---|---|--|
| 3 | The officers, members, management staff and employees are well informed of the hiring and firing policy of the enterprise. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 4 | With policy on equal opportunity for hiring (locals, out-of-school youth, PWD, gender-specific and religion/culture-specific individuals). | 0 | 1 | 2 | 3 | 4 | 5 | |
| 5 | The enterprise has training program or continuous education for their employees, officers and members that will contribute to the improvement of its business operation | 0 | 1 | 2 | 3 | 4 | 5 | |
| 6 | There are sufficient (young) people available to become executive managers or officers when the current executives retire. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 7 | The organization selects and appoints its executives or officers based on their qualifications. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 8 | Organization able to find and attract the right employees that it needs. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 9 | Instituted regular performance assessment of its employees | 0 | 1 | 2 | 3 | 4 | 5 | |
| 10 | Keep proper records of its employees and members of organization | 0 | 1 | 2 | 3 | 4 | 5 | |
| FINDINGS AND RECOMMENDATIONS : | | | | | | | | |

- 2. ENTERPRISE OPERATIONS.** This section looks into the key components of enterprise operations from processes and procedures, use of facilities and equipment and adoption of technologies.

NOTES:

For **Production/Farming type of Enterprise** answer only items in letter

A numbers 1-9 For **Processing type of Enterprise** answer only items in letter B numbers 1-14

For **Custom Service type of Enterprise** answer only items Nos. 2.60 – 2.73

For **Integrated type of Enterprise** choose among letters A, B or C on the appropriate business activity that the enterprise is undertaking. Answer all the items in the selected business activity

Letters D, E and F should be answered by all respondents regardless of type

| INDICATOR | SCORE (Level Compliance) | of | FINDINGS |
|------------------------------|--------------------------------|----|----------|
| A. PRODUCTION/FARMING | | | |

| | | | | | | | |
|---|---|---|---|---|---|---|--|
| 1. All the officers, members, management staff and employees were oriented and familiar with the production/farming policies and procedures | 0 | 1 | 2 | 3 | 4 | 5 | |
| 2. The operations of the enterprise are in accordance to the approved Business Plan or any written documents indicating the operation of the enterprise | 0 | 1 | 2 | 3 | 4 | 5 | |
| 3. Information on the list of producers (members and non-members) involved in the production are complete and updated | 0 | 1 | 2 | 3 | 4 | 5 | |
| 4. Production schedule are posted, and being followed | 0 | 1 | 2 | 3 | 4 | 5 | |
| 5. Production objectives are set and well-defined (e.g. target volume per season or cycle) | 0 | 1 | 2 | 3 | 4 | 5 | |
| 6. Target volume based on marketing target | 0 | 1 | 2 | 3 | 4 | 5 | |
| 7. Monthly production report submitted | 0 | 1 | 2 | 3 | 4 | 5 | |
| 8. Employed quality control system or traceability system to ensure that all the products meet the quality standards of the buyers | 0 | 1 | 2 | 3 | 4 | 5 | |
| 9. Has access to information on latest technologies and processes | 0 | 1 | 2 | 3 | 4 | 5 | |
| FINDINGS AND RECOMMENDATIONS: | | | | | | | |

| INDICATOR | SCORE (Level Compliance) of | | | | | | FINDINGS |
|--|--------------------------------|---|---|---|---|---|----------|
| B. PROCESSING | | | | | | | |
| 1. All the officers, members, management staff and employees were oriented and familiar with the processes and procedures of the enterprise operations. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 2. The operations of the enterprise are in accordance with the approved Business Plan or any written documents indicating the operation of the enterprise. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 3. Production objectives are set and well-defined (e.g. daily volume of output or capacity) | 0 | 1 | 2 | 3 | 4 | 5 | |
| 4. Target volume based on marketing target. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 5. Production schedules are posted, and being followed. | 0 | 1 | 2 | 3 | 4 | 5 | |

| | | | | | | | |
|---|---|---|---|---|---|---|--|
| 6. Checks quality and specifications of raw materials before use in production/processing | 0 | 1 | 2 | 3 | 4 | 5 | |
| 7. Employed quality control system or Traceability system to ensure that all the products meet the quality standards of the buyers. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 8. Available profiles of suppliers including the volume capacity, mode of payment and mode of delivery (supply contract). | 0 | 1 | 2 | 3 | 4 | 5 | |
| 9. Presence of Supply Agreement between the enterprise and suppliers. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 10. With continuous innovation of production /processing methodologies | 0 | 1 | 2 | 3 | 4 | 5 | |
| 11. Has access to information on latest technologies and processes | 0 | 1 | 2 | 3 | 4 | 5 | |
| 12. Organization aware of how to manage incoming volumes of produce. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 13. Organization use appropriate, up to date technology for its operations. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 14. Checks that the quality of the produce that is produced meets its own standards and those of clients/ buyers. | 0 | 1 | 2 | 3 | 4 | 5 | |
| FINDINGS AND RECOMMENDATIONS: | | | | | | | |

| INDICATOR | SCORE (Level of Compliance) | | | | | | FINDINGS |
|--|--------------------------------|---|---|---|---|---|----------|
| C. CUSTOM SERVICE FACILITY | | | | | | | |
| 1. All the officers, members, management staff and employees were oriented and familiar with the enterprise operations. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 2. The operations of the enterprise are in accordance with the approved Business Plan or any written documents indicating the operation of the enterprise. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 3. Has written policy on the use and scheduling of the facilities | 0 | 1 | 2 | 3 | 4 | 5 | |
| 4. Keep records of users with complete information on frequency of availment, quantity served (e.g. hectarage served for tractors, space requirement or volume stored for storage facilities, etc) | 0 | 1 | 2 | 3 | 4 | 5 | |
| 5. Servicing schedules are posted, and being followed. | 0 | 1 | 2 | 3 | 4 | 5 | |

| | | | | | | | |
|--|---|---|---|---|---|---|--|
| 6. Custom servicing objectives are set and well-defined (e.g. target area to be served, target number of users, target income, etc). Target volume/quantity based on marketing target. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 7. Monthly report on custom servicing prepared and submitted to the Board | 0 | 1 | 2 | 3 | 4 | 5 | |
| 8. Has access to information on latest technologies and processes. | 0 | 1 | 2 | 3 | 4 | 5 | |
| FINDINGS AND RECOMMENDATIONS: | | | | | | | |

| INDICATOR | SCORE (Level of Compliance) | | | | | | FINDINGS |
|--|--------------------------------|---|---|---|---|---|----------|
| D. INVENTORY MANAGEMENT AND CONTROL | | | | | | | |
| 1. The group has policy on the storage and inventory of raw materials /inputs in ensuring the sufficiency of the supply and the quality of the products. First In-First-Out and Last-In-First Out (FIFO & LIFO). | 0 | 1 | 2 | 3 | 4 | 5 | |
| 2. Established raw materials specifications (volume, size, maturity, color, expiration, packaging, mode of payment, mode of delivery, etc.). | 0 | 1 | 2 | 3 | 4 | 5 | |
| 3. Available profiles of suppliers including the volume capacity, mode of payment and mode of delivery (supply contract). | 0 | 1 | 2 | 3 | 4 | 5 | |
| 4. Storage facilities for supplies and materials are adequate and well-maintained | 0 | 1 | 2 | 3 | 4 | 5 | |
| 5. Uses digital technology for inventory management system | 0 | 1 | 2 | 3 | 4 | 5 | |
| 6. The inventory securely and appropriately stored, with access restricted to authorized personnel | 0 | 1 | 2 | 3 | 4 | 5 | |
| FINDINGS AND RECOMMENDATIONS: | | | | | | | |
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| 1. | With written policies on facilities and equipment utilization and maintenance (e.g. utilization schedule, maintenance schedule, disposal policy, etc | 0 | 1 | 2 | 3 | 4 | 5 | |
| 2. | Set aside budget for repairs and maintenance of fixed assets | 0 | 1 | 2 | 3 | 4 | 5 | |
| 3. | Keeps record of utilization of facilities and equipment (e.g. hauling and delivery schedule, equipment use input and output volume, etc | 0 | 1 | 2 | 3 | 4 | 5 | |
| 4. | Facilities and equipment compliant with the minimum requirement set by the GAP, GAHP, GAqP, PAES, PNS, Food Safety Standards and other standards | 0 | 1 | 2 | 3 | 4 | 5 | |
| 5. | Available posters of instructions on proper use and care of machines and equipment (include identified load capacity and load limits) | 0 | 1 | 2 | 3 | 4 | 5 | |
| 6. | The group undertake periodic assessments to identify underutilized, idle, redundant or obsolete assets | 0 | 1 | 2 | 3 | 4 | 5 | |
| FINDINGS AND RECOMMENDATIONS: | | | | | | | | |
| INDICATOR | | SCORE (Level of Compliance) | | | | | | FINDINGS |
| F. SOCIAL AND ENVIRONMENTAL SAFEGUARDS (WASTE MANAGEMENT AND OCCUPATIONAL SAFETY AND HEALTH PROCEDURES) | | | | | | | | |
| 1. | Implement proper solid and liquid waste management (i.e. waste treatment facility, IEC efforts) | 0 | 1 | 2 | 3 | 4 | 5 | |
| 2. | Has written policy in disposing solid and liquid wastes | 0 | 1 | 2 | 3 | 4 | 5 | |
| 3. | Policy exists and is implemented on occupational health and safety. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 4. | Posted safety posters/signs/warnings in the workplace | 0 | 1 | 2 | 3 | 4 | 5 | |
| 5. | Work place is well ventilated, well-lighted, clean, free from clutter and obstruction, and with an adequate number of emergency exits. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 6. | Accessible fire extinguishers and other fire control measures in strategic locations | 0 | 1 | 2 | 3 | 4 | 5 | |
| 7. | Available accidents and emergency preparedness kits and trained personnel | 0 | 1 | 2 | 3 | 4 | 5 | |

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| 8. Compliant to employees' favorable working condition i.e. employees' lounge, pantry | 0 | 1 | 2 | 3 | 4 | 5 | |
| FINDINGS RECOMMENDATIONS: | | | | | | | |

3. FINANCIAL MANAGEMENT. This section will check on the execution of the financial management system in place, and assess awareness level by the enterprise staff. It will look at the organization's performance on financial administration, financial budgeting and planning, sourcing, financial risk management and also its record keeping and monitoring.

| INDICATOR | SCORE (Level of Compliance) | | | | | | FINDINGS |
|--|--------------------------------|---|---|---|---|---|----------|
| A. ACCOUNTING RECORDS AND SOURCE DOCUMENTATION | | | | | | | |
| 1. With clearly established Simple Financial Management System, such as: | | | | | | | |
| a. Policy on receipts and disbursements, recording, reporting are implemented strictly. | 0 | 1 | 2 | 3 | 4 | 5 | |
| b. conduct of regular audit | 0 | 1 | 2 | 3 | 4 | 5 | |
| c. Approval of daily revenue reconciliations prior to deposits are made. | 0 | 1 | 2 | 3 | 4 | 5 | |
| d. Policy on banking system. | 0 | 1 | 2 | 3 | 4 | 5 | |
| e. policy on customer accounts (i.e. credit limits, if there’s any, collections system (cash or cheque payments), etc. | 0 | 1 | 2 | 3 | 4 | 5 | |
| f. Policy for loans and advances. | 0 | 1 | 2 | 3 | 4 | 5 | |
| g. Policy on petty cash fund. | 0 | 1 | 2 | 3 | 4 | 5 | |
| h. Policy on profit sharing/distribution of income. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 2. Available and secured books of Accounts | | | | | | | |
| a. General Journal | 0 | 1 | 2 | 3 | 4 | 5 | |
| b. General Ledger | 0 | 1 | 2 | 3 | 4 | 5 | |
| c. Cash Receipt journal | 0 | 1 | 2 | 3 | 4 | 5 | |
| d. Cash disbursement journal | 0 | 1 | 2 | 3 | 4 | 5 | |
| e. Sales Journal | 0 | 1 | 2 | 3 | 4 | 5 | |
| f. Purchase Journal | 0 | 1 | 2 | 3 | 4 | 5 | |
| g. Cash book | 0 | 1 | 2 | 3 | 4 | 5 | |
| 3. Issue and file pre-numbered accountable Finance forms/Receipt | | | | | | | |
| a. Official Receipt | 0 | 1 | 2 | 3 | 4 | 5 | |
| b. Delivery Receipt | 0 | 1 | 2 | 3 | 4 | 5 | |
| c. Purchase Order | 0 | 1 | 2 | 3 | 4 | 5 | |
| d. Cash Voucher | 0 | 1 | 2 | 3 | 4 | 5 | |

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| e. Cash Liquidation Form | 0 | 1 | 2 | 3 | 4 | 5 | |
| f. Purchase Request | 0 | 1 | 2 | 3 | 4 | 5 | |
| g. Disbursement Voucher | 0 | 1 | 2 | 3 | 4 | 5 | |
| h. Other relevant Forms | 0 | 1 | 2 | 3 | 4 | 5 | |
| 4. Keep records of updated Financial Statements | | | | | | | |
| a. Income Statement | 0 | 1 | 2 | 3 | 4 | 5 | |
| b. Cash flow | 0 | 1 | 2 | 3 | 4 | 5 | |

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| c. Balance Sheet | 0 | 1 | 2 | 3 | 4 | 5 | |
| d. Audited Financial Report | 0 | 1 | 2 | 3 | 4 | 5 | |

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| B. FINANCIAL REPORTING | | | | | | | |
| 1. There is a monitoring and reporting system on the status of the enterprise. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 2. Regular financial planning and budgeting are done. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 3. The reports also included non-financial concerns like issues and concerns, including potential risks, consequences of proposed decisions and mitigation processes. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 4. Financial report is presented to the BOD or enterprise management team during meetings. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 5. The reports (i.e. FS, Cash Flow and Balance Sheet) have been presented in a generally accepted accounting format. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 6. The reports have been verified/audited for the accuracy and quality | 0 | 1 | 2 | 3 | 4 | 5 | |
| 7. The report contents are up-to-date, relevant, accurate and complete. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 8. Quarterly submission of the cash flow forecasts to the management for approval. | 0 | 1 | 2 | 3 | 4 | 5 | |

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| C. INTERNAL CONTROL AND CASH MANAGEMENT | | | | | | | |
| 1. There are appropriate internal controls over the authorization and issuance of purchase orders/disbursement voucher | 0 | 1 | 2 | 3 | 4 | 5 | |
| 2. Purchase orders correctly prepared and approved by the concerned officers with the appropriate financial allocation for the supply of goods and services. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 3. Disbursement vouchers approved by at least two duly authorized officers' prior release of payments. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 4. Has established payment threshold and corresponding level of approving authorities. | 0 | 1 | 2 | 3 | 4 | 5 | |

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| 5. Bank reconciliations prepared and checked at least monthly, for each of the group's bank accounts, by the concerned Officer separately the cash receipt and payment processes. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 6. Have processes in place to record and track returns to suppliers and matching receipt of credit note payments for returns. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 7. Staff is well oriented on various procurement and payment methods (e.g. purchase order or direct invoice). | 0 | 1 | 2 | 3 | 4 | 5 | |
| 8. Has measures in tracking missing orders. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 9. Conducted regular vouching of all transactions | 0 | 1 | 2 | 3 | 4 | 5 | |
| 10. The petty cash held securely, balanced and reimbursed/replenished regularly. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 11. Have developed a credit policy and debtor management policy. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 12. The invoices/statements promptly issued to customers. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 13. There is an established process to reconcile payments received against outstanding interest and principal payments for specific loans. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 14. There is a system to follow-up aged debtors and manage financial risks. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 15. Organization has financial reserves and a plan to increase them. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 16. Executives review and discuss them at least once a month, using them for decision making. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 17. Financial information shared with members in a proper manner. | 0 | 1 | 2 | 3 | 4 | 5 | |
| FINDINGS AND RECOMMENDATIONS: | | | | | | | |

5. **MARKETING.** The evaluation will focus on the systemic flow of goods/products within marketing/trading activities and determine compliance with the set guidelines/protocols.

| INDICATOR | SCORE (Level of Compliance) | | | | | | FINDINGS |
|---|--------------------------------|---|---|---|---|---|----------|
| 1. Marketing objectives are set and well defined | | | | | | | |
| a. Set target sales | 0 | 1 | 2 | 3 | 4 | 5 | |
| b. Set target margins | 0 | 1 | 2 | 3 | 4 | 5 | |
| c. Set target profit | 0 | 1 | 2 | 3 | 4 | 5 | |
| 2. With available Marketing budget | 0 | 1 | 2 | 3 | 4 | 5 | |
| 3. Marketing Plan is accessible, utilized, communicated, and regularly updated. | 0 | 1 | 2 | 3 | 4 | 5 | |

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| 4. Has dedicated Marketing Staff with knowledge of the marketing operation. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 5. Clear and consistent product/service specifications. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 7. With updated and monitored customer profile. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 8. With updated and monitored competitor profile and competitor movement. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 9. Has available facilities for logistics and distribution | 0 | 1 | 2 | 3 | 4 | 5 | |
| 10. Point of sale and storage locations are strategically located | 0 | 1 | 2 | 3 | 4 | 5 | |
| 11. Utilize innovative channels (e.g. online or digital marketing) | 0 | 1 | 2 | 3 | 4 | 5 | |
| 12. With Marketing Agreement between buyers and the enterprise. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 13. Marketing strategies are well presented and discussed with the officers and employees by the Marketing Officer. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 14. Regular checks market trends and developments and immediately adjusts marketing strategies to recent developments | 0 | 1 | 2 | 3 | 4 | 5 | |
| 15. Feedback mechanism for customer/consumer complaints is available | 0 | 1 | 2 | 3 | 4 | 5 | |
| 16. Established system on resolving consumer complaints. | 0 | 1 | 2 | 3 | 4 | 5 | |
| FINDINGS AND RECOMMENDATIONS: | | | | | | | |

6. **SUSTAINABILITY.** This assessment will cover growth potential (in terms of production, product, technology, market, and network) and measures to identify and mitigate risks of the enterprise.

| INDICATOR | SCORE (Level of Compliance) | | | | | | FINDINGS |
|---|--------------------------------|---|---|---|---|---|----------|
| 1. Career Development Program for its employees | 0 | 1 | 2 | 3 | 4 | 5 | |
| 2. Training Program for employees and members | 0 | 1 | 2 | 3 | 4 | 5 | |
| 3. The enterprise has existing good and long-term relationships with buyers/suppliers | 0 | 1 | 2 | 3 | 4 | 5 | |
| 4. The enterprise is able to tap and/or partner with different government and non-government agencies for various support services. | 0 | 1 | 2 | 3 | 4 | 5 | |

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| 5. With written Sustainability Plan or Enterprise Risk Reduction Management Plan (including social, market, technological, climate and political risks among others) | 0 | 1 | 2 | 3 | 4 | 5 | |
| 6. The officers/BODs, members, management staff and employees in the enterprise are aware of risks brought by natural resource destruction | 0 | 1 | 2 | 3 | 4 | 5 | |
| 7. The officers/BODs, members, management staff and employees in the enterprise are aware of peace and security risks. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 8. The officers/BODs, members, management staff and employees in the enterprise are aware of human, political and socio-economic risks and occupational and health hazards. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 9. The officers/BODs, members, management staff and employees in the enterprise are aware of the marketing risks and have identified how to mitigate these | 0 | 1 | 2 | 3 | 4 | 5 | |
| 10. There is awareness of possible solutions and strategies to mitigate the risks of market pricing. | 0 | 1 | 2 | 3 | 4 | 5 | |
| FINDINGS AND RECOMMENDATIONS : | | | | | | | |

2. **INCLUSIVITY.** This covers awareness of the context of marginalization and corresponding policies, projects and programs in response to root causes of marginalization will be reviewed. Participation of marginalized sectors/groups are women, children, youth, indigenous peoples, and persons with disabilities will be assessed under this criterion.

| INDICAT OR | SCORE (Level Compliance) of | | | | | | FINDINGS |
|---|-----------------------------------|---|---|---|---|---|----------|
| 1. Marginal sectors such as women, men, youth, indigenous peoples, persons with disabilities are considered in deciding services, projects and programs to engage with. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 2. Human rights, child labor, non-discrimination and equal opportunity policies are written and implemented. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 3. Representations of marginal sectors are written and implemented. | 0 | 1 | 2 | 3 | 4 | 5 | |
| 4. Organization ensure non- discrimination and equal opportunity for workers and members. | 0 | 1 | 2 | 3 | 4 | 5 | |

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| 5. Women sufficiently represented in the organization. | 0 | 1 | 2 | 3 | 4 | 5 | |
| FINDINGS AND RECOMMENDATIONS: | | | | | | | |

Annex 13. Enterprise Assessment Result Report Template

ENTERPRISE ASSESSMENT RESULT REPORT

A. BASIC ENTERPRISE INFORMATION

Name of Enterprise :
 Enterprise Address :
 PROPONENT GROUP :
 Contact Person :
 Position :
 Telephone No. :
 Mobile Number:

B. RESULT OF THE ASSESSMENT

| Business Aspect | Score |
|---------------------------|-------|
| Organization & Management | |
| Enterprise Operations | |
| Financial | |
| Marketing | |
| Sustainability | |
| Inclusivity | |
| Overall | |

C. KEY FINDINGS AND RECOMMENDATIONS

| KEY AREAS | STRENGTH | WEAKNESS | RECOMMENDATIONS |
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Assessed by: _____

Date of Assessment: _____

Annex 14 - Training Needs Assessment

| | | |
|--------------------------|---|-------|
| Name of Enterprise | : | _____ |
| Name of Respondent | : | _____ |
| Current Position | : | _____ |
| Contact Number/Mobile | : | _____ |
| Date of Survey/Interview | : | _____ |

INSTRUCTION

Please have the time to complete the survey as accurately and honestly as possible. It is a critical step for us to assess your capacity building needs and the information will help us identify and select the appropriate interventions to address the gaps. All your responses will be treated with utmost confidentiality.

1. Which Unit of the Enterprise do you work in?

| | |
|-------|--------------------------|
| _____ | Marketing |
| _____ | Finance |
| _____ | Procurement |
| _____ | Production/Operations |
| _____ | Human Resource/Personnel |
| _____ | Leadership/Governance |
| _____ | Others, specify: _____ |

2. What is your current position/role in the Enterprise?

| | | | |
|-------|-------------------------|-------|--------------------------------|
| _____ | Manager | _____ | Procurement/Purchasing Officer |
| _____ | Supervisor | _____ | Bookkeeper |
| _____ | Marketing Officer | _____ | Technician/Technical Officer |
| _____ | Treasurer | _____ | Secretary |
| _____ | Quality Control Officer | _____ | Others, please specify: _____ |

3. Do you have supervisory responsibilities?

[] Yes [] No

3.1 If yes, how many staff/personnel do you supervise or are reporting to you? _____

4. How long have you been in your current position/role in the enterprise? _____

5. Do you have previous work experience related to your current position? [] Yes [] No

6. Have you attended any skills or technical training courses related to your current position? [] Yes [] No

6.1 If yes, list the type of training courses you have attended:

| Training Course Attended | Date of Training | Training Provider |
|--------------------------|------------------|-------------------|
| | | |
| | | |
| | | |

7. Based on your knowledge, in which area do you think the enterprise is currently experiencing difficulty or problem?

- ☐ Marketing
☐ Finance
☐ Procurement
☐ Production/Operations
☐ Human Resource/Personnel
☐ Leadership/Governance
☐ No idea/knowledge about any difficulty/problem
☐ Others, specify: _____

7.1 Please provide specific details of the problem area that you have identified:

| Enterprise Area/Dimension | Specific Difficulty/Problem |
|---------------------------|-----------------------------|
| Marketing | |
| Finance | |
| Procurement | |
| Production/Operations | |
| Human Resource/Personnel | |
| Leadership/Governance | |
| Others, specify: _____ | |

8. As part of the manpower of the enterprise, which elements or dimensions do you experience difficulty or problem in performing your current role/task?

- | | |
|--|--|
| <input type="checkbox"/> Actual work performance | <input type="checkbox"/> Customer relations |
| <input type="checkbox"/> Communication/Feedbacking | <input type="checkbox"/> Business/Enterprise |
| <input type="checkbox"/> Interpersonal relationships | <input type="checkbox"/> Decision making/Problem solving |
| <input type="checkbox"/> Leadership style | <input type="checkbox"/> Others, specify _____ |

9. What contributes to your difficulties in performing the specific role/task? Please check appropriate response/s and provide specific reason/s.

| Dimension | Specific Reason/s |
|-----------------------|-------------------|
| Knowledge level | |
| Skills level | |
| Attitude/Behavior | |
| Others, specify _____ | |

10. Do you think you need to enhance your knowledge and skills to better perform your current role/task? [] Yes [] No

11. Which of the following competencies do you think you need to enhance in order to improve your performance at work?

| | |
|------------------------------------|----------------------------------|
| _____ Work skills/Technical skills | _____ Customer relations skills |
| _____ Communication skills | _____ Business/Enterprise skills |
| _____ Interpersonal skills | _____ Analytical skills |
| _____ Leadership skills | _____ Others, specify _____ |
| _____ | _____ |

12. Which of the following training formats would you likely to participate in? Check the response/s that apply to you.

| |
|--|
| _____ Classroom training |
| _____ Day long workshop |
| _____ On-the-Job Training |
| _____ Distance education that can be completed at your own pace (web-based courses/online) |
| _____ A combination of classroom training with coaching/mentoring sessions |
| _____ Others, please specify: _____ |

13. How many days can you devote to a training session and be away from your work?

| |
|--------------|
| _____ 1 day |
| _____ 2 days |
| _____ 3 days |
| _____ 4 days |
| _____ 5 days |

14. How important is each of the following issues to you when participating in training courses?

| Issues | Highly important | Moderately important | Somewhat important | Not important |
|---|------------------|----------------------|--------------------|---------------|
| Opportunity to interact with instructor/facilitator/Resource Person | | | | |
| Opportunity to interact with other participants | | | | |
| Being part of a group that is taking the same course at the same time | | | | |
| Opportunity to start at any time | | | | |
| Opportunity to complete at your own pace | | | | |

15. Please specify any additional training needs related to your enterprise that you may recommend or suggest:

I hereby attest to the truthfulness of the information provided in this survey questionnaire. Furthermore, I am aware that the information provided herein will be used by the Department of Agriculture solely for the purpose of identifying training gaps for the preparation of the Enterprise Capacity Development Plan, as enterprise beneficiaries and will not be used for any other purpose without violating the Data Privacy Law.

Signature of Respondent: _____

Interviewed by: _____ Date: _____

Annex - 15 Internal and External Analysis

(Strength, Weaknesses, Opportunities, Threat)

Strategic planning is done by an organization when: a) looking at new markets to enter; b) planning growth and overall business strategy; c) dealing with competitors; d) creating action plans; e) choosing between different strategic investments; and f) predicting uncertainty in the future. Undertaking strategic planning before the preparation of the capacity development plan will help the enterprise to be more realistic in setting-up plans and targets. Strategic planning will be done using Internal and External Assessment or what is commonly called SWOT Analysis.

a) Internal Assessment (Strength and Weaknesses)

The performance of the organization from the previous plan period, or the immediate past five (5) years, as applicable, will be reviewed. The assessment will focus on the five aspects namely; operations, organization and management, marketing, financial management and sustainability and inclusivity. The assessment should highlight gaps in capacities, competencies and change readiness of the organization. Capacities include systems and processes that enable the organization to pursue its mandate and smoothly undertake its day-to-day operations. Competencies are knowledge, skills and attitudes related to the performance of functions on all levels of the organization. Change readiness determines how prepared the enterprise is in embracing or acting on change.

b) External Assessment (Opportunities and Threats)

External realities are factors that are beyond the enterprise's control that cannot be influenced by its own policies and decisions. Social, Political and Policy, Economic, Ecological and Technological or SPEET factors represent the external environment. Social factors are services such as education, health, shelter, water and sanitation, cultural beliefs, values, customs and traditions that affect or characterize the stakeholders the enterprise seeks to serve. Political factors are laws, policies, strategies and program thrusts of the national government, public sectors, other organizations, groups and individuals that have an interest in the work of the enterprise and exert influence to varying degrees. Economic factors are investments, productive assets, employment and livelihood, incomes, markets, prices, goods and services produced by and for the sectors that the enterprise seeks to serve. Ecological factors are natural, biological and physical resources and its conditions, the sustainability and quality of the services that these resources provide, and the life forces that it produces such as natural food, air, water, and nutrients. This also includes natural phenomena and hazards that affect large communities which may result in disasters and suffering. Technological factors pertain to automation, information systems, equipment and facilities, process improvements and other developments that facilitate work and provide opportunities for the enterprise to improve efficiency.

The SWOT Analysis will use the following matrix:

| Aspect | Strengths | Weaknesses | Opportunities | Threats |
|--------------------------------|-----------|------------|---------------|---------|
| Organization and Management | | | | |
| Enterprise Operation | | | | |
| Marketing | | | | |
| Financial Management | | | | |
| Sustainability and inclusivity | | | | |

Annex 16 - Template for the Preparation of the 3-Year Capacity Development Plan

Name of Enterprise : _____ Date Assessed : _____
Enterprise Maturity Level : _____

| Aspects | BP Targets (Year 1-3) | Key Findings | Proposed Interventions/ Recommendation | Activities to be Undertaken | Responsibility Center | Timeframe | Support Service Provider | Estimated Cost | Source of Fund |
|--|--------------------------|--------------|---|-----------------------------|-----------------------|-----------|--------------------------|----------------|----------------|
| Training/ Capability Building Needs | | | | | | | | | |
| Marketing | | | | | | | | | |
| Operations | | | | | | | | | |
| Organization and Management | | | | | | | | | |
| Financial Management | | | | | | | | | |
| Sustainability and inclusivity | | | | | | | | | |
| Non-Training Interventions | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Annex 17 - List of Training Modules for Capability Building Plans of the Proponent Group

- | | |
|---|---|
| <ul style="list-style-type: none"> • Integrated Business Licensing/Registration • Basic Business Recording • Understanding Financial Statements • Bookkeeping and Basic Accounting for Non- Accountant • Basic Pricing and Costing • Taxation for Small and Medium Enterprises • Social Mobilization • Training on Cooperativism • Market Awareness • Market Info Skill • Trade Fair Participation • Marketing and Promotion for the Manufacturing (Value Chain, Food Safety, Good manufacturing Practices) • Orientation on Philippine National Standard (based on crop) • Green Values (Waste Materials; Climate Change Adaptation; Environmental Friendly Strategies) • Financial counseling • Entrepreneurial Mind Setting and Values Formation • Records and Information Management • How to Secure Business Loan • Effective Selling and Negotiation Skills for MSMEs • Effective Purchasing Management • Material Management and Inventory Control (MMIC) • Problem Solving and Decision-Making Techniques • Quality Customer Service • Customer Relationship Management • Proper Handling of Food and Food Safety Awareness • Introduction to Hazard Analysis and Critical Control Points (HACCP) • Basic Principles of Good Manufacturing Practice (GMP) • Branding Your Business • Packaging and Labeling of Food Products | <ul style="list-style-type: none"> • Training on Nutrition Labeling • Fundamental of 5S or Good Housekeeping • How to Effectively Participate in Trade Fairs • Awareness on Business Continuity Planning and Management • Greening the Business Performance of MSMEs • Stress Management • Digital Marketing • Visual Merchandising • Creative and Selling Techniques • Sales, Distribution, Collections • Seminar on Patent, Trademarks, and Copyright • Total Productive Maintenance • Lean Management • Failure Mode and Efficiency Analysis • Introduction to Green Procurement Requirement • Business Expansion through Franchising • Market Info Sessions/Market Intelligence • Product Development Clinics • Process & Product Standardization • Packaging & Labeling • Export Mentoring • Website Development • Trainings • Preparation of Promotional Material • National/Regional Trade Shows/ Visual Merchandising • Business Matching • Good Agricultural Practices (GAP) • Integrated Pest Management (IPM) • Gender and Development Training • Cultural Sensitivity and IKSP Training • Grievance Redress Mechanism and Conflict Management • Occupational Safety and Health • Solid and Liquid Waste Management • Pollution Control and Management |
|---|---|

Annex 18 - List of Business Development Service Providers

| Interventions | Partner or Cooperating Agency |
|--|---|
| Trainings and Seminars | <p>Department of Agriculture (AMAS, ATI, BAFS, BAR, PhilFIDA, SRA, PCA, NDA, PCC, PhilRice,)</p> <p>Department of Trade and Industry (Go Negosyo, Small and Medium Enterprise Roving Academy)</p> <p>Department of Agrarian Reform Cooperative Development Authority</p> <p>Department of Science and Technology</p> <p>Technical Education and Skills Development Authority (TESDA) State Universities and Colleges</p> <p>Government Accredited Training Organizations (for on-site learning) Non-Government Organizations (Philippine Center for Entrepreneurship) Local Government Units</p> |
| Financing/ Credit/ Insurance | <p>Land Bank</p> <p>ACPC</p> <p>Financial Institutions (Rural Banks, Commercial Banks)</p> <p>Department of Trade and Industry – Small Business Corporation</p> <p>Department of Labor and Employment</p> <p>Micro-Financing Institutions (CARD, ASA Philippines, Negros Women, TSKI, Mindanao Micro-Finance Council)</p> <p>Non-Government Organization (Peace and Equity Foundation, Foundation for a Sustainable Society, Inc.)</p> <p>PCIC – for insurance</p> |
| Market Linkage | <p>Department of Agriculture</p> <p>LGUs</p> <p>Department of Trade and Industry</p> <p>Taytay Sa Kauswagan, Inc. (TSKI)</p> |
| Postharvest, processing and marketing facilities, equipment and infrastructure | <p>Department of Agriculture (Commodity Programs, PhilMech , PCA, SRA, PCA, among others)</p> <p>Department of Agrarian Reform</p> <p>Department of Trade and Industry</p> <p>DOST</p> <p>DOLE</p> <p>LGUs</p> <p>International NGOs</p> |
| Technologies and Standards | <p>DA, DAR, PhilMech, PhilRice, IRRI, DOST, PCARRD, BPI, BAFS, LGUs, SUCs</p> <p>Bureau of Animal Industry, FDA, BAFE, Seed Companies, Feeds Manufacturers</p> |

Annex 19 – Detailed Disaster Risk Assessment and Business Continuity Plan Forms

Part I: Cover sheet - Organizational Profile

| | |
|-------------------------|--|
| Organization Name | |
| Representative's Name | |
| Telephone Number | |
| Address | |
| Mission | |
| Primary Product/Service | |

| Activities / Functions | | Description Short description of the activity |
|---------------------------------|-------|---|
| | | |
| | | |
| Manpower Count | Count | Description Shifts, Location, etc. |
| Regular Employees | | |
| Contractual Employees | | |
| Volunteers | | |
| Contractors and Other Suppliers | | |
| Guests | | |

Part II: Risk Assessment

| Threat | Applicable | Likelihood | Impact | Risk Rating | Existing Controls |
|---|--------------------------------|---|--------|------------------------|---|
| You may add more to the list as you see fit | Encircle Y for YES or N for NO | Indicate your rating based on the criteria provided | | Likelihood X Impact | What control measures do you have, CURRENTLY, in place? |
| Fire | Y / N | | | | |
| Earthquake | Y / N | | | | |
| Typhoon | Y / N | | | | |
| Flood | Y / N | | | | |
| Landslide | Y / N | | | | |
| Drought | Y / N | | | | |
| Work Accident | Y / N | | | | |
| Data Loss | Y / N | | | | |
| Cyber Attack | Y / N | | | | |
| Theft/Crime | Y / N | | | | |
| Power Outage | Y / N | | | | |
| Epidemic | Y / N | | | | |

| | | | | | |
|----------------------------|-------|--|--|--|--|
| Civil Unrest / Terrorism | Y / N | | | | |
| Loss of Critical Employees | Y / N | | | | |
| Supply Chain Disruption | Y / N | | | | |
| | Y / N | | | | |
| | Y / N | | | | |

Impact

1 - No Impact/Negligible, 2 - Minor, 3 -Moderate, 4 - Significant, 5 - Catastrophic

Likelihood

1 - Very Low, 2 - Low, 3 - Moderate, 4 - High, 5 - Very High

I: Impact Classification

| Type of Event | People / Employees | Facility/ Building | Equipment | Technology / Data | Operations | Finance | Supply Chain |
|--|--------------------|--------------------|------------|-------------------|------------|-----------|--------------|
| <i>Put a check on the box of the affected resource if the risk event occurs.</i> | | | | | | | |
| Fire | | | | | | | |
| Earthquake | | | | | | | |
| Typhoon | | | | | | | |
| Flood | | | | | | | |
| Landslide | | | | | | | |
| Drought | | | | | | | |
| Work Accident | | | | | | | |
| Data Loss | | | | | | | |
| Cyber Attack | | | | | | | |
| Theft/Crime | | | | | | | |
| Power Outage | | | | | | | |
| Epidemic | | | | | | | |
| Civil Unrest / Terrorism | | | | | | | |
| Loss of Critical Employees | | | | | | | |
| Supply Chain Disruption | | | | | | | |
| | Priority # | Priority# | Priority # | Priority # | Priority # | Priority# | Priority # |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| Rank these items based on importance to the organization 1 most important - 8 least important | | | | | | | |
|--|--|--|--|--|--|--|--|

Part IV: Business Continuity Objectives

| Recovery Time Objective (RTO) | <12 Hours | Within day | Within day | Within 3 - 5 days | Within 1 week | Within 2 weeks | Within 3-4 weeks | More than 1 month |
|---------------------------------|-----------|------------|------------|-------------------|---------------|----------------|------------------|-------------------|
| Business Functions | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Purpose of the RTO | | | | | | | | |
| To meet customer requirements | | | | | | | | |
| To protect business reputation | | | | | | | | |
| To maintain revenue floor | | | | | | | | |
| To ensure regulatory compliance | | | | | | | | |
| Others please specify | | | | | | | | |

Part V: Business Continuity Resources

| Business Function | What is needed to perform/deliver the following functions? | | | | | | |
|-------------------|--|--|---|---|---|---|--|
| | Employees | Equipment | Technology | | Essential Utilities | Records | Business Partners |
| | Who are the key people that need to be there? | What equipment is used to deliver the product/service? | What technology/applications need to be made available? | What is your RPO? (Back-up requirement) | What utilities need to be made available? | What documents/files need to be made available? | Which business partners should you connect to? |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Part VI: Business Continuity Strategy

| Business Function | Business Continuity Strategy: How will you continue to deliver this function or activity? | Activity Details |
|-------------------|--|--|
| | <i>Select the applicable strategy from the list provided</i> | <i>What are the key action items in order to recover each function? This will be the basis of the detailed BCP document that you will have to prepare.</i> |
| | | |
| | | |
| | | |
| | | |
| | | |

Part VII: Business Continuity Plan for Key Assets

| Resources to Protect | Preparedness Measures | Response | Early Recovery |
|----------------------|--|---|--|
| | <i>What pre-disaster activities will you do to ensure that identified assets are ready? You may refer to the items identified in the BC Strategy Sheet</i> | <i>What activities will you do during the disaster to secure/manage the identified assets? You may refer to the items identified in the BC Strategy Sheet</i> | <i>What activities will you do after the disaster to recover the identified assets? You may refer to the items identified in the BC Strategy Sheet</i> |
| Equipment | | | |
| Inventory | | | |
| Building / Facility | | | |
| Data | | | |
| Supply Chain | | | |

Part VIII: Emergency Response Plan - Summary

| Threat Event | Preparedness Measures | Response | Early Recovery |
|--------------|-----------------------|----------|----------------|
|--------------|-----------------------|----------|----------------|

| | | | |
|---|---|--|---|
| <i>Based on your risk assessment, which threats pose a high risk to the organization. Focus on those that can affect the health, safety and life of people.</i> | <i>What will you do to prepare your people in the event of the identified threat?</i> | <i>What will your people do in the event of the identified threat?</i> | <i>What will your people do after the identified threat passes?</i> |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Part IX: Summary of Business Continuity Organization

| Position | Name | Mobile Number | Landline | Email Address | Emergency Number | Contact |
|--------------------------------|------|---------------|----------|---------------|------------------|---------|
| Business Continuity Head | | | | | | |
| Alternate 1 | | | | | | |
| Alternate 2 | | | | | | |
| Communications | | | | | | |
| Emergency Response Team Leader | | | | | | |
| First Aider 1 | | | | | | |
| First Aider 2 | | | | | | |
| First Aider 3 | | | | | | |
| Evacuation Officer | | | | | | |
| Alternate 1 | | | | | | |
| Exit Monitor | | | | | | |
| Records Evacuation | | | | | | |
| Search and Sweep | | | | | | |
| | | | | | | |

| | |
|---|--|
| Alternate Site 1: If your office/business location is damaged, where will this team meet to resume operations? | |
| If Alternate Site 1 is not viable, where is your Alternate Site 2 ? | |

Part X: BCP Checklist

| Emergency Equipment and Tools | Qty. Needed | Qty. Present | Date Checked |
|--|-------------|--------------|--------------|
| Batteries | | | |
| Fire Extinguisher | | | |
| Ropes | | | |
| Hard Hat/Helmet | | | |
| Gloves | | | |
| Utility Knives | | | |
| Hammer | | | |
| Pliers | | | |
| Crow Bar | | | |
| Spill Kit | | | |
| Broom and Mop | | | |
| Bucket and Pail | | | |
| Disinfectant | | | |
| Shovel | | | |
| Cloth Rags | | | |
| Ladder | | | |
| Tape (duct, masking, electric) | | | |
| Extension Cords | | | |
| Communication Devices (two-way radio, cell phone, etc) | | | |
| Battery Powered Fan | | | |
| Battery Powered Lamp | | | |

| Emergency Supplies | Qty. Needed | Qty. Present | Date Checked |
|--|-------------|--------------|--------------|
| Drinking Water (3 liters / person for 3 days) | | | |
| Emergency Food Supply (3 day-supply per person) | | | |
| Sanitation Supplies (soap toilet paper, etc) | | | |
| Eating Utensils (plates, cups, spoon, fork) | | | |
| Plastic Garbage Bag | | | |
| Blankets / Sleeping Bag | | | |

| | | | |
|---------------------------|--|--|--|
| First Aid Kit | | | |
| Flashlight | | | |
| Can Opener | | | |
| Whistle | | | |
| Malong or Sarong | | | |
| Toothpaste and Toothbrush | | | |

| Support for Getting People Home | Qty. Needed | Qty. Present | Date Checked |
|---------------------------------|-------------|--------------|--------------|
| Local Maps | | | |
| Notepad and Pencil | | | |
| Get-Home Bags | | | |
| Local Maps | | | |
| | | | |

Part XI: Contact Numbers

| Office | Name of Contact Person | Address | Mobile Number/ Landline | Email Address |
|---|------------------------|---------|----------------------------|---------------|
| Bureau of Fire Protection | | | | |
| Local Water District | | | | |
| Electric Cooperative | | | | |
| Hospital/Clinic | | | | |
| Local Disaster Risk Reduction and Management Office | | | | |
| Municipal Police Station | | | | |
| Barangay Office | | | | |

Part XII: Exercise/Test Record

| Type of Exercise Method <i>(Tabletop, Drill, Simulation or Live Test)</i> | Additional Information | Participants <i>(Who are the people that will take part in the exercise/test)</i> | Exercise Objectives | Target Date | Date Conducted | Observations and Comments | Areas for Improvement | Action Plan <i>(Include timeline)</i> |
|---|-------------------------------|---|----------------------------|--------------------|-----------------------|----------------------------------|------------------------------|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Annex 20– Checklist of Requirements for Enterprise Subproject



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

FORM 1

SUB-PROJECT TITLE:

LOCATION:

PROPONENT GROUP:

TOTAL INVESTMENT REQUIREMENT:

ENTERPRISE PROJECT FUND:

INFRASTRUCTURE COST:

PG EQUITY:

CHECKED BY:

DATE CHECKED:

| I. Eligibility Requirements of the Proponent Group | ATTACHED | | REMARKS |
|--|----------|----|---------|
| | YES | NO | |
| 1. Letter of Intent | | | |
| 2. Certificate of Registration | | | |
| 3. Certificate of Compliance or Good Standing | | | |
| 4. Certificate from DA on FFEDIS registry | | | |
| 5. DA Accreditation | | | |
| 6. Latest Audited Financial Report Micro Enterprise - Photocopy of the Official Receipt (OR) and Interim Financial Report for the years of operation, preferably Audited FR if available Small Enterprise - Photocopy of the Official Receipt (OR) and Audited Financial reports for the years in operation Medium Enterprise - Audited Financial Report in the last 3 years (for medium enterprise subproject) | | | |
| 7. PLGU Evaluation on the Financial and Organizational Capability of the Proponent | | | |
| 8. Accomplishment Reports and photographs of agri-fishery or related projects undertaken, for at least one year indicating the source of funds for the implementation | | | |
| 9. Proof of Equity (Cash- Bank Certificate); Land Title/ Deed of Donation, etc (as applicable) | | | |
| 10. DA Accountant Certificate that the PG has No Unliquidated Account or Cash Advance with the DA | | | |
| 11. Certified true copy of the policies, systems and procedures/ Certified true copy of the Articles of Incorporation/Cooperation and by laws | | | |
| 12. Organizational Structure and Secretary's Certificate of Incumbent Officers including their functions | | | |

| | | | |
|--|--|--|--|
| 13. A sworn affidavit of the Secretary of the NGO/PO that none of its incorporators, organizers, directors, or officials is an agent of or related by consanguinity or affinity up to the fourth civil degree to the officials of the government agency authorized to process and/or approve the proposal, the MOA and the release of funds. | | | |
| 14. Sworn Affidavit of the Secretary of the NGO/PO that none of its officials are employees of the DA. | | | |

| II. Business Plan Requirements | ATTACHED | | REMARKS |
|---|----------|--------|---------|
| | YES | N O | |
| 1. Value Chain Analysis (VCA) | | | |
| 2. Approved PCIP | | | |
| 3. Annex 28/Form 2A – Business Plan Tracking Form | | | |
| 5. Annex 8 - Proponent Group Validation Result | | | |
| 6. Annex 27- Business Plan Appraisal or Evaluation Form (using I-REAP Score sheet) – signed | | | |
| 7. Proponent Group Profile | | | |
| 8. Farmers Profile | | | |
| 9. PRA-RSA (for GEF sites and NRM related enterprises only) | | | |
| 10. Supply Contract with participating farmers | | | |
| 11. Marketing Contract with buyers | | | |

| III. For Infrastructure Component (Please check Annex B: Review Checklist for Buildings of the I-REAP Technical Guidelines for details per requirement) | ATTACHED | | REMARKS |
|--|----------|--------|---------|
| | YES | N O | |
| 1. Detailed Engineering Design - signed (prepared by hired engineer of the PG or LGU engineer (designed professional), Reviewed by RPCO IBUILD Head, Recommending for Approval by RPCO Deputy Project Director, Approved by the RPCO Project Director as the HOPE) | | | |
| a. Coversheet | | | |
| b. Index of Drawings | | | |
| c. Details of Architectural Drawings | | | |
| i. Title/ Signatory Block | | | |
| ii. Vicinity Map/ Location Plan | | | |
| iii. Site Development Plan | | | |
| iv. Perspective, drawn at any convenient scale | | | |
| v. Floor Plan(s) | | | |
| vi. Elevations, at least four (4) | | | |
| vii. Sections, at least two (2) | | | |
| viii. Ceiling Plan(s) | | | |
| ix. Roof Plan | | | |
| x. Details, in the form of plans, elevations/ sections (min. scale of 1:50) | | | |

| | | | | |
|-------|---|--|--|--|
| xi. | Schedule of Doors and Windows | | | |
| xii. | Schedule of Finishes (in graphic form) | | | |
| d. | Details of Structural Drawings | | | |
| i. | Foundation Plan | | | |
| ii. | Floor Framing Plan(s) | | | |
| iii. | Roof Framing Plan | | | |
| iv. | Schedule/ Details of Footings/ Columns/ Girders/ Beams/ Slabs | | | |
| v. | Details of Trusses/ Connections or Details of Shear Walls/ Elevator Shaft | | | |
| vi. | Details of Stair(s) | | | |
| vii. | Structural Design Analysis/ Computations | | | |
| e. | Details of Plumbing Drawings | | | |
| i. | Location Plan and Site Development Plan | | | |
| ii. | Plumbing Plans | | | |
| iii. | Isometric Drawings | | | |
| iv. | Detail of Septic Tank, Sedimentation Tank, if any | | | |
| v. | Detail of Catch Basins | | | |
| vi. | Detail of Elevated Water Tank, if any | | | |
| vii. | Legend and General Notes | | | |
| f. | Details of Electrical Drawings | | | |
| i. | Location Plan and Site Development Plan | | | |
| ii. | Legend of Symbols | | | |
| iii. | General Notes and/ or Specifications | | | |
| iv. | Plan for Power | | | |
| v. | Plans for Lighting and Receptacle Outlets | | | |
| vi. | Plans for Fire Detection and Alarm Circuits | | | |
| vii. | Fire Alarm Riser Diagram | | | |
| viii. | Schedule of Loads | | | |
| ix. | One Line Diagram | | | |
| x. | Other Details | | | |
| xi. | Plans for Lightning Protection | | | |
| xii. | Plans and Specifications for Indoor or Outdoor Substation | | | |
| xiii. | Title/ Signatory Block | | | |
| xiv. | Design Analysis | | | |
| xv. | Technical Specifications | | | |
| xvi. | Detailed Quantity Estimates | | | |
| g. | Details of Mechanical Drawings | | | |
| i. | Legend of Symbols | | | |
| ii. | General Notes and/ or Specifications | | | |
| iii. | Plans for Air Conditioning and Ventilation Systems | | | |
| iv. | Plans for Water Pumping System | | | |
| v. | Plans for Fire Suppression System | | | |
| vi. | Plans for Elevator | | | |
| vii. | Plans for Generating Sets | | | |
| viii. | Other Details | | | |

| | | | |
|---|--|--|--|
| ix. Other Plans | | | |
| x. Title/ Signatory Block | | | |
| xi. Design Analysis | | | |
| xii. Technical Specifications | | | |
| xiii. Detailed Quantity Estimates | | | |
| h. Details of Electronics Drawings | | | |
| i. Location Plan and Site Development Plan | | | |
| ii. Legend or Symbols | | | |
| iii. General Notes or Specifications | | | |
| iv. Plans for Auxiliary/ Communication Systems | | | |
| v. Auxiliary Communication Riser Diagrams | | | |
| vi. Other Details | | | |
| vii. Title/ Signatory Block | | | |
| viii. Design Analysis | | | |
| ix. Technical Specifications | | | |
| x. Detailed Quantity Estimates | | | |
| 2. Program of Works (POW) – signed (prepared by hired engineer of the PG or LGU engineer (designed professional), Reviewed by RPCO IBUILD Head, Recommending for Approval by RPCO Deputy Project Director, Approved by the RPCO Project Director as the HOPE) | | | |

| IV. Social Environmental Safeguard (SES) Requirements (Large Scale Enterprise) | ATTACHED | | REMARKS |
|--|----------|----|---------|
| | YES | NO | |
| 1. Duly signed (by PPMIU, PSO, and RPCO) Annex A-2 SES Screening Form | | | |
| 2. SA/EA of the Business Plan | | | |
| a. Consultation/s: Minutes, attendance and photos during all consultations (project beneficiaries meeting, PAPs consultation, FPIC or broad based consultation, Tribal Chieftain Certification) | | | |
| b. Executive Order with Grievance Redress Mechanism Point Person or Committee and discussion in the BP (2015 and beyond) for the LGUs. For PGs, a Grievance Point person should be identified. | | | |
| c. Letter of Requests: DENR for ECC and cutting permit; PCA for cutting permit; NCIP for Certificate of Pre-Condition; Electric Coop for transfer of electric posts (whatever is applicable) For NOL 2, permits/certifications should already be secured and attached accordingly. | | | |
| d. Annex H-1 IP/ICC Plan (refer to PRDP's IESSF for guidance on when the IP Plan is required) | | | |
| 3. Duly signed ESMP attached with Annex H-2 Archaeological and Paleontological Chance Finds (Templates have been provided depending on the Category of the Enterprise) | | | |
| 4. Site Acquisition Documents such as: | | | |
| a. Form 1 – Entitlement Survey of Affected Persons | | | |
| b. Form 2 – Inventory of Entitlement Survey of Affected Persons | | | |
| c. Proof of ownership (Title or Deed of Sale of the site, Deed of Sale or Transfer Certificate Title/TCT) | | | |
| d. Notarized Waiver/Quit Claims and/or Notarized Deed of Donations | | | |

| | | | |
|--|--|--|--|
| e. Contract of Lease for 50 years and subject for renewal or option to buy. Contract of Usufruct for 25 years and subject for renewal. | | | |
| f. Rehabilitation/Relocation/Resettlement Action Plan and Agreement between Proponent LGU and PAPs if with Resettlement | | | |
| g. Agreement between the PAPs and LGU for the compensation of their properties | | | |
| 5. Disclosure of SES Documents by the PSO – SES Unit (SA/EA of the BP; IEE/EIA; ECC; Duly signed ESMP) | | | |
| 6. Social Inclusiveness Scoring Sheet for PG Seeking I-REAP Funding | | | |

| V. Geomapping and Governance Unit (GGU) Requirements | ATTACHED | | REMARKS |
|--|----------|----|---------|
| | YES | NO | |
| Community Livelihood/Enterprise Subproject | | | |
| 1. Placemark of Local Government Office (i.e. Capitol, Municipal Hall, Barangay hall) where the subproject is under its jurisdiction | | | |
| 2. Digitized track of the nearest route from Local Government Office to the proposed subproject site | | | |
| 3. Office location of the proponent group | | | |
| 4. Office location of Cluster Group/ Coop/ organization office | | | |
| 5. Placemark where it is applicable , depending on the business plan: | | | |
| a. Location of local major target markets (within the province); | | | |
| b. Location of non-local major target markets (excluding overseas); | | | |
| c. Location of major competitors; | | | |
| d. Location of (existing & proposed) garage (hauling truck, farm tractor, delivery van); | | | |
| e. Location of existing & proposed Dock (motorized banca, module, fish cage); | | | |
| f. Other Related /Similar Structure with the same line of business (existing & proposed); | | | |
| 6. Proposed Construction site of Permanent Structures (i.e processing plant, warehouse, dryer etc.) | | | |
| Geotagged photos (at least four geotagged photo of site and existing permanent structure) of the proposed site; | | | |
| 7. Source Location of Raw Material | | | |
| Raw material source location determines the availability and sufficiency of raw material to be supplied/processed in the proposed business enterprise. The following are the classification where it is applicable to business plan ; | | | |
| a) Commodity Polygon (digitized; at least 50% of the total commodity area as stated in the business plan) | | | |
| b. Farm animal headcount data from the Municipal Agriculturist Office by Barangay; | | | |
| c. Farm machinery target user (i.e. Tractor rental/services for land preparation); (polygon) | | | |
| 7. Placemark & geotagged photos (KMZ) submitted to RPCO-GGU | | | |

| VI. Procurement Requirements | ATTACHED | | REMARKS |
|--|----------|----|---------|
| | YES | NO | |
| 1. Procurement Plan – signed by the Head of the Procuring Entity (HOPE) of the RPCO, prepared by PG Chairman and Reviewed by RPCO BAC | | | |
| 2. Complete specifications – goods | | | |
| 3. Philippine Bidding Documents for works/infrastructure (electronic or digital copy) | | | |
| 4. Philippine Bidding Documents for goods using NCB as mode of Procurement (electronic or digital copy) | | | |
| 5. Copy of the Established Procurement Policy of the PG - this is only applicable for the PG method of procurement on Commercial Practices | | | |

| VII. Finance Requirements | ATTACHED | | REMARKS |
|--|----------|----|---------|
| | YES | NO | |
| 1. Memorandum of Agreement (MOA) between DA and LGU | | | |
| 2. RPAB Resolution | | | |
| 3. Sangguniang Panlalawigan/Bayan Resolution authorizing the LCE to sign the IMA | | | |
| 4.. Board Resolution Authorizing the PG Chairman to sign IMA | | | |
| 5. Work and Financial Plan (WFP) – prepared by PG Chairperson, Reviewed and Recommended for Approval by RPCO I-REAP Head and approved by RPCO Project Director | | | |

| VIII. M & E Requirements | ATTACHED | | REMARKS |
|---|----------|----|---------|
| | YES | NO | |
| 1. Database and bulleted highlights of PG Profiling conducted | | | |
| 2. SMART Objective in the business plan | | | |
| 3. Updated MIS I-REAP Module based on the latest Business Plan documents: SP Profile, pre-implementation progress, and packages | | | |

Final Business Plan should be submitted in soft bind with attachments in ring bind with e-copy in CD format. Final business plan with complete attachments should be prepared in 5 copies to be distributed as follows: 1) PG copy; 2) LGU copy; 3) 1 RPCO copy; 4) PSO copy; 5) NPCO copy; 6) WB copy (only if WB will issue the NOL)

Annex 21– Annotated I-REAP Business Plan Outline**ENTERPRISE GENERAL PROFILE (serves as Cover Sheet of the business plan)**

| Subproject Title | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|---------|----|----|----|----|----|----|----|-----|----|-----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Subproject ID No. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lead Proponent Group | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Person | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Contact Number | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cluster Members | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Financing Modality Based on the Amount of Subproject | <i>Micro Enterprise? Small Enterprise? or Medium Enterprise?</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type of PG Undertaking | <i>Start Up? Or Scale Up?</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Products and/or Services | <i>What is the Product or Service that will be offered by the enterprise</i> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Volume of Production | <p>Sample Table:</p> <table border="1"> <tr> <th>Product</th> <th>Y1</th> <th>Y2</th> <th>Y3</th> <th>Y4</th> <th>Y5</th> <th>Y6</th> <th>Y7</th> <th>Y8</th> <th>Y9</th> <th>Y10</th> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table> | Product | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Y7 | Y8 | Y9 | Y10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Product | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Y7 | Y8 | Y9 | Y10 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Target Market/s | <p>Sample Table:</p> <table border="1"> <thead> <tr> <th>Target Buyer (specify)</th><th>Location</th><th>Existing Volume Sold</th><th>Target Volume Sold/Unit</th><th>Frequency of Delivery</th><th>Payment Terms</th><th>Marketing Arrangements</th></tr> </thead> <tbody> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | Target Buyer (specify) | Location | Existing Volume Sold | Target Volume Sold/Unit | Frequency of Delivery | Payment Terms | Marketing Arrangements | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|------------------------|-------------------------|-----------------------|-------------------------|------------------------|---------------|------------------------|--------------|----|-----|--------------------|-----------|--|-------------------|--|--|--|--|------|---------|-------------------------------|--|--|--|--|--|--|------------------------------|--|--|--|--|--|--|--------------------------|--|--|--|--|--|--|
| Target Buyer (specify) | Location | Existing Volume Sold | Target Volume Sold/Unit | Frequency of Delivery | Payment Terms | Marketing Arrangements | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Investment Cost/Amount of the Business Plan | <p><i>Fund Source and Specific Investment Requirements:</i></p> <table border="1"> <thead> <tr> <th rowspan="2">COMPONENTS</th><th colspan="6">Source of Financing</th></tr> <tr> <th>Amount (PhP)</th><th>LP</th><th>GOP</th><th>EU (if applicable)</th><th colspan="2">PG EQUITY</th></tr> </thead> <tbody> <tr> <td>TOTAL CIVIL WORKS</td><td> </td><td> </td><td> </td><td> </td><td>Cash</td><td>in kind</td></tr> <tr> <td>ENTERPRISE PROJECT COST (EPC)</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td>TOTAL PROPONENT GROUP EQUITY</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td>TOTAL PROJECT COST (TPC)</td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table> | COMPONENTS | Source of Financing | | | | | | Amount (PhP) | LP | GOP | EU (if applicable) | PG EQUITY | | TOTAL CIVIL WORKS | | | | | Cash | in kind | ENTERPRISE PROJECT COST (EPC) | | | | | | | TOTAL PROPONENT GROUP EQUITY | | | | | | | TOTAL PROJECT COST (TPC) | | | | | | |
| COMPONENTS | Source of Financing | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Amount (PhP) | LP | GOP | EU (if applicable) | PG EQUITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL CIVIL WORKS | | | | | Cash | in kind | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ENTERPRISE PROJECT COST (EPC) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL PROPONENT GROUP EQUITY | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL PROJECT COST (TPC) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Link to VCA and PCIP | <p><i>Briefly cite the VCA segment and PCIP Constraints/Opportunities that are being addressed by the enterprise</i></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Brief Description of the Subproject | <p>Briefly describe the business model</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Enterprise Subproject Objectives: | or Enterprise Level objectives: 1. 1. 2. 3. Farmer Level objectives: 1. 2. 3. | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|------------|----------------------|----------|--------------------------------|---------|--------------------------------|------|--------|------|--------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| New Ways of Doing Things/ Innovations | Describe how the PRDP interventions will improve the way of doing things by the PG or the innovations that the enterprise will undertake i.e. use of new technology, new practices, processes, etc | | | | | | | | | | | | | | | | | | | | | | | | |
| Economic Benefits: <i>No. of Direct Individual Beneficiaries</i> | <table border="1"> <thead> <tr> <th rowspan="2">PG Cluster</th> <th colspan="2">No. of IP</th> <th colspan="2">No. of Non-IP</th> <th rowspan="2">Total Individual Beneficiaries</th> </tr> <tr> <th>Male</th> <th>Female</th> <th>Male</th> <th>Female</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | PG Cluster | No. of IP | | No. of Non-IP | | Total Individual Beneficiaries | Male | Female | Male | Female | | | | | | | | | | | | | | |
| PG Cluster | No. of IP | | No. of Non-IP | | Total Individual Beneficiaries | | | | | | | | | | | | | | | | | | | | |
| | Male | Female | Male | Female | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |
| Job Generation | <table border="1"> <thead> <tr> <th>Job Title</th> <th>Existing</th> <th>New Jobs</th> <th>Total Jobs Generated</th> </tr> </thead> <tbody> <tr> <td>Laborer</td> <td>2</td> <td>4</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> | Job Title | Existing | New Jobs | Total Jobs Generated | Laborer | 2 | 4 | | | | | | | | | | | | | | | | | |
| Job Title | Existing | New Jobs | Total Jobs Generated | | | | | | | | | | | | | | | | | | | | | | |
| Laborer | 2 | 4 | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | <table border="1"> <tr> <td>TOTAL</td><td></td><td></td><td></td></tr> </table> | TOTAL | | | | | | | | | | | | | | | |
|--|---|-------------------------|-------------------------------------|--|--------------------------------|--|-------------|------------|--|--|--|--|--|--|--|--|--|
| TOTAL | | | | | | | | | | | | | | | | | |
| Investment Cost per Direct Beneficiary | | | | | | | | | | | | | | | | | |
| Increase in Farmers Income | <table border="1"> <tr> <th>No. of Farmers Involved</th><th colspan="2">Average Annual Farmers Income (Php)</th><th>Total Incremental Income (Php)</th></tr> <tr> <td></td><th>Before PRDP</th><th>After PRDP</th><td></td></tr> <tr> <td></td><td></td><td></td><td></td></tr> <tr> <td></td><td></td><td></td><td></td></tr> </table> | No. of Farmers Involved | Average Annual Farmers Income (Php) | | Total Incremental Income (Php) | | Before PRDP | After PRDP | | | | | | | | | |
| No. of Farmers Involved | Average Annual Farmers Income (Php) | | Total Incremental Income (Php) | | | | | | | | | | | | | | |
| | Before PRDP | After PRDP | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Financial Analysis Net Income of the Enterprise: Financial Ratios: Break-even Analysis: | Existing Net Income (baseline): Projected Average Net Income (projected period) FIRR: NPV: Payback period: Benefit-cost Ratio: ROI: Break-even Price: Break-even Volume: Break-even Sales: | | | | | | | | | | | | | | | | |

| Technical Support Agencies | <table border="1"> <thead> <tr> <th data-bbox="478 241 647 405">Agency</th> <th data-bbox="647 241 842 405">Nature of Technical Assistance</th> <th data-bbox="842 241 1021 405">Estimated Cost</th> <th data-bbox="1021 241 1225 405">Possible Source of Funding</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </tbody> </table> | Agency | Nature of Technical Assistance | Estimated Cost | Possible Source of Funding | | | | | | | | | | | | |
|------------------------------------|---|----------------|--------------------------------|----------------|----------------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| Agency | Nature of Technical Assistance | Estimated Cost | Possible Source of Funding | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | |
| Duration of Project Implementation | <p>Target Start Date (<i>target date for the first NOL2 or fund download to PG</i>):</p> <p>Target Completion Date:</p> | | | | | | | | | | | | | | | | |

Sub-project Summary Data/Monitoring Sheet

| Parameters | Baseline | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Year 6 | Year 7 | Year 8 | Year 9 | Year 10 |
|-------------------------------------|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
| Increase Farmers Income | | | | | | | | | | | |
| Increase Marketable surplus (Heads) | | | | | | | | | | | |
| Increase Income of Enterprise | | | | | | | | | | | |
| Increase in Beneficiaries | | | | | | | | | | | |
| No. of Women engaged | | | | | | | | | | | |
| Employment Generated | | | | | | | | | | | |
| Increase Membership | | | | | | | | | | | |

EXECUTIVE SUMMARY

(a snapshot of each of the major component)

A maximum of two-page brief presenting the following key points:

- (i) rationale for the proposed subproject, its contribution to value chain upgrading and to farmers/fishers income;
- (ii) description of the business enterprise;
- (iii) experiences and current state of the enterprise;
- (iv) target market;
- (v) operational plan;
- (vi) economic benefits; and
- (vii) results of the financial analysis.

I. DESCRIPTION OF THE BUSINESS ENTERPRISE *(write up should be maximum of 2-pages only)*

1. Business Overview *(Discussion on the profile and existing operation or business activities of the PG (including cluster PG members if applicable))*

In this section, briefly discuss the profile of the proponent group, its business registration including year it was registered and particular agency registration, years in business operation, amount of assets of the organizations, number of members, and existing projects/ accomplishments/business activities. Mention the awards or citations received from government and non-government agencies if there's any. Discuss previous experiences/ track record in operating the same business activity or similar to what is being proposed. This will be done to all proponent groups of the subprojects (if clustering). Discuss also the rationale or justification for proposing the subproject. (1-2 paragraphs)

2. Role of the Enterprise in Value Chain Upgrading

Brief description on the role of the enterprise in value chain upgrading focusing on: the specific segment/s of the value chain which the enterprise belongs; the constraint/s or gap/s which the enterprise aims to address as well as the opportunities that may help in developing or upgrading the value chain; and overall contribution of the enterprise to the development of the commodity or industry. (1 paragraph)

3. Objectives of the Enterprise

Discuss the general/specific objectives of the subproject/enterprise in terms of the farmer and enterprise level development objectives. *(The objectives should be aligned with the Project Development Objectives and Key Result Areas of PRDP I-REAP).*

Reminder:

- Please ensure that the write up reflects the needed information to complete the description of the business enterprise.

II. MARKET ANALYSIS

1. Market characteristics (1-2 paragraphs)

Briefly discuss the profile of the industry, market trends and competition, industry outlook and development. Is the market growing/declining/stable over time? What is the prospect for the industry? Is it growing/declining/stable? What is the state of the market or industry? Is it new/emerging? Is it

competitive or difficult to penetrate? Is it mature or stable? Discuss here also major players of the target industry.

Reminder:

- *Market trends and competition should cover the local market only if the enterprise has no plan of targeting the export market.*

2. Customer analysis (1 paragraph)

Discuss who are the target markets/customers, their characteristics and behaviors. How do they normally purchase this kind of product? What benefits are they looking for? How were they identified in your market? What is the size of your Market? (Identify indicators of size, population, per capita consumption, etc). Where are they located?

Suggested Table for presentation of data:

| Type of Market/Customer | Description | Location | Distribution Channel | Estimated Volume Requirement | Specifications |
|-------------------------|-------------|----------|----------------------|------------------------------|----------------|
| | | | | | |
| | | | | | |

3. Supply and demand analysis (supply and demand gap) (1 paragraph)

Briefly discuss the supply and demand scenario, its trends and outlook/projections. The supply and demand situation should focus only on the target market or customer segment that the enterprise is trying to penetrate.

Suggested Table for Supply and Demand Analysis:

| Target Market/Customer | Product | Annual Demand | Annual Supply (by existing suppliers) | Remain Unmet Demand (or Gap) | Volume to be supplied by the enterprise |
|------------------------|---------|---------------|---------------------------------------|------------------------------|---|
| | | | | | |
| | | | | | |

4. COMPETITOR ASSESSMENT (write up should be maximum of 1-page only)

Key Competitors - competitors are firms/individuals that are producing or supplying the same product that the enterprise is or will produce and sell. Discussion maybe focused on top 3 competitors focusing on the following indicators:

- description and product/service features of identified competitor;
- geographic location and area of influence;
- channels of distribution;
- relationship with suppliers/buyers;
- marketing strategies (price, product, place, positioning, promotion);
- market share; and

- financial strength/cost position

Suggested Table for presentation:

| Key Competitors | Description | Location | Product | Price | Market share |
|-----------------|-------------|----------|---------|-------|--------------|
| | | | | | |
| | | | | | |

5. MARKETING PLAN *(Discuss here the marketing objectives and targets in terms of sales volume, income and profit margin. Outline the strategy by defining the 4Ps of marketing)*

a) Product

- What exactly do you sell? (Physical description of each product, uses, attributes and functional benefits, specifications, quality control/services, standards, development and technological trends)
- What makes your product unique and why is it superior or unique or what is the unique selling proposition of your product?
- How is the product made or developed?

b) Price

- How much is your product price? (If there are several products, provide price for each)
- What is the basis of pricing? Or how is the price going to be established?
- How will your price compare with your competitors?

Note: provide historical price (5-years) of product as Annex

c) Place

- Where will you sell your product?
- Why did you choose that location?
- Pick-up points
- If there are other distribution channels, please provide the exact location/address.

d) Promotion

- Identify how you will promote your product or discuss your advertising and promotions plan (such as tri-media or social media campaigns).

III. OPERATIONAL PLAN

A. Ownership and management (two paragraphs)

Briefly describe or explain how the subproject will be managed including the type of ownership and management, the enterprise organizational structure, enterprise management team and its roles and functions. Discuss the key personnel needed for the project enterprise implementation and operation including necessary skills and the additional training needs. Discuss also the internal control measures of the enterprise (i.e. check and balances on signatories and levels of authority for review and approval), grievance redress mechanism and emergency response team.

Present enterprise organizational chart/structure



Figure 1. Sample Organizational Chart

Suggested Table for presentation of the enterprise management team (officers and staff should match with the positions indicated in the organizational chart):

| Position | No. of Staff | Qualifications (education, year of experience, skills requirement) | Duties and Responsibilities/Job description |
|----------------|--------------|---|--|
| <i>Example</i> | | | |
| Manager | 1 | <ul style="list-style-type: none"> · Bachelor's degree in Business Administration, Agribusiness or any related field · Have the necessary planning and organizational skills · Excellent verbal and written communication skills · Must have excellent supervisory skills | <ul style="list-style-type: none"> · Oversee the overall operation of the enterprise; · Closely coordinate with the operations manager and marketing officer on the daily status of operations and transactions · Preparation of weekly status of the business and presents it to the BOD |
| | | | |
| | | | |
| | | | |
| | | | |

Present the remuneration/honorarium, government mandatory/statutory benefits for the enterprise management team (officer and staff positions should match with the organizational chart and table).

| Position | No. of Staff | Salary/ Remuneration/ Honorarium/ Daily wage | Contribution/month | | | Other Benefits* (specify other benefits in footnote) |
|-----------------|--------------|---|--------------------|----------|------------|---|
| | | | SSS | Pag-Ibig | Philhealth | |
| Example | | | | | | |
| General Manager | 1 | 12,000.00/ month | 250.00 | 120.00 | 100.00 | 12,000.00 |

Note: State the basis or source of the salary rates here.

*Add notes on the description of Other Benefits (in this case, 13th month pay)

B. Production and operational process

Discuss what are the initial activities to be done and how the project will be operationalized. The following sections and tables must be discussed and filled up to provide complete but concise details on the operation and the equipment/infrastructure needed.

1. Pre-operation activities

Discuss what activities must be conducted first prior to the target period of actual operation.

| Pre-operation Activity | Description | Input Requirement/s | Output | Timelines (when will it be conducted) |
|--------------------------------|---|---|--|--|
| <i>Sample activities</i> | | | | |
| Processing of Permits | Securing necessary permits to operate the enterprise | Submission of the following docs: | License to Operate/Business Permits/GAP or any other certifications | June 2020 |
| Capability Building Activities | Identification of training needs necessary to operate the enterprise and training providers Participation to trainings | Training Need Assessment Letter request to identified training providers | Enhance skills on the technology/areas as required in the operation of the enterprise. | July 2020 |

| | | | | |
|---|---|--------------------------------------|---|-----------|
| Securing supplier's and marketing agreement | Conduct meetings/ negotiations with target suppliers and buyers | Draft supply and marketing agreement | Signed supplier's and marketing agreement | July 2020 |
|---|---|--------------------------------------|---|-----------|

2. Actual Operation

a. Production Process (two paragraphs)

Discuss the production method and technology to be used. Discuss the procedures involved in the production/manufacturing/creation of the product/service from raw material sourcing to delivery of products to your target customers. Discuss the production schedule indicating the number of months of operation per year, hours of operation in a day, number of days operating in a week and the seasonality of production or operation and also the yearly increase in production per year if there is.



Figure 2. Sample Operations Flow Chart

Illustrate production process flow using flow chart diagram indicating the step-by-step process of product creation until it reaches the market. The process flow should show the transformation of the raw materials/inputs to its final product form until reaching the target market.

Suggested template for the activity description

Present a detailed description of each process in this format (items in the activity process should match with the activities stated in the operations flow chart):

| Activity Process | Description of the Activity (description, conversions involved and percent recovery/losses) | Duration of the activity (time allotted per activity, hrs) | Input Requirement (raw materials, tools, equipment), indicate quantity of inputs used | Output (in terms of form, weight, less losses) | Location (site where the activity will be done) | Responsible Personnel | Quality Control Measures |
|------------------|---|--|---|--|---|-----------------------|--------------------------|
| Example | | | | | | | |

| | | | | | | | |
|---------|---|-----------|---|---|--|-------------|---|
| Peeling | Removal of peel of washed and sorted raw bananas, peeling yields a 60% recovery | 2 hrs/day | <ul style="list-style-type: none"> 800 kg (lean season) - 1 ton (peak season) of washed and sorted raw bananas 10 peeling knives 10 plastic tubs | 480 kg (lean season) - 800 kg (peak season) of peeled raw bananas | Pre-processing area, processing center | 10 laborers | Ensure all peel and impurities are removed during the peeling process |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Note: Input and Output quantities may be presented in a range of quantities [e.g. 300 kg (lean season) – 600 kg (peak season) of banana chips per day] if the amount of raw material has seasonality of planned operational volume changes every set period of time. If quantity varies every year, you may present only for the year 1 and add a note on the % increase of production in later years.

b. Material/Raw material Sourcing (one paragraph)

Briefly discuss how the materials/ raw materials (commodities) will be sourced and secured. What are the arrangements with the suppliers? How much is the buying price of the raw materials? What are the specifications of the raw materials (quality, age, physical characteristics, etc.) and quality control mechanisms?

c. Machineries, equipment and other facilities (one paragraph)

Discuss if technologies to be used are adapted from established companies in the same business or the standard in the industry, etc. Discuss also if machines are locally available in the market, to be fabricated to fit the needs of the enterprise or still should be shipped from other countries.

For facilities and equipment, this is the sample table format:

| Equipment/ Machinery Requirement | pose | Specifications (complete specifications) | Rated Capacity (design capacity of the equipment, if applicable) | of Units | | Unit (New) / Market Value (Existing) |
|--|------|--|--|----------|----------|--|
| | | | | Proposed | Existing | |

| | | | | | | |
|------------------|--|--|---------------------------|--|--|-----------|
| Delivery Vehicle | To be used in hauling of raw bananas from farmers at farm sites to the processing center | Euro 4 diesel engine; 6-wheeler truck; 18 footer Cargo Bed 18ft x 7ft x 400mm (LxWxH) Body Dimension; Manual Transmission w/minimum of 6 speed forward and 1 reverse; Maximum of power of 150kW at 2,500 rpm; 4 cylinder inline, 4 cycle; turbo charged intercooled engine; GVW of 8.5 tons; Curb weight of 2.5 tons | 6 tons (payload capacity) | | | 2,900,000 |
| es | To be used in as containers of banana for hauling from the identified cluster consolidation areas to the main trading post | <ul style="list-style-type: none"> Stackable High quality plastic (PVC) material Dimensions: 500 x 325 x 200 mm | g | | | |

For civil works, discuss the design concept for the infrastructure component of the enterprise: what is the basis of the design? Does the design pass the needed standards? etc. Discuss where the facility will be located. Does the location have access to the road network, electricity and water lines? **(One paragraph)**

For Infrastructure and Equipment, this is the sample table format:

| Infrastructure | Purpose | Specifications (description of design, floor area) | Effective Capacity (storage)/ Effective Capacity per Period (processing, based on planned operations) | No. of Units Required | | Unit Cost/Market Value (if Existing) Php |
|----------------|---------|---|---|-----------------------|----------|---|
| | | | | Proposed | Existing | |

| | | | | | | |
|-------------------|---|--|------------------------------|---|---|--------------|
| <i>Example:</i> | | | | | | |
| Trading Post | To be used as the main consolidation site of all the bananas produced by the PG. Grading and sorting will also be conducted in this area. | 200 sq.m. one storey open type building with 20 sq.m. enclosed office space | 5 tons of raw banana/setting | 1 | 0 | 1,500,000.00 |
| Processing center | Serves as a the processing area for the production and processing of cassava chips | 300 sq.m. fully furnished processing building with: <ul style="list-style-type: none"> • 100 sq.m. pre-processing area, • 100 sq.m. processing area, and • 100 sq.m. product holding area | 480kg-600kg banana chips/day | 1 | 0 | 2,500,000.00 |

C. Facilities and Equipment Utilization

1. Facility Utilization

1.1 Vehicle Schedule

Sample Table format for Vehicle Utilization Schedule

| Vehicle | Activity | Coverage Area/Route | Schedule | Estimated Duration | Total Distance Travelled | Volume of Output/duration <i>(range for Lean season and Peak season)</i> |
|----------------|----------|---------------------|----------|--------------------|--------------------------|--|
| <i>Example</i> | | | | | | |

| | | | | | | |
|---------------|---|--|---------------------|---------------------|-------|--|
| Hauling truck | Hauling of fresh bananas from farm areas to the enterprise consolidation area | Enterprise location – Farm Areas – Enterprise location | Daily, 5 times/week | 2 hours and 30 mins | 25 km | 800 kg (lean season) - 1 ton (peak season) per day |
|---------------|---|--|---------------------|---------------------|-------|--|

1.2 Equipment and Machinery Utilization

Sample Table format for Utilization Schedule for Equipment and Machinery

| Equipment and Machinery | Rated Capacity /duration | Actual Volume to be processed /duration (based on operational schedule, range for Lean season and Peak season) | Utilization rate | Hours of Operation | Period of Utilization per Operation Schedule | Fuel/Electric Consumption per Period Utilization | Volume of Output/duration (range for Lean season and Peak season) |
|-------------------------|--------------------------|--|------------------|--------------------|--|--|---|
| <i>Example</i> | | | | | | | |
| Banana chipper | 350 kg/hr | 240 kg/hr (lean season) – 300 kg/hr (peak season) | 68%-86% | 2 hrs/day | 5 days/week | 0.8 kW-hr/day | 480 kg/day (lean season) – 600 kg/day (peak season) of chipped raw banana |

1.3 Infrastructure Utilization

a. Sample Table format for Infrastructure Utilization : Processing structures

| Infrastructure | Rated Capacity/duration | Hours of Operation/duration | Period of Utilization per Operation Schedule | Electric Consumption /Period of Operation | Water Consumption/Period of Operation | Volume of Output/duration (range for Lean season and Peak season) |
|--------------------------------|---------------------------|-----------------------------|--|---|---------------------------------------|---|
| Banana Chips Processing Center | 1 ton of fresh banana/day | 8 hrs/day | 5 days/week | 400 kWh/month | 10 cu.m./month | 480-600 kg of cassava chips/day |

b. Sample Table format for Infrastructure Utilization : Storage structures

| Infrastructure | Rated Capacity | Electric Consumption/Period of Operation | Water Consumption/Period of Operation (if applicable) | Maximum volume of goods stored at any given time |
|----------------|--------------------------------------|--|---|--|
| Warehouse | 10 tons of sacked dried coffee beans | 20 kWh/month | 2 cu.m./month | 9.5 tons of sacked dried coffee beans |

c. Sample Table format for Infrastructure Utilization : Animal Production structures

| Infrastructure | Rated Capacity | Electric Consumption/Period of Operation | Water Consumption/Period of Operation | Maximum number of heads kept at any given time |
|---------------------------|-------------------------------|--|---------------------------------------|--|
| Swine Production Facility | | | | |
| 1 Boar pen | 1 boar | 250 kWh/month | 15 cu.m./month | 1 |
| 10 Gestation pens | 10 gilts/sows | | | 10 |
| 5 Farrowing pens | 5 sows | | | 5 |
| 3 Nursery pens | 30 heads of piglets/weanlings | | | 30 |
| 30 Grow out pens | 30 heads of fatteners | | | 30 |

d. Sample Table format for Infrastructure Utilization : Plant Production structures

| Infrastructure | Rated Capacity | Electric Consumption/Period of Operation | Water Consumption/Period of Operation (if applicable) | Volume of Output/duration |
|----------------|------------------------------------|--|---|------------------------------|
| Greenhouse | 2,000 hills of lettuce per setting | 100 kWh/month | 20 cu.m./month | 1 ton of fresh lettuce/month |

2. Repair and Maintenance

Discuss how the equipment, machineries and facilities will be maintained by the proponent group.

Sample Table format for Repair and Maintenance

| Simple Table format for repair and maintenance | | | | | |
|--|---|---|---|-------------------------|----------------------|
| Equipment/Facility | Type of Maintenance | Schedule | Resource Requirement | Quantity | Estimated cost (Php) |
| Vehicle | | | | | |
| Hauling Truck | Vehicle check up | Every day before travel | Basic tools | 1 set | 100,000.00/year |
| | Change Oil | Every 3 months or as stated in the vehicle OM | <ul style="list-style-type: none">· Engine oil· Basic tools· Oil funnel· Labor | 5 li 1 set 1 unit | |
| | Oil filter replacement | Every 3 months or as stated in the vehicle OM | <ul style="list-style-type: none">· New oil filter· Basic tools· Labor | 1 unit 1 set | |
| | Fuel filter replacement | Every 6 months | <ul style="list-style-type: none">· New fuel filter· Basic tools· Labor | 1 unit 1 set | |
| | Tire replacement | Every 6 months | <ul style="list-style-type: none">· New tires· Tire replacement tools/equipment· Labor | 6 units 1 set | |
| | Battery checkup/ servicing/ replacement | Every 6 months | <ul style="list-style-type: none">· Battery acid· Basic tools· Labor | 3 li 1 set | |
| Equipment/machine | | | | | |
| Banana chipper | Maintenance check up | Every month | <ul style="list-style-type: none">· Basic tools | 1 set | 5,000.00/ year |

| | | | | | |
|-----------------------|---|--------------------------|--|-------|-----------|
| | Replacement of worn moving parts | As needed | <ul style="list-style-type: none"> Basic tools Spare parts Technician | 1 lot | |
| | Regular cleaning | Every after usage | <ul style="list-style-type: none"> Cleaning tools | 1 set | |
| Infrastructure | | | | | |
| Processing center | Carpentry and Joinery Repair | As needed | <ul style="list-style-type: none"> Carpentry tools, materials and labors | 1 lot | 30,000.00 |
| | Plumbing repair | Every year/As needed | <ul style="list-style-type: none"> Plumbing tools, materials and labor | 1 lot | |
| | Electrical system checking and repair and replacement of lighting fixture bulbs | As needed | <ul style="list-style-type: none"> Electrical tools, materials and labor | 1 lot | |
| | Full cleaning of walls and floors | Weekly | <ul style="list-style-type: none"> Cleaning tools and cleaning agents | 1 lot | |
| | Cleaning and repair of roofing | Every 6 months/As needed | <ul style="list-style-type: none"> Roof repair and cleaning tools and materials; labor | 1 lot | |
| | Clearing and weeding around the facility | Monthly | <ul style="list-style-type: none"> Weeding tools and labor | 1 lot | |
| | Repainting works | Every 3 years | <ul style="list-style-type: none"> Paint, painting tools and labor | 1 lot | 15,000.00 |

3. Gantt Chart

- Plot the Pre-operation and implementation activity schedule

Sample Project Implementation Gantt chart

| Key Result Area | Major Activities | Key Output Indicators | Implementation Schedule | | | | | | | | | | | | | | Group/Person Responsible | Remarks | |
|--|--|--|-------------------------|---|---|---|---|---|---|---|---|---|---|---|---|---|--------------------------|----------------------------------|---|
| | | | 2020 | | | | | | | | | | | | | | | | |
| | | | J | A | S | O | N | D | J | F | M | A | M | J | J | A | | | S |
| Approved Business Plan | Finalization of Business plan package and conduct of RPAB deliberation | RPAB approval for the SP | | | | | | | | | | | | | | | | PG, PPMIU, RPCO (all components) | |
| | Issuance of NOL | NOL Issued | | | | | | | | | | | | | | | | PSO, RPCO, PPMIU, PG | |
| | IMA signing | SP Resolution giving authority to LCE to sign IMA and forwarded to PSO for signature of PD and notarization. | | | | | | | | | | | | | | | | PPMIU | |
| PG readiness to implement the subproject | Meeting with PG and its general membership | Each member is knowledgeable of the business operation processes and understands better what PRDP is all about | | | | | | | | | | | | | | | | PPMIU and RPCO | |
| | Procurement and Financial Management Training | Trained on IREAP procurement processes for goods, works and CFA and Financial Management processes | | | | | | | | | | | | | | | | PSO, RPCO, PPMIU, PG | |
| | BOD endorsement of the OpMan for ratification of the GA. | BOD Resolution of the OPMAN and its ratification. | | | | | | | | | | | | | | | | PPMIU and PG | |
| | Enterprise Agreement signing | 1 EA per PG with the PLGUs | | | | | | | | | | | | | | | | PPMIU and PG | |

| | | | | | | | | | | | | | | | | | | | |
|----------------------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|------------------------|--|
| | Pre-implementation conference with general membership. | Deeper understanding of operational policies and PRDP outcomes | | | | | | | | | | | | | | | | RPCO, PPMIU, PG | |
| | Procurement Processes for goods | Better understanding of procurement processes. | | | | | | | | | | | | | | | | RPCO, PPMIU, PG | |
| | Hiring of enterprise staff and conduct of Capability development activities | Hired staff equipped with appropriate knowledge and skills for the operation of the enterprise | | | | | | | | | | | | | | | | PG | |
| | Conduct of series of meetings with target markets | Finalized and signed marketing agreements | | | | | | | | | | | | | | | | | |
| Funds Downloaded to PLGU | Request for the downloading of funds to PLGU | First tranches of funds based on WFP and procurement plans are downloaded to respective PLGUs. | | | | | | | | | | | | | | | | PSO | |
| Procurement | Procurement of hauling truck and tools and supplies | Hauling truck, and all equipment procured | | | | | | | | | | | | | | | | PPMIU, PG | |
| Full blown enterprise operations | Operation according to business plan | Hauling operation started | | | | | | | | | | | | | | | | PG | |
| Monitoring of SP operation | Support monitoring in the subproject implementation. | Regular monitoring of the subproject. | | | | | | | | | | | | | | | | PSO, RPCO, PPMIU | |

IV. FINANCIAL PLAN (write up should be maximum of 10-pages only)**a) Sources of Funds**

- Describe and how much is the investment requirement for the enterprise
- Where and how will the funds to support the investment requirement be sourced?

| Fund Source | Amount (PhP) | Cost Sharing | Total Amount of Business Plan |
|---|--------------|--------------|-------------------------------|
| World Bank Loan Proceeds | | | |
| Government of the Philippines - Department of Agriculture | | | |
| EU (if applicable) | | | |
| Total | | | |
| PG | | | |
| Total with PG | | | |

b) Investment/Project Cost (in details including fixed capital, working capital and pre-operating expenses).**Sample table format:**

| Components / Line Items | Amount, PhP | Fund Sources | | | | |
|----------------------------|-------------|-------------------|--------------------|--|-------------------|---------|
| | | LP (PhP) (60%) | GOP (PhP) (20%) | | PG (at least 20%) | |
| | | | | | Cash | In-kind |
| Land | | | | | | |
| Vehicle* | | | | | | |
| Equipment | | | | | | |
| ... | | | | | | |

| | | | | | | |
|-------------------|--|--|--|--|--|--|
| Working capital** | | | | | | |
| Total | | | | | | |

* When requesting for vehicles, PG should submit a) a cost-benefit analysis comparing owned vs rented vehicles; and b) a trucking schedule to validate utilization of vehicles (Table 11).

** A portion of the initial working capital may be provided to the PG as part of the subproject grant for the first production cycle only, not to exceed PhP1 Million.

c) Financial Assumptions

- Note: Presentation of production schedule and sales schedule (at least one-year period for restoration/rehabilitation subproject or at least 3-year period for other micro- enterprise subprojects);
- Sample tables are provided below for reference purpose

Sample table for Financial assumptions

| Assumptions | Data Required | Source of Data |
|---|---|----------------|
| 1. Pricing | | |
| 1.1. Direct cost | | |
| 1.1.1. Raw materials | <ul style="list-style-type: none"> ▪ Buying price for year 1 ▪ Buying price for year 2 and onwards | |
| 1.1.2. Fuel and oil | Price of fuel and oil | |
| 1.1.3. Packaging materials | <ul style="list-style-type: none"> ▪ Number of packaging materials ▪ Capacity of packaging material ▪ Price per piece of packaging materials | |
| 1.2. Administrative and other operating costs | | |
| 1.2.1. Supplies and benefits | | |
| 1.2.2. Other costs such as permits and licenses | | |
| 1.3. Taxes | Tax Rate (If exempted, provide certificate of exemption) | |
| 2. Other incomes | <ul style="list-style-type: none"> ▪ Vehicle and facility rentals ▪ Marketing of by-products | |

| | | |
|---|--|--|
| 3. Working capital requirement (<i>see sample table below</i>) | | |
| For farming-based enterprise | <ul style="list-style-type: none"> ▪ Percentage of sales on credit ▪ Credit terms with buyers (days receivable) ▪ Percentage of costs of goods sold on credit ▪ Credit terms with suppliers (days payable) ▪ Production period (planting) ▪ Inventory period (from harvest to delivery) | |
| For processing | <ul style="list-style-type: none"> ▪ Percentage of sales on credit ▪ Credit terms with buyers (days receivable) ▪ Percentage of costs of goods sold on credit ▪ Credit terms with suppliers (days payable) ▪ Inventory period (from purchase of raw materials to manufacturing) ▪ Production period (manufacturing) ▪ Inventory period (from stocking to delivery of finished products) | |
| For marketing and/ or trading | <ul style="list-style-type: none"> ▪ Percentage of sales on credit ▪ Credit terms with buyers (days receivable) ▪ Percentage of costs of goods sold on credit ▪ Credit terms with suppliers (days payable) ▪ Inventory period (from purchase to delivery of traded goods) | |
| 4. Depreciation schedule (for existing and proposed fixed assets) – <i>see sample table below</i> | <ul style="list-style-type: none"> ▪ Acquisition costs ▪ Year of acquisition ▪ Estimated useful life ▪ Estimated salvage value (if applicable) | |
| 5. Comparative analysis of renting vs owning vehicles (<i>see sample table below</i>) | Decision criterion: if NPV (own) < NPV (rent), then purchase vehicle. | |

Sample table for Technical assumptions

| Assumptions | Data Required |
|-------------------------------|---|
| Production schedule | |
| For farming-based enterprise | <ul style="list-style-type: none"> ▪ Mortality rate (%) ▪ % Rejects |
| For processing | <ul style="list-style-type: none"> ▪ Conversion ratio ▪ % losses per activity |
| For marketing and/ or trading | <ul style="list-style-type: none"> ▪ Handling losses |

Sample table for Working capital requirement

| Balance sheet item | Sales on credit | Costs of goods sold on credit | Terms of Receivables and Payables | Working capital requirement |
|---------------------|-----------------|-------------------------------|-----------------------------------|-----------------------------|
| Product 1 | | | | |
| Accounts receivable | | | | |
| Inventory | | | | |
| Accounts payable | | | | |

Note: If there are more than one product, then insert more rows and calculate the total working capital requirement; a portion of the initial working capital may be provided to the PG as part of the subproject grant for the first production cycle only, not to exceed PhP1 Million

Sample table for Depreciation Schedule

| Fixed asset | Acquisition cost | Year of Acquisition | Est useful life | Est salvage value | Annual depreciation |
|-------------|------------------|---------------------|-----------------|-------------------|---------------------|
| | | | | | |

Note: Supplies and tools (with immaterial costs) need not be capitalized but expensed in the same year of acquisition; reflect replacement costs and corresponding depreciation of equipment and facilities with lifespan less than the project life.

Sample table for Comparative analysis: Rent vs Own Vehicle (Present this table if vehicle is part of items for funding under PRDP)

| Truck 1 | M1 | M2 | ... | M12 | Y1 | Y2 | ... | Y10 |
|--|----|----|-----|-----|----|----|-----|-----|
| OPTION 1: RENTING | | | | | | | | |
| Rental expenses | | | | | | | | |
| Other related expenses | | | | | | | | |
| Total rental expenses | | | | | | | | |
| Net present value (at discount rate = 8%) | | | | | | | | |
| | | | | | | | | |
| OPTION 2: OWNING | | | | | | | | |
| Useful life: ____ | | | | | | | | |
| Acquisition cost | | | | | | | | |
| Other cash outflows: | | | | | | | | |
| Interest expenses (if applicable) | | | | | | | | |
| Fuel expenses (see hauling and delivery schedules) | | | | | | | | |
| Repair and maintenance costs | | | | | | | | |
| Other administrative costs (e.g. salaries of driver and crew, licensing fees, insurance) | | | | | | | | |
| Total costs before salvage value | | | | | | | | |
| Less: Salvage value | | | | | | | | |

| | | | | | | | | |
|--|--|--|--|--|--|--|--|--|
| Total ownership costs | | | | | | | | |
| Net present value (at discount rate = 8%) | | | | | | | | |

Note: Prepare a separate comparative analysis for every truck proposed to be purchased.

d) Financial projections/financial forecasts:

1. *Monthly income statement (Year 1)*
2. *Monthly cash flow (Year 1)*
3. *Income statement, cash flow and balance sheet annual projections from Year 2 to Year 10*

e) Financial Analysis

- Present the financial ratios here as computed in the EFA: ROI, NPV, FIRR, BCR, Payback period, Break even analysis per product. Hurdle rate to be used is 8% WACC (Weighted Average Cost of Capital).

f) Risk and Sensitivity Analysis

- State the different risks that the enterprise may encounter (eg. Increase in price of raw materials, and other operating expenses, occurrence of pests and diseases that would affect the volume of output, decrease in buying price, etc.). Present and discuss the results of subjecting the enterprise into different financial risks and cases as computed in the EFA.:
 1. *10% increase in costs*
 2. *10% decrease in revenue*

Briefly discuss the risk mitigating measures that could be employed by the enterprise should the risk occur.

g) Recording system

- How are financial transactions going to be recorded and kept?
- What are the internal control mechanisms that will be employed by the enterprise?

V. ECONOMIC IMPACT (write up should be maximum of 3-pages only)

Describe the economic impact or benefits that the community will generate as a result of the enterprise.

a) Increase in Farmer's Income

- Describe how the income of farmers will be affected? (*comparison before and after PRDP computed for the 10-year period*);

Proposed sample table:

| Increase in Farmer's Income | | | | | | | | | | | |
|-----------------------------|--------------|-----------|----|----|----|----|----|----|----|----|--|
| Particulars | Without PRDP | With PRDP | | | | | | | | | |
| | | Y1 | Y2 | Y3 | Y4 | Y5 | Y6 | Y7 | Y8 | Y9 | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| | | | | | | | | | | | |

b) Employment Generation

- Is the enterprise going to provide employment opportunities to the community?
- How many will be employed? Provide comparison on the number of people employed before and after the Project

Proposed sample table:

| Job Title | Existing | New Jobs | Total Jobs Generated |
|--------------|----------|----------|----------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| TOTAL | | | |

- c) **Women Engagement**-potential
- d) **Profit sharing scheme** - discuss the profit sharing/distribution scheme of the enterprise (if applicable)
- e) **Other potential benefits** - discuss other targeted or potential impact of the Project

VI. SUSTAINABILITY MECHANISM

1. Sustainability Plan

Discuss briefly how the enterprise is going to sustain its operation? (2 paragraphs)

Proposed table format for presentation of sustainability plan of the enterprise with sample contents

| Enterprise Objective | Target (based on technical and financial projection) | Timeline of Implementation | Strategies to Meet Target | Actions to be taken | Responsible Personnel | Estimated Cost |
|--|--|---|---|---|-----------------------|----------------|
| a. Increase of production output of the enterprise | 10% annual increase in production output | starting on 2 nd year of operation | Increase in collection of abaca tuxy | <ul style="list-style-type: none"> Conduct awareness campaign to abaca farmers on abaca tuxy potentials Monitoring of planned expansion of production of existing farmer-members Coordination with the LGU for conduct of GAP trainings to farmers | | |
| | | | Increase no. of stripping machines | <ul style="list-style-type: none"> Revisit the capacity of the existing machines. Revisit working hours for possible extension of operation. Purchase additional units of stripping machines | | |
| | | | Increase in hauling/delivery capacity of the enterprise | <ul style="list-style-type: none"> Revisit the hauling and delivery schedule Acquisition of additional hauling truck | | |
| b. Increase in membership of farmer-members | | Increase in farmer membership of 10% annually | | <ul style="list-style-type: none"> Coordination with other individual abaca farmers around the area for possible membership with the PG. Coordination from other nearby organized abaca farmers for teaming up/outsourcing of supply | | |

| | | | | | | |
|--|---|---------------------------------|---|---|--|--|
| c. Value adding to the products of the enterprise | Establishment of an abaca sack production arm in the enterprise | 5 th year operations | <ul style="list-style-type: none"> · Purchase of fiber weaving machineries, tools and equipment by end of 4th year · Establishment of a sack production infrastructure by end of 4th year · Hiring of additional 10 personnel for the sack production activities | <ul style="list-style-type: none"> · Allocation of savings for the purchase of additional machineries and infrastructure for the planned additional operations for 5th year · Coordination with possible markets (coffee and cacao bean producers/traders) to be targeted for the additional enterprise product. · Conduct of capacity development activities to prepare the enterprise for the operation of the additional production line. | | |
| d. Sustaining of product quality and production efficiency of the enterprise | | | <ul style="list-style-type: none"> · Detailed operation/repair and maintenance plan of the enterprise encompassing all the enterprise equipment and facilities · List of training needs of the enterprise | <ul style="list-style-type: none"> · Allotment of funds for and strict conduct of scheduled repair and maintenance as well as replacement of depreciated/obsolete enterprise machinery, equipment and facilities · Conduct of scheduled checkup of enterprise equipment and facilities · Assignment of personnel to conduct monitoring of and supervision of repair and maintenance · Constant research of technological trends on production methods and market trends that the enterprise may adapt or may affect the market of the enterprise · Yearly capacity development | | |

| | | | | | | |
|---|--|---|--|--|--|--|
| | | | | <ul style="list-style-type: none"> training of enterprise workers to maintain quality of products and lessen losses · Strict keeping of all enterprise documents, transaction files and digitizing of important information and files for safe storage; setting restrictions in the access of such documents. | | |
| e. Establishment of support platforms for farmers members | | Sustenance of raw material supply source and increase of it by empowering farmer members through the operation of the enterprise | <ul style="list-style-type: none"> · Production support plans of enterprise to empower farmer-members | <ul style="list-style-type: none"> · Preparation of plans on supporting farmer-members in their production activities – in terms of financing, loans, training, assistance in obtaining certifications, linking with other government support agencies, incentives etc. · Allotment of funds for above mentioned activities | | |
| f. Transforming of waste materials into by-products as additional income | | Establishment of common composting facilities by each cluster proponent groups by 2 nd year of enterprise operations to reduce synthetic fertilizer expenses of the farmer-members | <ul style="list-style-type: none"> · Sub-PG funded common composting facilities · Basic composting tools and equipment | <ul style="list-style-type: none"> · Incorporation of this strategy in the EA that should be strictly followed by the enterprise PGs · Scouting of possible support from the LGU or other government support agencies especially those focusing on organic farming for possible grants of materials (vermi worms, tools, etc.) and training. | | |

2. Capacity Development Plan

- What are the required technical assistance to ensure continuous operation. These trainings and their timelines should be in line with the sustainability/future plans of the enterprise.
- The technical assistance could be for the farmers and/or the enterprise itself.
- Who will provide the technical assistance?
- What is the nature of the assistance and the costs involved?

Proposed presentation table: (Capacity Development Plan)

| Aspects | Business Plan Target | Proposed Interventions/ Recommendations | Activities to be Undertaken | Responsibility Center | Timeframe | Support Service Provider | Source of Fund |
|-----------------------------|---|--|--|--|---|---|---|
| Organization and Management | <ul style="list-style-type: none"> Structure and Staffing Salaries & benefits | <p>What strategies do we need to provide to be able to address the gaps identified?</p> <p>(Provide training on leadership and governance)</p> <p>(Provide coaching and mentoring support in the development of internal policies)</p> | <p>Provide list of activities to jumpstart the interventions</p> <p>(Prepare letter to seek training assistance from appropriate training service provider)</p> <p>(Seek assistance and secure meeting schedule with service provider)</p> | <p>Who is in charge to oversee the activity within the enterprise?</p> <p>(Chairman)</p> <p>(Chairman)</p> | Target date to start the activity. (Year 1 to Year 3) | <p>Identify other service providers to assist the enterprise</p> <p>PLGU MLGU DA-RPCO CDA DTI DOLE Private sector SUCs Etc.</p> | Identify where the financing of the activity could come from. |
| Operations | <ul style="list-style-type: none"> Production target Target area of expansion (if applicable) Source of supply | What strategies do we need to provide to be able to address the gaps identified? | Provide list of activities to jumpstart the interventions | Who is in charge to oversee the activity within the enterprise? | | | |
| Financial Management | <ul style="list-style-type: none"> Projected sales forecast Projected net profit | What strategies do we need to provide to be able to address the gaps identified? | Provide list of activities to jumpstart the interventions | Who is in charge to oversee the activity within the enterprise? | | | |

| | | | | | | | |
|--------------------------------|--|--|---|---|--|--|--|
| Marketing | <ul style="list-style-type: none"> Target markets Target sales/margins/profit | What strategies do we need to provide to be able to address the gaps identified? | Provide list of activities to jumpstart the interventions | Who is in charge to oversee the activity within the enterprise? | | | |
| Sustainability and inclusivity | <ul style="list-style-type: none"> Product registration/certification Number of Project beneficiaries Farmer's Income | What strategies do we need to provide to be able to address the gaps identified? | Provide list of activities to jumpstart the interventions Provide list of activities to jumpstart the interventions | Who is in charge to oversee the activity within the enterprise? | | | |

3. Business Continuity Plan

Brief discussion on the results of the risk assessment (1-2 paragraphs)

- Development of backup/contingency operational plans during occurrence of situations that may halt normal operations. In times wherein normal conduct of operations is hampered or impossible, what are the contingency plans that the enterprise may execute to respond and recover normal operations?

3. 1. Business Continuity Strategy

Each major enterprise activity can be affected by different threats, thus continuity strategies should be established and should be put up within set recovery duration depending on the impact of the business function in the overall operations.

Proposed presentation table (with Sample content):

| Business Function | Involved Threats (A business function can have multiple involved threats) | Business Continuity Strategy / Activity Details (How will you continue to deliver this function or activity? What are the key action items in order to recover each function?) | Resources Needed | Recovery Time Objective |
|---------------------------------------|--|---|---|-------------------------|
| Purchase/ Collection of Raw Materials | Typhoon, Landslide, Theft, Civil Unrest/ Terrorism, Earthquake | Advance procurement of raw materials before the occurrence of typhoons/ severe weather conditions as forecasted by the PAGASA Scout all possible suppliers nearby and counter check the available space or look for temporary storage facilities to accommodate the expected incoming supply to ensure continuous operation of the enterprise. | Trading/ Operating Capital Manpower Storage house | Within 1-2 weeks |

| | | | | |
|---|--|--|--|------------------|
| Processing of Cuplumps to Crumb Rubber | Power Outage, Typhoon, Earthquake, Theft, Fire | Backup generator to be rented out in case of power outage. Securing of the facilities and equipment to prevent damages. | Operating Capital Manpower Generator/Fuel Ropes and other materials | Within 1-2 weeks |
| Delivery of the final product to Market | Typhoon, Landslide, Civil Unrest/ Terrorism, Earthquake, Theft | Maintain communication to the buyers to regularly update them on the situation and have a negotiation to deliver after the disaster. Ensure safe storage of the product to maintain the quality and quantity. | Manpower- Marketing Staff | Within 1-2 weeks |
| Payment Collection | Typhoon, Landslide, Civil Unrest/ Terrorism, Earthquake | Accept online payment. Opening/maintaining an online bank account and allowing wire/online transfer to facilitate the payment. | Finance Staff/ Collection Office | Within 1-2 weeks |

3.2. Business Continuity Plan for Key Assets

An enterprise cannot operate without its resources, thus action plans should be ready in the occurrence of events greatly affecting these assets.

Proposed presentation table (with Sample content):

| Resources to Protect | Involved Threats (A certain resource can have multiple involved threats) | Preparedness Measures (What pre-disaster activities will you do to ensure that that identified assets are ready) | Response (What activities will you do during the disaster to secure/manage the identified assets?) | Early Recovery (What activities will you do after the disaster to recover the identified assets?) |
|----------------------|--|---|---|--|
| People/ Personnel | Typhoon, Landslide, Civil Unrest/ Terrorism, Earthquake, Epidemic/Disease Outbreaks, Work Accident | Conduct of Training on Occupational Health Safety and Standard for enterprise personnel. Placing workplace safety posters and first aid kits within the processing facility and vicinity of the enterprise. | Initiate immediate evacuation as needed to secure the safety of personnel. | Communicate with the personnel about their health and safety for immediate resumption of the operations. |
| Equipment | Fire, Earthquake, Typhoon, Flood? | Regular clearing and maintenance of drainage lines. Elevate all the portable and necessary equipment | Cover and protect equipment by a tarpaulin or any protective materials. | Check the equipment and its components for any damages prior to resumption of operations. If there are any |

| | | | | |
|-------------------|--|--|--|--|
| | | to avoid reaching by flood. Cover and protect equipment by a tarpaulin or any protective materials. Installation of fire alarms and extinguishers within the vicinity of the facility where the equipment are located. | | damages, immediate repair is to be done. |
| Inventory | Fire, Earthquake, Typhoon, Flood?, Theft | | | |
| Building/Facility | Fire, Earthquake, Typhoon, Flood? | Regular checking and maintenance of structural, electrical and plumbing of the facility. Installation of fire alarms and extinguishers within the vicinity of the facility | In case of fire, immediately employ fire control measures using the fire extinguisher and available water. In case the fire spreads uncontrollably, call the nearest fire station. | Damage assessment and check the status of the functionality of the facility. If there are any damages, immediate repair is to be done. |
| Data/Records | Fire, Theft, Flood, Typhoon | Secure the physical records/ books in a safe and higher place in case of flood and typhoon occurs. Ensure backup files are kept and maintained. | Ensure that the books/important documents are in a safe place. Maintain backup files . | Check all the important documents for any damages. |
| Supply Chain | Fire, Earthquake, Typhoon, Flood? | Check all possible routes to take in case a road network will be closed. | Keep updated all the time for news on road closures to take alternate routes. | Keep updated all the time for news on road closures to take alternate routes. |

Social Safeguard Assessment

1. Subproject Beneficiaries

- Who are the beneficiaries of the subproject, please gender-disaggregate the population data.
- What is their socioeconomic status?
- Have they been consulted?
- Describe the consultation process (indicate date, location and attendees of meetings)
- Have they accepted the proposed project?
- What are their concerns and inputs?
- Describe the minutes of the meetings if any?
- Are the women represented in these consultations (describe attendance of women)?
- What are their concerns/inputs (describe any particular inputs from women, if any)
-

2. Social inclusiveness and equitable benefit-sharing of the Enterprise

- What are the services that the members and non-members will obtain in the enterprise?
- What are the PG's membership structures, close or restrictive membership policies?
- How will the PG expand membership, provide or extend services to non-members?
- How will the PG improve the welfare of the enterprise workers?
- During operation, will there be a potential economic displacement of existing similar or exactly the same enterprise in the area, especially the existing hard working individuals, small scale enterprises or small household-based businesses? Will creation of the enterprise/business deliberately and unfairly compete with the identified existing enterprise/s? Does the captured market/clientele overlap with existing operations in the area?

3. Indigenous Cultural Community/Indigenous Peoples (ICC/IP)

- Is the project located inside an ancestral domain? Refer to NCIP for the list of Ancestral domains and prepare an overlay map of the subproject site and its production areas with the nearby ancestral domain.
- If the project is not situated inside any ancestral domain, is it going to affect any extant IP/ICC community or are there beneficiaries who are members of the IP/ICC community?
- What particular IP/ICC community is involved?

- What is their socioeconomic status as compared to the mainstream group?
- Did the IP/ICC community solicit the subproject themselves?
- If they did not solicit the project, have they been consulted and have they given their endorsement of the project?
- Describe the consultation process thus far conducted. Indicate date, location and attendees of meetings.
- Describe the minutes of the meetings if any.
- What are their concerns and inputs?

Note that:

If the Project is inside any ancestral domain, or if there are any intact ICC/IP community to be affected by the project, either of the following should be secured:

- i. Certificate from the local tribal chieftain, or from the local tribal council or from NCIP that the project is part of the ICC-IP's development plan or is part of their Ancestral Domain Sustainable Development and Protection Plan (ADSDPP);
- ii. Certificate from the local tribal chieftain that the project is solicited by the ICC-IP themselves; or,
- iii. An endorsement (e.g. in a form of a Resolution) from ICC/IP community together with evidence of consultations conducted (e.g. minutes of meetings and list of attendees, issues and concerns raised and how they were addressed).

3. Site Acquisition

- What is the ownership status of the proposed site/s (e.g. expansion of the production area, land for the civil works and its entire site development plan including road right of way, etc.)?
- Describe the location and site requirement in terms of area (sq. m), land tenure, and existing land use based on the LGU Comprehensive Land Use Plan.
- Indicate well as to what site is the land acquisition documents attached are meant.

Note that:

- Site and Right-of-Way acquisition should not only consider the site for the infrastructure but the entire site development plan which includes the parking space, right of way, access to water and electricity during operation.
- If any lands or ROW need to be acquired, the following are the documentary requirements that should be secured aside from the Annex G – 1 and G -2, if more than one affected person/institution:

- i. If the land is public land, a Special Land Use Permit (SLUP) or any tenurial instrument from DENR
 - ii. If the land is owned by LGU, evidence of LGU ownership such as Title
 - iii. If the land is owned by a private owner(s) and purchased by the PG, evidence of purchase such as Deeds of Sale and approved subdivision plan and/or TCTs under the name of the PG
 - iv. If the land is owned by a private owner(s) and donated to the PG, Deed of Donation and annotation of the property at the Registry of Deeds and/or TCTs under the name of the PG
 - v. If the land is owned by a government institution and use of land by the PG is permitted, a Usufruct Agreement or Memorandum of Agreement with a duration that shall at least cover the entire economic life of the enterprise as projected in the FS
 - vi. Basis for “economic life” can be: a) COA Circular 2003-007 Annex A wherein “useful life” is qualified as 30 years for concrete building; 20 years for mixed and 10 years for wood material. Cost of the infrastructure should also be taken into consideration in assessing if agreement should be more than 30 years; or b) the economic life of the enterprise as discussed in the Business Plan.
- If the subproject is inside Ancestral Domain or if not inside, it adversely affects an extant IP/ICC community who are not themselves beneficiaries of the subprojects, then an FPIC/CP should be secured under the auspices of the NCIP.

4. Damage to standing crops, houses and/or properties

- Will the construction of the project result to any crop and/or properties?
- Describe and try to quantify the potential damage.
- Who will be responsible in the clearing and demolition of the site? If there will be structures to be affected, will there be reconstruction? Who will be responsible for such activity?

Note that (potential) damage to crops and/or properties/assets should be inventoried and suitable compensation schemes should be worked out through consultation with the owners of the crops and properties (e.g. through a MOA or the Entitlement Survey Form). Compensation of damages following the agreed schemes should be based on actual damage or loss.

5. Physical and Economic displacement of persons

- Will the proposed subproject result in the relocation of houses and loss of livelihood or reduced access of families to their traditional livelihood sources?
- How many houses will be relocated and economically displaced persons?
- Describe the conditions of the affected houses and properties.
- What are the socioeconomic conditions of the affected households?

Note that loss of livelihood may result from: loss of a significant portion of the household's farmland, loss of business such as due to loss of vending stalls, etc. Describe the nature of loss if any. And; if there is physical or economic displacement of persons, a Resettlement Plan shall be prepared.

5. Grievance Redress Mechanism

Discuss Grievance Redress Mechanism of the subproject (especially the plan and procedure on feedbacks/grievance handling during construction and operation). Please include it in the Organization and Implementation Structure and make sure that the Grievance Point Person/Committee is in the Executive Order of the LGU and that the PG will have a representative as Grievance Point Person. Refer to the 5th framework of IESSF.

Note: GRM should also be incorporated in the Enterprise Operations Manual

Environmental Safeguard Assessment

1. Natural habitat

- Describe the project site (civil works and expansion of production area) in terms of land use, vegetation, wildlife, presence of water ecosystems, endangered and other important species. How are they going to be impacted by the project?
- Is the project site within an officially declared or proposed protected area of natural habitat or any forest? Refer to the DENR for the list of protected areas and forests; as well as land use zoning based on CLUP/FLUP. Prepare an overlay map of the subproject site and its production areas with the nearby protected areas and forests.
- If the site is not inside a natural habitat or forest, indicate the nearest natural habitat or forest with the site's location. If the site is near a natural habitat or forest, provide mitigation measures that no encroachment will occur.
- For SPs in aquatic and marine areas, describe measures to ensure that project activities do not cause water pollution. A baseline data on water quality should be provided.

Note that: PRDP loan should not be used to fund subprojects involving civil works that encroach into Protected Areas of natural habitat such as areas declared as Natural Parks under NIPAS, except for NRM subprojects that are allowed as per provisions of the NIPAS law of Buffer Zone, or Multiple Use Zone, and the law creating the Natural Park. Clearances from DENR and PAMB or equivalent body should be secured by the PG.

2. Physical Cultural Resources

- Are there any structures, monuments or Physical Cultural Resources (as defined below) on site that will be affected by the subproject?
- Describe the cultural and historical significance of the structure/s, if any.
- Describe the impact of the project to the structure/s. Is the project site part of an important natural feature or landscape?
- How will the project change or impact the landscape?
- Is the project area a potential archaeological site?
- If there are no such structures or monuments or Physical Cultural Resources to be affected, the assessment should clearly say so.
- Describe the procedure in case of Archaeological/Paleontological Chance Funds. Refer to Annex H-2 of IESSF.

Note that: The World Bank Policy on Physical Cultural Resources requires that physical cultural resources likely to be affected by the project should be identified and the project's potential impacts on these resources be assessed as an integral part of the EA. Cultural resources are defined as movable or immovable objects, sites, structures, groups of structures, and natural features and landscapes that have archaeological, paleontological, historical, architectural, religious, aesthetic, or other cultural significance.

When the project is likely to have adverse impacts on physical cultural resources, appropriate measures for avoiding or mitigating these impacts shall be identified in the EA. These measures may range from full site protection to selective mitigation, including salvage and documentation, in cases where a portion or all of the physical cultural resources may be lost.

If the area is a potential archaeological site, the mitigation plan should include provisions for managing chance finds. For example: in case of archaeological finds during construction, civil works must be immediately suspended and the National Museum contacted.

3. Terrain, Soil Types and Rainfall

- What is the topography of the proposed subproject site for expansion of crop production and civil works?
- What is the type of soil?
- Describe the soil in terms of looseness and erosion potential.
- What is the amount of rainfall in the area?

4. Hazard/Risk Assessment

- Describe drainage, erosion and flooding potential of the site for expansion of crop production and civil works.
- Describe the solid and liquid waste management, including storage and disposal of hazardous chemicals. (During construction and operation of enterprise)
- Describe potential air contamination during operation and mitigation measure (During construction and operation of enterprise)
- Describe potential occupational safety issues during operation and appropriate mitigation measure (During construction and operation of enterprise)
- Discuss management during calamities/disaster in ensuring the safety of workers and recovery of the operations as well as the restoration of potential damages to the structure.

Note: Waste Management (e.g. solid wastes, waste water handling, treatment and disposal, and storage and disposal of hazardous chemicals), Community, Occupational Safety and Health (COSH) measures should be incorporated in the Enterprise Operations Manual

5. Integrated Pest Management and DA-KASAKALIKASAN

- Describe the type of agricultural cultivation or farming practice (monoculture, rotational cropping, intercropping, diversified or integrated farming). Include in the ESMP its potential hazards/risks and provide mitigation measures.
- Describe the organic or inorganic agrochemicals (e.g. fertilizers and pesticides) used in the enterprise: name, toxicity label, application methodology, frequency of application (e.g. if once or twice in every cropping season; once a year regardless of number of cropping season; or seldom used, only if needed when pests are uncontrollable or soil nutrient is poor), and volume of usage per hectare. Below is the suggested matrix:

| Crop | Name of Organic and Inorganic Agrochemicals | | Toxicity Label | Application Methodology | Frequency of Application | Volume of usage/dose per hectare |
|------|---|--|----------------|-------------------------|--------------------------|----------------------------------|
| 1. | Fertilizers | | | | | |
| | Pesticides | | | | | |

| | | | | | | |
|--|---------------------|--|--|--|--|--|
| | Other agrochemicals | | | | | |
|--|---------------------|--|--|--|--|--|

- Describe the Integrated Pest Management program (e.g. number PG members trained, number of PG members adopting IPM, adoption rate) and Status of DA-KASAKALIKASAN program of the proposed subproject. If no IPM or DA-KASAKALIKASAN in the proposed subproject, describe the present practice of Pest Management and how to transform such into the IPM Program.
- Discuss existing practices of the PG and its farmer-member beneficiaries on Good Agricultural Practices (GAP), Good Animal Husbandry Practices (GAHP), Good Aquaculture Practices (GAqP), Organic Agriculture, among others.

6. Status of Environmental Clearances

- Describe the status of the environmental clearances such as ECC/CNC, cutting tree permits and any necessary clearances.

7. Social and Environmental Impacts

Discuss in brief the major potential impacts of the subproject and corresponding mitigating measures on the concerns indicated in the duly signed standalone ESMP.

ANNEXES

Annex A - Work and Financial Plan

Annex B - Procurement Plan

Annex D – Detailed Engineering Design (DED) (including facilities and equipment technical plan)

Annex E – Program of Works (POW) (including construction Schedule (bar chart/s-curve) for the facilities and equipment)

ATTACHMENTS

See checklist of requirements for the attachments (Annexes 13-A or 13-B) to comply with the requirements per component:

- Annex 13-A: CHECKLIST OF REQUIREMENTS FOR MICRO-ENTERPRISE SUBPROJECT SUBPROJECT
- Annex 13-B: CHECKLIST OF REQUIREMENTS FOR SMALL AND MEDIUM ENTERPRISE

Annex 22– Guidelines in the Preparation of Financial Analysis for I-REAP Subprojects under the PRDP Second Additional Financing ³⁷

I. Rationale

These guidelines aim to provide Proponent Groups (PG) (e.g. Farmers' Associations, Agricultural Cooperatives, and the like) a step-by-step procedure in the preparation of Financial Analysis (FA) for enterprise proposals under the Philippine Rural Development Project (PRDP) – Second Additional Financing (AF2) with European Union (EU) co-financing grant. Any PG who will prepare Business Plan (BP) proposals is recommended to familiarize themselves with the general policies, guidelines, data requirements, acceptable data sources and data gathering methodologies to produce sound financial analyses.

The Financial Analysis shall be prepared in Excel format with traceable formulas and the summary tables as required in the BP outline shall be incorporated in the BP write-up. An electronic copy of the FA and BP shall be submitted to the PRDP for review. The Economist/s at the RPCO, PSO and NPCO are tasked to review the FA based on the guidelines and parameters of the I-REAP component.

II. General Policies and Guidelines

This section outlines the general policies and guidelines to be adopted in the preparation of financial analysis for I-REAP subprojects.

1. Small and medium enterprises with estimated project investment cost of Php 3,000,001 to Php100,000,000, net of PG equity, will project the financial analysis over a 10-year period. To qualify for the issuance of No Objection Letter (NOL) 1, the proposal must remain financially feasible at sensitivity scenarios with at least 10% increase in cost and 10% decrease in revenue (individual scenario), Net Present Value (NPV) greater than 0, Internal Rate of Return (IRR) of at least 8%, and Benefit Cost Ratio (BCR) greater than or equal to 1.
2. Micro enterprises with an estimated project investment cost of not more than Php 3,000,000, net of PG equity, will use 3-year projections. To qualify for the issuance of NOL 1, the proposal must at least pass the base scenario (e.g NPV greater than 0, IRR at least 8%, BCR (greater than or equal to 1).
3. The Project adopts an eight percent (8%) financial discount rate as the hurdle rate which the Financial IRR of proposed IREAP subprojects must exceed to be considered as a financially viable investment;
4. The basis for the establishment of all assumptions used in the financial analysis must be discussed in the business plan and supported with reliable data including its corresponding data sources; and
5. During the course of the review process of submitted proposals under PRDP, any changes in the data (assumptions and costing) must be documented. Economist

³⁷ Updated September 20, 2021.

counterparts at the RPCO, PSO and NPCO levels must be well-informed of the subsequent changes.

III. Overview of data requirements in the preparation of Financial Analysis

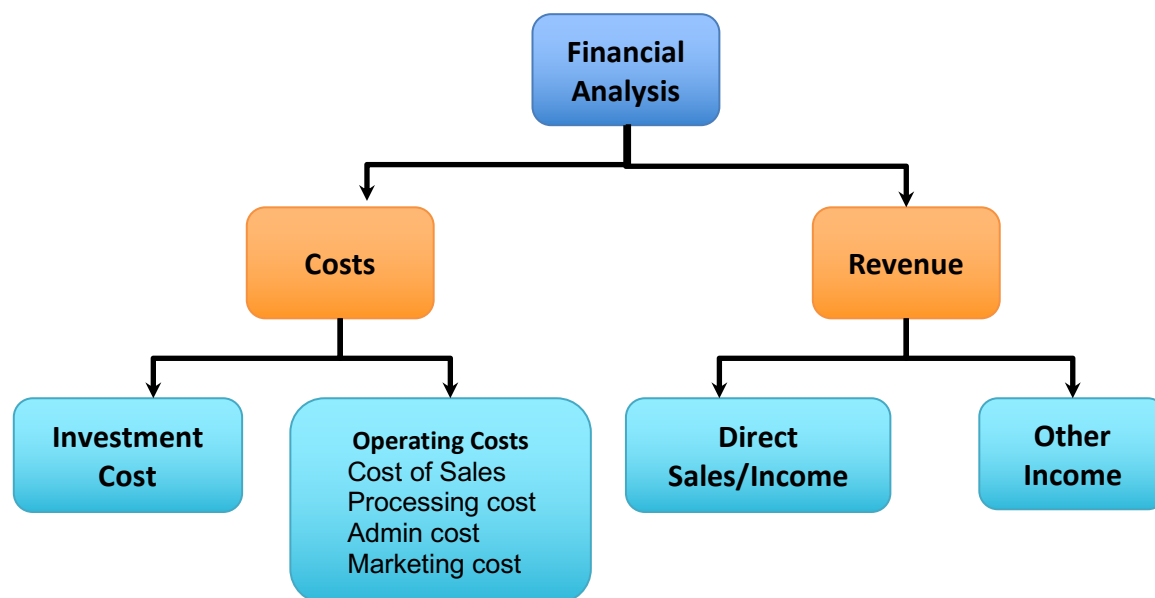


Figure 1. Summary of data requirements

In the preparation of financial analysis, all costs and revenue items must be properly identified and valued in order to come up with sound financial viability results and to paint a realistic picture of expected performance of the proposed enterprise.

The total cost of an enterprise is an aggregate of the investment cost and operating costs, with the latter being composed of cost of sales, processing costs, administrative costs and marketing costs. All streams of revenue must also be fully documented in the Financial Analysis, these include both the direct income from sales and other enterprise-related income.

IV. Detailed guidelines and instructions in the preparation of Financial Analysis for Small and Medium Enterprises

Financial analysis is the process of evaluating businesses, projects, budgets and other finance-related entities to determine their suitability for investment. It is being done to ensure the financial sustainability, financial profitability and distributional impact of the proposed project.

Income Statement, Cash Flow Statement, Balance Sheet are to be computed in doing the financial analysis. Results of such will be used to determine the financial indicators. These include Financial Net Present Value (NPV), Financial Internal Rate of Return (FIRR), Benefit Cost Ratio (BCR), Return on Investment (ROI), Payback Period and Break-even analysis.

Results of the financial indicators are taken into account to determine the viability and efficiency of the sub-projects.

a. Capital Investment Plan & Financing Mix

The total capital investment refers to the different costs needed to run the proposed enterprise. These costs are being identified during the business planning stage of which product selection, process flow, infrastructure and other technical requirements are being determined. It is a combination of three (3) different types of costs including fixed assets, variable costs and fixed costs. For each subproject, the PGs are required to submit the capital investment plan and financing mix (See Annex A-Schedule 1 and 2 for the format) which will provide the detailed listings of the required funds for the enterprise including its financing sources, i.e., (Loan Proceeds (LP), EU Grant (applicable only to qualified enterprise subprojects in Mindanao), Government of the Philippines – Department of Agriculture (GOP – DA), and PG equity.

Specific Policies

- The cost-sharing scheme under the PRDP AF2 is shown below:

| Financing | WB-Loan Proceeds (LP) | GoP – DA | EU | PG Counterpart (Cash or In-kind) |
|-----------------|-----------------------|----------|-----|----------------------------------|
| AF2 exclusively | 60% | 20% | | 20% |
| AF2-EU | 30% | 20% | 50% | 20% |

- The total investment plan must be derived from the work and financial plan of the proposed enterprise. All costs must reflect current market prices;
- Initial working capital may be included in the requested amount under PRDP for one (1) production cycle only and not exceeding Php1,000,000. Expenses that will be charged against the initial working capital is subject to allowable cost items stated in the revised I-REAP Operations Manual;
- Furniture and fixtures and other equipment related to the direct operation and/or creation of the product(s) for the proposed enterprise shall form part of the counterpart/equity of the PG;
- In the valuation of land, only the portion that will be allotted for the proposed enterprise shall be included as part of the capital investment requirement;
- The budget for other working capital shouldered by the PG should reflect only for one production cycle;
- Submit inventory of assets of the PG for enterprises classified under expansion/upgrading. All existing assets must be accounted for and only the remaining facilities/equipment should be funded under PRDP; and

- For vehicles, a benefit cost analysis for a 10-year period must be prepared to compare and determine whether it is more economical and cost-efficient to procure or rent the said vehicle considering the operation of the proposed enterprise. A 10-year trucking schedule must be submitted to analyze its utilization rate and serve as a basis to gauge the necessity of the requested vehicle.

b. Assumptions and Schedules

Assumptions are set of information needed in the projection of financial analysis based on the business model and business plan prepared for a specific enterprise. Assumptions will briefly present and discuss how the business will run and operate as to revenue and expenses. Schedules on the other hand, refers to the set of data where all the computations will be done and shown thoroughly, starting from production, sales, hauling and delivery, depreciation, etc. The values to be computed will then be reflected in the financial statements and to be used in the financial analysis.

Specific Policies

1. All assumptions to be used in the financial projection must be listed in the financial section of the business plan;
2. All assumptions should be listed in a separate worksheet in the FA excel file with values linked to the relevant schedules;
3. All assumptions must be accompanied with relevant and acceptable data reference to verify data soundness;
4. The basis for the establishment of all assumptions must be clearly discussed in the business plan;
5. Formats for various schedules are attached to these guidelines as Annex A. The PG can use other formats as long as the essential information needed in the computation of income and cost streams are established.

b.1. Income Assumptions

Income refers to all earnings generated from the operation of a specific enterprise. In the preparation of financial analysis, it is important for the PG to determine the various sources of income as indicated in the business plan and shall be accounted accordingly in the financial statements. In the conduct of financial analysis, income generated by the enterprise will be classified as sales of primary product(s) of the enterprise and other income. Below is the definition for each classification:

| Classification of Income | Definition |
|---------------------------------|--|
| Sales of Product(s) | Revenue generated from the sale of primary product (s) of the enterprise. |
| Other Income | Revenue generated from other sources such as but not limited to vehicle and facility rentals, marketing of by-products and other secondary activities of the enterprise. |

Specific Policies

1. All revenues identified in the business plan must be accounted in the financial analysis;
2. GANTT chart and production schedule (Please see Annex A-Schedule 3 to 4) must be submitted. The Gantt chart will provide timeline of operation of the proposed enterprise thereby providing information on its production cycle. Production schedule on the other hand will show computation of the total volume of production of product(s) produce by the enterprise at a given period.
3. To estimate for the volume of production, critical factors like mortality rate, rejects, product returns, postharvest/handling losses, conversion ratio and other factors that may affect the quantity of the produce must be established. The values that will be used shall depend on the assessment of the condition of the target areas and/or baseline information from reliable sources;
4. Pricing scheme shall be clearly stated in the business plan and must be supported with baseline data from reliable sources;
5. A mini income statement shall be presented should the PG undertake different kinds of activities in the proposed enterprise;
6. Sales schedule (See Annex A Schedule 5) shall be submitted to present the projected revenue (i.e. sales of primary products and other income) of the proposed enterprise. The sale schedule shall indicate the total quantity sold per product at a given period including its corresponding price. The PG can devise their own format as long as it contains the necessary information in the assessment of revenue of the enterprise; and
7. Data requirements and Annexes are attached in this guideline as Annex B.

b.2. Cost assumptions

Cost is defined as the cash amount or the cash equivalent being given up by the enterprise to produce a certain product and its operation. To account for the costs on the proposed enterprise, the PG must determine which expense items are classified as direct costs and indirect costs. Direct costs are expenses related to the production of the products. This may include among others the cost for the procurement of raw materials, packaging materials, labor, facilities and equipment. Indirect costs on the other hand refers to expenses related to the maintenance of the operation of the business. Cost items under this classification include among others the payment for salaries of employees and its benefits, repairs and maintenance, office supplies, utilities, marketing expenses, advertising and promotion, representation expenses and others.

| Classification of Cost(s) | Definition |
|----------------------------------|--|
| Raw Materials | Basic materials or substances used in the primary production or manufacturing of a good. These most commonly make up the bulk of the cost items of every enterprise. |
| Direct Labor | Labor refers to the work needed to perform production activities and being paid for by the enterprise. Usually labor refers to the volume of output to be produced and their engagement can be on a seasonal or regular basis. |
| Fuel and Oil | Fuel and oil are one of the important cost items needed in the operation of the proposed enterprise. These are necessary in the production and delivery of goods and services offered by the enterprise. |
| Packaging Materials | A type of materials used to enclose or protect products for distribution, storage, sale and use. This expense is part of direct cost and are directly related to the total volume of products. |
| Salaries and Wages | A form of periodic payment from an employer to an employee. This is a cost associated with the service provided by the administrative and project management staff of the enterprise. |
| Supplies and Materials | Items necessary in performing administrative tasks and financial transaction of the proposed enterprise including office supplies and other supplies used for operation. |
| Repairs and Maintenance | Refers to the costs involving fixing of any equipment, facility or any asset in order to bring back the condition of the said asset to continue with the operational activities of the proposed enterprise. |
| Utilities | This account the report of the cost incurred for the use of electricity and water for the operation of the enterprise. |
| Marketing Expenses | Refers to the cost incurred for the conduct of advertising and promotion of the proposed enterprise. The cost shall depend on the marketing strategies and promotional activities discussed under the business plan. |
| Representation Expenses | Costs incurred whose primary purpose is for representational related activities such as conduct of meetings, attendance to business related events and etc. |
| Permits and Licenses | This include cost incurred for securing permits, licenses and certification (e.g. organic certification, certification on hazard analysis and critical control points (HACCP), certification on good manufacturing practices, license to operate and etc). |
| Tax | A compulsory contribution to state revenue levied by the government on business profits. |
| Depreciation | Depreciation is a cost used to determine the intrinsic value of any asset. Data needed in the computation of depreciation are the total acquisition cost, the estimated life span and the salvage value (if applicable). |

Specific Policies

1. All costs identified in the business plan must be accounted in the financial analysis;
2. Costs can be presented following the prescribed schedule of PRDP (Please see Annex A for the format). However, the PG can device their own format as long as the vital information for the computation are present;
3. For the computation of direct labor, the PG must clearly indicate in the business plan the nature of engagement of the laborers particularly the basis for the payment of their salary (i.e. output based or fixed rate) and the duration of their engagement to the enterprise;
4. Trucking schedule (See Annex A Schedule 8) shall be submitted and shall become one of the basis for the justification of the requested vehicles under PRDP and computation of gasoline/fuel and oil expense of the proposed enterprise. This schedule will project the frequency of hauling and delivery of products of the enterprise, loading capacity and actual loads per trip, and distance travelled per trip, for at least one production cycle. If the proposed enterprise will shoulder both the hauling and delivery, costing should be computed separately. Please take note that in the computation of fuel cost for hauling and delivery, average number of trips can be used if you have same number of trips per month, otherwise, use the total number of trips per annum;
5. Total number of trips is estimated by computing the total volume of production vis-à-vis the capacity of the delivery/hauling vehicle. The value generated will be rounded up (e.g. Number of Trips = 11.10 trips per annum (computed) the value to be used in the computation is 12 trips per annum);
6. Computation of gasoline/fuel and oil used in the operation of facilities and equipment shall consider the capacity of each equipment, average consumption per day, total number of working days per month and price to determine its corresponding cost (See Annex A Schedule 8-Fuel Cost for Facilities and Equipment);
7. The quantity of packaging materials is estimated by computing the total volume of production and the capacity of the identified packaging materials. Value generated shall be rounded up (e.g. Total Quantity of Packaging Materials = 345.10 pieces (computed) the value to be used in the computation is 346 pieces);
8. The business plan should clearly indicate the classification (i.e. regular or contractual) of all the staff for hiring on the proposed enterprise;
9. Statutory benefits (SSS, PHILHEALTH and HDMF) and 13th month pay shall be provided to employees as mandated by law and shall be accounted in the financial analysis. Provision of other benefits/incentives will be accounted depending on what is indicated in the operational plan of the proposed enterprise;
10. Basis for the computation of utilities for facilities/equipment used in the manufacturing of product(s) of the enterprise should include consideration on the capacity of the facilities/equipment, per kilowatt consumption per day, number of working days per month and the per kilowatt cost (See Annex A Schedule 11);
11. Income tax shall be computed based on the tax rate applied by the Bureau of Internal Revenue (BIR);
12. Depreciation of all fixed assets of the enterprise shall be computed using the straight-line method. The formula is shown below:

Depreciation (in any period) = ((total acquisition cost – Salvage value)/life span)

Where:

- Acquisition cost is the total amount paid to purchase a particular facility/equipment/vehicle
- Salvage value refers to the estimated sellable amount of a particular facility/equipment/vehicle after its useful life
- Life span refers to the estimated useful life of a particular facility/equipment/vehicle

13. Depreciation schedule must be submitted (See Annex A Schedule 12);
14. Equipment and facilities with lifespan less than the project life shall be re-purchased and corresponding depreciation cost should be computed;
15. For existing assets of the PG that will be used as counterpart in the operations of the enterprise, the cost shall be based on the asset's current book value. The asset's acquisition date and estimated useful life should be indicated in the assumptions; and
16. Other costs may be included aside from those stated in these guidelines and shall depend on the operation of the proposed enterprise.

c. Financial Statements

c.1 Projected Income Statement

The projected income statement is a financial statement that measures a company's financial performance over a specific accounting period. Financial performance is assessed by giving a summary of how the business incurs its revenues and expenses through both operating and non-operating activities.³⁸ It also shows the net profit or loss incurred over a specific accounting period. This is known as the profit and loss statement. It forecasts sales and costs involved in running a specific enterprise or business.

| Data Requirements | Definition and Reliable data sources and references |
|--------------------------|---|
| Total revenue | This is the sum of all sales and other income of the proposed business or enterprise. |
| Expenses | This includes the sum of all expenses in the operation of the proposed business or enterprise (e.g. Cost of Sales, Operating Expense, Selling Expense, Administrative Expense, and Depreciation). |
| Taxes | Tax Rate will be dependent on the classification of the Proponent, whether Association, Cooperative, Business, etc. |

Specific Policies

1. All funds that are part of the investment cost should not be reflected under the income statement or profit and loss statement;

³⁸ Investopedia.com

2. Sales of each product produced by the enterprise including details of other income must be reflected in the income statement;
3. All costs shall be accounted except for the payment of tax;
4. For existing enterprise, the income statement before the proposed sub-project must be included as Year 0 in order to determine the current transactions and projected income and expenses; and
5. Use the income statement format (See Annex A Schedule 13) for the presentation of the enterprise profit and loss statement;

c.2 Projected Cash Flow

Projected cash flow explains how a company or enterprise acquires and spends its CASH. It provides an overview of the cash inflows and outflows of the business during a certain period of time, depicting the cash utilization from the different enterprise activities.

| Data Requirements | Definition and Reliable data sources and references |
|--------------------------|---|
| Cash Inflows | <p>Cash inflows pertain to all types of cash coming in as part of the operation of a specific enterprise or business, which include all sales, proceeds, loans (if any), grant, gains, etc.</p> <ul style="list-style-type: none"> ● For Year 0, Loan Proceeds, GOP, PLGU, and Cash PG Equity will be generated from the total investment plan ● Sales, other income and depreciation can be derived from the Income Statement. |
| Cash Outflows | <p>Cash outflows pertains to all types of cash going out (being spent) in running a specific enterprise or business, which include purchases, payments, expenses, investments, dividends paid, etc.</p> <ul style="list-style-type: none"> ● Items for the capital investment plan will come from the total investment plan ● Cost of Sales, Operating Expense, Selling/Marketing Expense, Administrative Expense and Taxes |

Specific Policies

1. All pre-operating expenses including the investment capital requirement in the form of cash shall be reflected under Year 0 of the cash flow statement;
2. The net income entries in the cash flow statement shall be based on the computed net income under the profit or loss statement excluding depreciation cost;
3. Payment for taxes shall be accounted based on the projected net income of the enterprise and applicable tax rate of the PG; and
4. For facilities and equipment with estimated life span shorter than the project life, the corresponding cost of acquisition must be reflected in the project cash flow as part of the outflow.

c.3 Projected Balance Sheet

The projected balance sheet is a financial statement that summarizes the proponent group's assets, liabilities and shareholders' equity at a specific point in time. It provides a snapshot summary of what the proposed business or enterprise owns (assets) and owe to non-owners (liability) and owners (equity). The projection being made is based on the current situation of the enterprise/business as of a specific date. It also shows how much of the assets can cover liabilities and earn profits.

| Data Requirements | Definition and Reliable data sources and references |
|-------------------|--|
| Assets | Assets refer to all the properties, owned by a company or enterprise. Assets can be categorized in two: 1) Current assets (normally lasts within one year) which include cash, accounts receivable, inventory 2) Non-current assets (lasts more than one year) which include fixed assets (ex. Machineries and equipment), long term investments, etc. |
| Liabilities | Liabilities include loans, accounts payable, mortgages acquired by the business/enterprise from its creditors. It can be classified into current and noncurrent liabilities as well. |
| Equity | Equity is the value of ownership interest in property, including stakeholders' equity in a business. It is what the enterprise owes to the owners. This includes investments/grant and retained earnings |

d. Financial Profitability Indicators

d.1 Payback Period

Payback period refers to the period of time required to recoup the funds expended in an investment, or to reach the break-even point. It is expressed in years and fraction of years.

| Data Requirements | Definition and Reliable data sources and references |
|----------------------------|---|
| Total investment cost | The total investment cost should come from the capital investment plan of the proposed enterprise |
| Net return/income per year | Net return/income per year should come from the income statement. <i>In order to get the net income to be used in the computation of payback period, the depreciation cost must be added back to the net income computed under the projected income statement.</i> |

Specific Policies

1. All sub projects/enterprises shall follow the formula below for the computation of payback period:

$$\text{Payback period} = Y1 + (\text{total capital} - X1) / X2$$

Where:

| | |
|----|--|
| Y1 | Year Number before you break-even / number of years before you reach break-even year |
| X1 | Cumulative total at year before you breakeven |
| X2 | net income at break-even year |

Total Capital Investment 0

| Years | Net income | Cumulative Total |
|-------|------------|------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

2. Net income used is based on the computed net income after tax under the cash flow statement.

d.2 Break-even Analysis

Break-even analysis is used to determine the point at which revenue equals the costs associated with receiving the revenue. It shows the level of sales at which revenue equals expenses. Thus, showing zero net income. The sales point at this level is called the Break-Even Point.

| Data Requirements | Definition and Reliable data sources and references |
|--------------------------|---|
| Annual Fixed Costs | <p>Fixed costs are the costs incurred in the operation that do not fluctuate with the change in quantity of volume to be produced. These include rent, insurance, office supplies, advertising, etc.</p> <p>Fixed costs can be generated from the Schedules Sheet</p> |

| | |
|-------------------------------------|--|
| Selling Price | It is the price of the product that is offered to the buyers |
| Variable Cost per unit | <p>Variable costs are those costs that vary depending on the enterprise's production volume. These include materials used in production, labor costs and utilities in the production of products, etc.</p> <p>Variable cost per unit is computed using the following formula:</p> $\text{Variable cost per unit} = \text{total variable cost} / \text{total volume of output}$ |
| Contribution margin per unit (CMPU) | <p>Contribution margin per unit is the difference between the selling price and the variable cost per unit. It represents the portion of revenue left after deducting the variable cost.</p> <p>This is one of the variables needed in order to compute for the break-even analysis.</p> $\text{CMPU} = \text{selling price per unit} - \text{variable cost per unit}$ |
| Contribution margin ratio | <p>Contribution margin ratio is the difference between an enterprise's sales and variable expenses and being expressed as percentage. It represents the portion of revenue left after deducting the variable cost</p> $\text{C/M ratio} = \text{CMPU} / \text{selling price}$ |
| Break-even point in Units | <p>It is the point where the total costs (variable + fixed costs) and total revenues are equal. It is expressed in number of units.</p> <p>This indicator is important in preparing financial analysis in order to determine the critical volume at which the enterprise should produce in order to gain profit and not to incur losses. Determining this critical point will help the enterprise to plan and prepare strategies to keep the enterprise gaining profit.</p> $\text{Fixed Costs} / \text{Contribution Margin Per Unit}$ |
| Break-even point in Peso | <p>It is the point where the total costs (variable + fixed costs) and total revenues are equal. It is expressed in peso terms.</p> $\text{Fixed Cost} / \text{Contribution Margin ratio}$ |
| Break-even Price | $(\text{Total Fixed Cost} + \text{Total Variable Cost}) / \text{Total Prod. Volume}$ |

Specific Policy

If there are more than one (1) product to be produced by the enterprise, a break-even analysis for each product over a 10-year period should be computed.

d.3 Financial Profitability Indicators and Sensitivity Analysis

Financial Analysis is an aid to examine which business proposals should be approved. This will include indicators such as Financial Net Present Value (FNPV), Financial Internal Rate of Return (FIRR), Benefit-Cost Ratio (BCR), Return on Investment (ROI) and Sensitivity Analysis. Computation of financial indicators and sensitivity analysis will determine the profitability and financial viability of the proposed enterprise.

| Data Requirements | Definition and Reliable data sources and references |
|--|--|
| Financial Net Present Value (FNPV) | <p>NPV evaluates the present value of net benefits against the present value of net costs for the whole project life.</p> <p>An NPV value of > 0 means that the business is gaining profit.</p> |
| Financial Internal Rate of Return (FIRR) | <p>The IRR shows the rate of growth the investment is expected to generate.</p> <p>If the FIRR value is greater than the opportunity cost of capital, the proposed subproject is profitable.</p> <p>FIRR $> 8\%$ is profitable</p> |
| Benefit cost ratio (BCR) | <p>BCR is the ratio of the benefits of a project against its costs, expressed in discounted present values.</p> <p>BCR with values > 1 means that the proposed project is gaining profit</p> |
| <p>Sensitivity analysis</p> <p>Scenarios:</p> <ul style="list-style-type: none"> • 10% increase in cost • 10% decrease in revenue • 10% increase in cost and 10% decrease in revenue • 15% increase in cost • 15% decrease in revenue | <p>Sensitivity analysis is a technique used to determine how different values of an independent variable will impact a particular dependent variable under a given set of assumptions.</p> <p>It is a way to predict the outcome of a decision if a situation turns different compared to the key prediction(s).</p> <p>Decision criteria: accept proposed subproject if financial indicators pass the 10% increase in cost and 10% decrease in revenue scenarios (individual scenario)</p> |

Specific Policies

1. For an enterprise to be approved, FNPV should have a positive value, FIRR must be at least 8%, BCR should have a value of 1.0 or above. The financial indicators should also pass the 10% increase in cost and 10% decrease in revenue scenarios;
2. Computation of total expenses include the direct cost, administrative and operating expenses and tax payment. Depreciation cost is excluded in the computation;
3. PG will present sensitivity analysis using the following scenarios:
 - Base scenario
 - 10% increase in cost
 - 10% decrease in revenue
 - 10% increase in cost and 10% decrease in revenue
 - 15% increase in cost
 - 15% decrease in revenue
4. Computation of indicators is subjected to 8% discount rate.

The current practice on computing sensitivity analysis is subjecting all the costs and revenue items certain percentage increase and decrease. However, with this new guideline, each enterprise can have the option to identify specific costs and items in the computation of revenue that will be subjected to certain increase and decrease.

But in doing so, there must be a thorough analysis in identifying the risks that may affect the operation of the enterprise. In the identification of risks for every enterprise the following must be considered:

- Nature of the enterprise.
- Historical data on the variables affecting the production of each enterprise

V. Policies on the Computation of Economic Benefits

Comparative analysis of individual farmer income under scenarios of (a) Without the PRDP Project and (b) With the PRDP Project.

This section highlights the benefits that an individual farmer/beneficiary can get from the project. In support of one of the Project Development Objectives (PDOs) of PRDP, which is increase income of individual beneficiaries, it is of necessity to carefully determine and analyze how the proposed project will augment farmer/beneficiary income and achieve the targeted increase in the PDOs. However, caution must be taken in accounting the different benefits to farmers/beneficiaries. It must be clear that only the benefits directly attributed to the project and benefits resulting from the interventions of PRDP shall be considered in the analysis. The format for the comparative analysis of income of individual farmers is attached in Annex A Schedule 18.

Job/Employment generation

Another benefit that is important to highlight is the additional jobs/employment that will be generated by the proposed enterprises.

Based from the definition of Philippine Statistics Authority (PSA), persons in employment are those who do any work even for one hour during the reference period for pay or profit. Format for the computation of additional jobs generated from the proposed enterprise is attached in Annex A Schedule 18.

INFRA Component - Number of jobs to be generated by each subproject will include all persons who will be hired and paid for during construction and operation and maintenance activities.

Note on counting of total number of job generation: Counting of number of jobs should be based on the actual accomplishment. Masterlist of jobs with the corresponding names should be monitored and consolidated as basis for counting the total number of jobs to be generated. This list can be requested from the concerned contractor.

Enterprise component:

- **For start-up sub-projects**

Number of jobs to be generated by each subproject will include all manpower requirements to perform the projected activities in the operation of the enterprise

- **For expansion and upgrading subprojects**

- Number of jobs to be generated by each subproject will include all additional manpower requirements due to the upgrading or expansion of the proposed enterprise.
- Existing workers/staff of the enterprise should be excluded in the list.

Part time workers should also be considered part of job/employment generation. Administrative Staff who were previously employed prior to the implementation of the proposed project and will perform additional work (to be provided honorarium and other benefits) should not be considered additional job/employment generation by the project. However, said data should also be captured as a separate category to capture the other benefits of the project.

ANNEX A

Schedule 1 – Capital Investment Plan

| Particulars 1/ | QTY. | UNIT COST | TOTAL | Source of Fund | | | | |
|-----------------|------|-----------|-------|----------------|--------|-------------|--------------------|---------|
| | | | | LP 2/ | GOP-DA | EU Grant 3/ | Proponent (20%) 3/ | Group |
| | | | | 60% | 20% | 50% | Cash | In-Kind |
| Civil Works | | | | | | | | |
| Enterprise Cost | | | | | | | | |
| Working Capital | | | | | | | | |

| | | | | | | | | |
|---------------------------------|--|--|--|--|--|--|--|--|
| | | | | | | | | |
| TOTAL PROJECT COST (TPC) | | | | | | | | |

1/ Cost items should be itemized based on the requirements of the enterprise proposal. Please refer to the annotated business outline.

2/ LP is only 30% if enterprise subproject is qualified for EU grant co-financing.

2/ If applicable.

3/ For exclusive AF2-funded SPs, PG equity is 20% of the total project cost. For SPs with EU grant co-financing, PG equity is 20% over and above the total project cost.

Schedule 2 – Financing Mix (For exclusive AF2 funding)

| Fund Source | Amount (in Php) | Cost Sharing |
|-------------|-----------------|--------------|
| LP | | 60% |
| GOP-DA | | 20% |
| PG | | 20% |
| Cash | | |
| In-Kind | | |
| Sub-Total | | |
| TPC | | 100% |

Schedule 2 – Financing Mix (For AF2 with EU grant co-financing)

| Fund Source | Amount (in Php) | Cost Sharing |
|-----------------------|-----------------|------------------------|
| LP | | 30% |
| GOP-DA | | 20% |
| EU Grant | | 50% |
| Total Investment Cost | | 100% |
| PG | | 20% of Investment Cost |
| Cash | | |
| In-Kind | | |
| Total PG Counterpart | | |
| TPC | | |

Schedule 3 – Gantt Chart of Operation

| Activity | Year 1 | | | | | | | | Year 10 |
|------------|------------|----------|--------|--------|--------|-------------|------|------|---------|
| | Month 1... | | | | | ...Month 12 | | ... | Month |
| | Week 1 | | Week 2 | Week 3 | Week 4 | | Week | ... | Week |
| | Day 1... | ...Day 7 | | | | | Day | ... | Day |
| Hauling | | | | | | | | | |
| Processing | | | | | | | | | |
| Step 1 --- | | | | | | | | | |
| | | | | | | | | | |
| Packaging | | | | | | | | | |
| Delivery | | | | | | | | | |
| Payment | | | | | | | | | |

Schedule 4 – Gantt Chart of Implementation

| Activity | YEAR 1 | | | | | | | | | | | | | ...YEAR 10 |
|---------------------------|--------|----|----|----|----|----|----|----|----|-----|-----|-----|------|------------|
| | M1 | M2 | M3 | M4 | M5 | M6 | M7 | M8 | M9 | M10 | M11 | M12 | | |
| Pre-Implementation | | | | | | | | | | | | | | |
| Specific Activity | | | | | | | | | | | | | | |
| Operation | | | | | | | | | | | | | | |
| Specific Activity | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | |

Schedule 5 – Sales Schedule

| Particulars | Year 1 | | ... | Year 10 |
|-------------|------------|-------------|-----|---------|
| | Month 1... | ...Month 12 | ... | |
| Volume | | | | |
| Price | | | | |
| Sales | | | | |

Schedule 6 – Financial Analysis

| Assumptions | Data Required | Source of Data |
|---|--|----------------|
| A. Pricing | | |
| A.1. Direct cost | | |
| A.1.1. Raw materials | <ul style="list-style-type: none"> ▪ Buying price for year 1 ▪ Buying price for year 2 and onwards | |
| A.1.2. Fuel and oil | Price of fuel and oil | |
| A.1.3. Packaging materials | <ul style="list-style-type: none"> ▪ Number of packaging materials ▪ Capacity of packaging material ▪ Price per piece of packaging materials | |
| A.2. Administrative and other operating costs | | |
| A.2.1. Supplies and benefits | | |
| A.2.2. Other costs such as permits and licenses | | |
| A.3. Taxes | Tax Rate (If exempted, provide certificate of exemption) | |
| B. Other incomes | <ul style="list-style-type: none"> ▪ Vehicle and facility rentals ▪ Marketing of by-products | |
| C. Working capital requirement | | |
| For farming-based enterprise | <ul style="list-style-type: none"> ▪ Percentage of sales on credit ▪ Credit terms with buyers (days receivable) ▪ Percentage of costs of goods sold on credit ▪ Credit terms with suppliers (days payable) ▪ Production period (planting) ▪ Inventory period (from harvest to delivery) | |
| For processing | <ul style="list-style-type: none"> ▪ Percentage of sales on credit ▪ Credit terms with buyers (days receivable) ▪ Percentage of costs of goods sold on credit ▪ Credit terms with suppliers (days payable) ▪ Inventory period (from purchase of raw materials to manufacturing) ▪ Production period (manufacturing) ▪ Inventory period (from stocking to delivery of finished products) | |
| For marketing and/ or trading | <ul style="list-style-type: none"> ▪ Percentage of sales on credit ▪ Credit terms with buyers (days receivable) ▪ Percentage of costs of goods sold on credit ▪ Credit terms with suppliers (days payable) ▪ Inventory period (from purchase to delivery of traded goods) | |
| D. Depreciation schedule (for existing and proposed fixed assets) – <i>see sample table below</i> | <ul style="list-style-type: none"> ▪ Acquisition costs ▪ Year of acquisition ▪ Estimated useful life ▪ Estimated salvage value (if applicable) | |
| E. Comparative analysis of renting vs owning vehicles (<i>see sample table below</i>) | Decision criterion: if NPV (own) < NPV (rent), then purchase vehicle. | |

| | | |
|---------|--|--|
| | | |
| F. | | |

Schedule 7 – Technical Analysis

| Assumptions | Data Required | Data Source |
|-------------------------------|---|-------------|
| A. Production schedule | | |
| For farming-based enterprise | <ul style="list-style-type: none"> ▪ Mortality rate (%) ▪ % Rejects | |
| For processing | <ul style="list-style-type: none"> ▪ Conversion ratio ▪ % losses per activity | |
| For marketing and/ or trading | <ul style="list-style-type: none"> ▪ Handling losses | |

Schedule 8 – Trucking Schedule

| Origin | Destination | Year | | | | | | | Number of Trips/Month | Monthly Fuel Cost (Php) | Annual Fuel Cost |
|----------|-------------|----------------|-----------------------------|--------------|--------------------------|------------------|-----------------------|--|-----------------------|-------------------------|------------------|
| | | Month | | | | | | | | | |
| | | Week | | | | | | | | | |
| | | Day | | | | | | | | | |
| | | Distance (km.) | Est. Time of Travel (mins.) | Volume (kg.) | Fuel Consumption (L/km.) | Fuel Price (Php) | Total Fuel Cost (Php) | | | | |
| Hauling | | | | | | | | | | | |
| | | | | | | | | | | | |
| Delivery | | | | | | | | | | | |
| | | | | | | | | | | | |

Schedule 9 – Cost of Raw Materials

| Particulars | Month 1... |Month 12 | Year 1... | ...Year 10 |
|-----------------------------|------------|--------------|-----------|------------|
| Total Volume (kg.) | | | | |
| Price (Php) | | | | |
| Total Cost of Raw Mat (Php) | | | | |

Schedule 10 - Salaries and Benefits

| Position | Wage Rate | Monthly Salary | Benefits | | | | No. of Workers | Total Monthly Expense | Annual Salaries & Benefits |
|----------|-----------|----------------|----------|------------|----------|----------------------------|----------------|-----------------------|----------------------------|
| | | | SSS | PhilHealth | Pag-Ibig | 13 th Month Pay | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Schedule 11 – Comparative Cost Analysis for Vehicle

| Truck 1 | M1... | M12 | Y1... | | ...Y10 |
|-----------------------------------|-------|-----|-------|------|--------|
| RENTING | | | | | |
| Rental expenses | | | | | |
| Other related expenses | | | | | |
| Total rental expenses | | | | | |
| | | | | | |
| OWNING | | | | | |
| Acquisition cost | | | | | |
| Other cash outflows: | | | | | |
| Interest expenses (if applicable) | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| Fuel expenses (see hauling and delivery schedules) | | | | | |
| Repair and maintenance costs | | | | | |
| Other administrative costs (e.g. salaries of driver and crew, licensing fees, insurance) | | | | | |
| Total costs before salvage value | | | | | |
| Less: Salvage value | | | | | |
| Total ownership costs | | | | | |
| | | | | | |
| Net Present Value for Renting | | | | | |
| Net Present Value for Owning | | | | | |

Schedule 12 – Depreciation Schedule

| Asset | Qty | Acquisition Cost | Total Cost | Estimated Useful Life | Remaining Useful Life | Book Value | Salvage Value (10%) | Annual Depreciation Cost |
|-------|-----|------------------|------------|-----------------------|-----------------------|------------|---------------------|--------------------------|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Schedule 13 – Income Statement

| Particulars | Year 1 | | Year 1... | ...Year 10 |
|------------------------|-------------|--------------|-----------|------------|
| | Month 1.... |Month 12 | | |
| Sales | | | | |
| Total Revenue | | | | |
| Cost of Goods Sold | | | | |
| Gross Revenue | | | | |
| Operating Expense | | | | |
| Selling Expense | | | | |
| Administrative Expense | | | | |
| Depreciation | | | | |
| Taxes | | | | |
| NET INCOME | | | | |

Schedule 14 – Cash Flow

| Particulars | Year 0 | Year 1 | | Year 1... | ...Year 10 |
|---------------------------|--------|-------------|--------------|-----------|------------|
| | | Month 1.... |Month 12 | | |
| CASH INFLOW | | | | | |
| Sales | | | | | |
| Other Income | | | | | |
| Total Cash Inflow | | | | | |
| CASH OUTFLOW | | | | | |
| Cost of Goods Sold | | | | | |
| Operating Expense | | | | | |
| Total Cash Outflow | | | | | |
| NET CASHFLOW | | | | | |

Schedule 15 – Balance Sheet

| Particulars | Year 1 | | Year 1... | ...Year 10 |
|---------------|-------------|--------------|-----------|------------|
| | Month 1.... |Month 12 | | |
| ASSETS | | | | |

| | | | | |
|--|--|--|--|--|
| <i>Current Asset</i> | | | | |
| Cash | | | | |
| <i>Non-Current Asset</i> | | | | |
| Properties | | | | |
| TOTAL ASSETS | | | | |
| | | | | |
| LIABILITIES | | | | |
| Current Liabilities | | | | |
| Non-Current Liabilities | | | | |
| Total Liabilities | | | | |
| | | | | |
| PG EQUITY | | | | |
| Total PG EQUITY | | | | |
| | | | | |
| TOTAL LIABILITIES AND PG EQUITY | | | | |

Schedule 16 - Payback Period

Total Invest Cost = 0.00

| Years | Net income | Cumulative Total |
|-------|------------|------------------|
| 0 | | |
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |
| 9 | | |
| 10 | | |

$$\text{Payback period} = Y1 + (\text{total capital} - X1) / X2$$

Where:

| | |
|----|--|
| Y1 | Year Number before you break-even / number of years before you reach break-even year |
| X1 | Cumulative total at year before you breakeven |
| X2 | net income at break-even year |

Schedule 17 – Break-Even Analysis

| Product 1 | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 | Yr 6 | Yr 7 | Yr 8 | Yr 9 | Yr 10 |
|------------------------------|------|------|------|------|------|------|------|------|------|-------|
| Annual Fixed Cost | | | | | | | | | | |
| Selling Price | | | | | | | | | | |
| Unit Variable Cost | | | | | | | | | | |
| Total Variable Cost | | | | | | | | | | |
| Production Volume | | | | | | | | | | |
| Contribution Margin Per Unit | | | | | | | | | | |
| Contribution Margin Ratio | | | | | | | | | | |
| Break-even Units | | | | | | | | | | |
| Break-even Sales | | | | | | | | | | |

| | | | | | | | | | | |
|---------------------------------|--|--|--|--|--|--|--|--|--|--|
| Break-even Price | | | | | | | | | | |
| Average break-even units | | | | | | | | | | |
| Average break-even sales | | | | | | | | | | |
| Average break-even price | | | | | | | | | | |

Schedule 18 – Farmer's Income

| Particulars | WOP | WP | | | | | | | | | |
|---------------------------------------|-----|------|------|------|------|------|------|------|------|------|-------|
| | | Yr 1 | Yr 2 | Yr 3 | Yr 4 | Yr 5 | Yr 6 | Yr 7 | Yr 8 | Yr 9 | Yr 10 |
| Average Production Area/Farmer | | | | | | | | | | | |
| | | | | | | | | | | | |
| SALES | | | | | | | | | | | |
| Total Volume Produced | | | | | | | | | | | |
| Price per kg. | | | | | | | | | | | |
| Total Sales | | | | | | | | | | | |
| | | | | | | | | | | | |
| PRODUCTION COST | | | | | | | | | | | |
| Materials Cost | | | | | | | | | | | |
| Production Input | | | | | | | | | | | |
| Labor Cost | | | | | | | | | | | |
| Marketing Cost | | | | | | | | | | | |
| Total Production Cost | | | | | | | | | | | |
| | | | | | | | | | | | |
| NET INCOME | | | | | | | | | | | |
| | | | | | | | | | | | |
| OTHER BENEFITS | | | | | | | | | | | |
| Patronage Refund | | | | | | | | | | | |
| Share Capital | | | | | | | | | | | |
| Total Other Benefits | | | | | | | | | | | |
| | | | | | | | | | | | |
| TOTAL FARMER BENEFIT | | | | | | | | | | | |

Schedule 19 – Job Generation

| Position | No. of Jobs | | Wage/ Person | Month/ WP | Wage/ Annum/ Year | |
|----------|-------------|----|-----------------|--------------|-------------------|----|
| | WOP | WP | | | WOP | WP |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Annex 23 - Environmental and Social Safeguards Screening Form of Subprojects

(Annex A-2 of IESSF)

ENVIRONMENTAL AND SOCIAL SAFEGUARDS SCREENING FORM FOR SUBPROJECTS*[This Screening Form should always accompany the Subproject Proposal Package]*

| I. PROPOSED SUBPROJECT PROFILE | | | |
|---------------------------------------|---|--|--|
| Project Name | : | | |
| Project Scale | : | | |
| Project Cost | : | | |
| Project Location | : | | |

| II. ENVIRONMENTAL AND SOCIAL SCREENING | | | |
|---|-----|----|---|
| Screening Question | Yes | No | Remarks |
| A. SP Eligibility | | | |
| 1. Would the subproject encroach into or be located inside a strict protection zone of an officially declared Protected Areas of natural habitats (e.g. natural and national parks) and primary forests, permanent forest reserves, mangrove forests by the government? | | | If YES, Subproject is <u>not eligible</u> for funding under PRDP |
| 2. Would the subproject encroach into or be located inside a multiple use zone or buffer zone of an officially declared Protected Areas of natural habitats (e.g. natural parks) and forest lands within a multiple use, sustainable use, or agroforestry zone? | | | If YES, Subproject is eligible for funding under PRDP provided that subproject is already existing and would not result to potential adverse impacts (i.e. expansion resulting to conversion of natural habitat, encroachment, and damages to flora and fauna, etc.). Appropriate mitigation measures as per provisions of the E-NIPAS law or any law creating the Natural Park should be provided. Clearances from DENR and PAMB or equivalent body should be secured by the proponent. |
| 3. Would the subproject result in the significant conversion of any critical natural habitats (i.e. primary forest, critical wetlands, endangered species habitat, etc.)? | | | If YES, Subproject is <u>not eligible</u> for funding under PRDP |

| | | | |
|--|--|--|--|
| 4. Would the sub-project alter, damage or render inaccessible any cultural resources, structure or heritage site? | | | If YES, Subproject is <u>not eligible</u> for funding under PRDP |
| 5. Would the subproject involve use of Project funds to purchase/procure any chemical pesticide? | | | If YES, Subproject is <u>not eligible</u> for funding under PRDP |
| 6. Would the subproject involve commercial forest product harvesting? | | | If YES, Subproject is <u>not eligible</u> for funding under PRDP |
| 7. Would the subproject involve reforestation? | | | If YES, Subproject should use indigenous/native and non - invasive species of trees |
| 8. Would the subproject involve any Dam construction up to 10 meters in height (measured as the vertical distance between the lowest point on the dam crest and the lowest point in the original streambed measured at the toe of the dam)? | | | If YES, Subproject would undergo processing under the <u>Environmental and Social Management Framework and Guidelines</u> |
| 9. Would the subproject involve any Dam construction of more than 10 meters but less than 15 meters in height (measured as the vertical distance between the lowest point on the dam crest and the lowest point in the original streambed measured at the toe of the dam)? | | | If YES, Subproject should be processed under <u>WB OP/BP 4.37 on Dam Safety</u> |
| B. OP 4.01 Environmental Assessment and Coverage under PD 1586 (PEIS) | | | |
| 10. Is the subproject a Category A as per DAO 2003-30 Procedural Manual? | | | If YES, Subproject needs to undergo the EIA process and to secure ECC from DENR; The EIS and the ECC shall be submitted to the PSO for evaluation and clearance. |
| 11. Is the subproject a Category B as per DAO 2003-30 Procedural Manual? | | | If YES, Subproject needs to undergo Initial Environmental Examination (IEE) and to secure ECC from DENR. The IEE report and the ECC shall be submitted to the PSO for evaluation and clearance |

| | | | |
|---|--|--|---|
| 12. Is the subproject a Category C as per DAO 2003-30 Procedural Manual? | | | If YES, Subproject needs to undergo EIA/IEE and secure ECC/CNC from DENR. The EIA/IEE report and the ECC shall be submitted to the PSO for evaluation and clearance. |
| 13. Is the subproject a Category D as per DAO 2003-30 Procedural Manual? | | | If YES, Subproject FS should include sections on Environmental and Social Assessments and to prepare and submit an Environmental and Social Management Plan (ESMP) to the PSO and may optionally secure CNC from DENR. |
| 14. Would the proposed subproject result to cutting of side slopes? | | | If Yes, appropriate slope protection works and drainage canals must be incorporated in the ESMP, Detailed Engineering Design (DED) and Program of Works (POW) |
| C. Natural Habitat (OP/BP 4.04) | | | |
| 15. Is the subproject site located close or adjacent to any protected areas and primary forests designated by government (national park, forest reserve, world heritage site, other forest lands for strict protection and conservation etc.) | | | If YES, prepare an ESMP that includes measures to ensure that project activities do not encroach into protected areas and forest lands for strict protection and conservation. As well as measures to minimize or mitigate any impacts of subproject activities into the nearby protected areas and forest lands for strict protection and conservation |
| 16. Is the subproject site located within marine and aquatic ecosystems or close to any bodies of water? | | | <p>If YES, prepare an ESMP that includes measures to ensure that project activities do not cause pollution of the marine and aquatic ecosystems.</p> <p>For I-REAP SPs in aquatic areas, the LGU should ensure ecological integrity and good water quality for the sustainability of the enterprise.</p> |
| D. Pest Management (OP/BP 4.09) | | | |
| 17. Would the subproject involve the use of Project funds to purchase inorganic or synthetic pesticide and other agricultural chemicals in the enterprise operations? | | | <p>If YES, Subproject is <u>not eligible</u> for funding.</p> <p>If NO, Subproject needs to submit evidence that the subproject area is covered by DA IPM-FFS (KASAKALIKASAN) and other</p> |

| | | | |
|--|--|--|--|
| | | | environmentally friendly agricultural practices promoted by the agency such as Organic Agriculture and Good Agricultural Practices (GAP). |
| 18. Would the subproject involve use or regular application of pesticides and other agricultural chemicals? | | | <p>If YES, , Subproject is not eligible for funding except for enterprise operations wherein usage of inorganic or synthetic pesticides is inevitable. However, only green label products may be used in accordance to GAP. PGs shall also attend training on proper handling of pesticides and agrochemicals based on the standards of DA – Fertilizer and Pesticides Authority. Proponent shall adopt to the DA - IPM-FFS (KASAKALIKASAN) and Good Agricultural Practices (GAP).</p> <p>Note that subproject funds are not allowed for purchase of inorganic or synthetic pesticide.</p> |
| E. Cultural Properties (OP/BP 4.11) | | | |
| 19. Is the proposed subproject sites near a known archaeological or paleontological site; or is it within an archaeological or paleontological site? | | | If YES, adopt the Chance Find Procedure; Attach a Chance Find Procedure to the Subproject Proposal |
| F. Involuntary Resettlement (OP/BP 4.12) and Land Acquisition | | | |
| 20. Would the subproject affect adversely lands, crops, structures, other properties and/or livelihood? | | | If YES, conduct survey of Project Affected Persons (PAP) and document Minutes and other Evidence of consultation to be included in the subproject proposal package. |
| 21. Would the subproject displace people's homes and/or people's livelihood or restrict access to traditional economic resources? | | | If YES, the subproject proponent shall prepare a Resettlement Action Plan (RAP) |
| 22. Would the subproject involve, require or result in acquisition of land, right-of-way and/or easements rights? | | | If YES, prepare proper Land Acquisition Documents, clearly showing transfer of ownership or rights from landowners to concerned LGU. Acceptable documents include: TCT, Deed of |

| | | | |
|--|--|--|--|
| | | | Sale; Deed Donation (individual or group); and, Quit Claim and Waiver of Rights (individual or group). |
| 23. Is the land to be used still classified under public land? | | | If YES, secure tenurial instrument from DENR (i.e. Special Land Use Permit, Forest Land Use Agreement for forest lands, and Foreshore/Miscellaneous Lease Agreement for foreshore areas) |
| G. Indigenous Peoples (OP/BP 4.10) | | | |
| 24. Is the Subproject site inside any IP Ancestral Domain? | | | If YES, the subproject proponent must undergo FPIC process and secure Certificate of Precondition (CP) from NCIP. |
| 25. If the subproject is not within any ancestral domain, are there any IP community/ies in the subproject's influence area to be affected (either positively or adversely) by the subproject? | | | If YES, the subproject must undergo free and prior informed consultation with the IP community/ies and must show evidence of the attainment of broad community support. Documents required: (1) Minutes or other evidence of consultation conducted among IPs; (2) Evidence of broad IP community support such as (a) Resolution Endorsing the subproject noted by NCIP, (b) Letter of Subproject Solicitation signed by the IP community leaders and noted by NCIP. |
| H. Waste Generation Issues | | | |
| 26. Would the subproject result in the production of large amount of liquid organic waste that requires treatment before disposal? | | | <p>If YES, the subproject proposal shall include construction and operation of a Wastewater Treatment Facility.</p> <p>For I-REAP subprojects and I-BUILD Other Infrastructures, the procedures on waste water handling, treatment and disposal shall form part of the subproject Operations Manual.</p> |
| 27. Would the subproject result in the production of large volume of surplus excavated materials? | | | If Yes, a waste disposal site should be properly secured. |

| | | | |
|---|--|--|--|
| 28. Would the subproject involve regular use and disposal of hazardous chemicals? | | | <p>If YES, Subproject should be subject to provisions of RA 6969.</p> <p>For I-REAP subprojects and I-BUILD Other Infrastructures, the procedures on handling and disposal of hazardous chemicals management shall form part of the subproject Operations Manual.</p> |
| 29. Would the subproject result in the production of small amount but significant solid or liquid waste (e.g. water, medical, domestic or construction waste), or result in an increase in waste production, during construction operation? | | | <p>If YES, the ESMP should include sites for proper disposal of waste and measures to minimize waste generation.</p> <p>For I-REAP subprojects and I-BUILD Other Infrastructures, the waste management plan and procedures shall form part of the subproject Operations Manual.</p> |
| I. Community Conflict Issues | | | |
| 30. Has there been a history of conflict or an existing conflict in the area? | | | <p>If yes, please conduct the conflict context assessment (proceed to the next section) and ensure that the risks identified are addressed and mitigated through the conduct of social preparation and continuous dialogue with the community especially with community and religious leaders in the locality.</p> |
| 31. Will the entry of the PRDP subproject trigger and/or exacerbate the identified conflict in the area? | | | <p>If yes, the proposed subproject should be redesigned/adjusted to avoid exacerbating the conflict.</p> |

| III. Conflict Context Assessment Guide Questions | |
|--|-----------------|
| Assessment Question | Response |
| <p>1. Has there been a history of conflict in the area?</p> <p>Please establish the identified conflict-affected areas:</p> <ul style="list-style-type: none"> -subproject area -adjacent barangays -areas to be traversed going to the area -RIA/PIA (project influence area) | |

| | |
|--|--|
| | |
| a. How long ago was the last incident of conflict and/or armed violence? | |
| <p>b. What was the nature of conflict? (i.e. Land, ethnic, economic, religious, political) What were the conflict triggers?</p> <p>Was there disruption of social services and economic activities due to the conflict?</p> | |
| <p>c. Who were involved?</p> <p>What are their interests?</p> <p>Are they direct or indirect players/conflict actors?</p> <p>What divides or sources of tension between/among the groups/communities?</p> <p>What connects the groups/communities or what are local capacities for peace?</p> <p>(i.e. Clans, non-muslim IP groups, moro people, Non-visible players)</p> | |
| <p>d. What development projects have been implemented (govt and private) in the area? Or any existing projects in the area? How was the implementation?</p> <p>Please enumerate:</p> <ul style="list-style-type: none"> -what projects -who are the implementers -what is the status of the projects -Contractor's experienced extortion from armed groups | |

Screening Result Summary
(To be filled up by the Screening Officer)

Check the box that applies:

- ☐ The Subproject is not eligible for funding under PRDP due to (state reason briefly):

-
- ☐ The Subproject proposal currently does not qualify for PRDP funding but may be resubmitted for consideration after complying with the following requirements/actions (check all that applies based on the above screening table):

- ☐ Change of location/site (i.e. avoiding protected area of natural habitat, purchase of pesticides from project funds, cultural heritage property sites)
- ☐ Change in the Subproject Design to address the following (please specify such as e.g. Wastewater Treatment Facility, etc.):

[Note that subprojects that are revised and resubmitted will be subjected again to the above screening checklist.]

- ☐ The Subproject as proposed is eligible for funding and may proceed to comply with processing and preparation of the following safeguard instruments (check only those that apply based on the above screening):

- ___ Map of the location of the SP overlaid with nearest Protected Areas, Ancestral Domain and Forest lands
- ___ EIA and ECC from DENR
- ___ IEE and ECC from DENR
- ___ FPIC/CP from NCIP
- ___ Evidence of Free Prior Informed Consultation among IP Communities
- ___ Evidence of Broad IP Community Support (Resolution, Endorsement, Letter, etc.)
- ___ Resettlement Action Plan
- ___ PAP and Entitlement Survey
- ___ Land Acquisition Documents (lands acquired must cover all ROW and easement requirements of the subproject)
- ___ Tenurial Instrument from DENR for public lands
- ___ Chance Find Procedure
- ___ Evidence of IPM-FFS conducted or KASAKALIKAN coverage in the area
- ___ Evidence of training on proper pesticide use, handling and storage

[Note that the specific issues/recommended measures identified in the above screening checklist shall also be addressed in the relevant safeguard instruments. During the review, the instruments will be checked against the above checklist.]

Name _____ and Signature _____ of LGU _____ Screening Officer:

Date _____ Completed: _____

---o0o---

SAFEGUARD CLEARANCE**(To be filled only after review of the Subproject proposal package)**

- ☐ This Subproject is deemed ineligible because of the following reasons [State valid reasons such as erroneous Screening]:

- ☐ This Subproject is not yet cleared of Safeguards requirements pending compliance of the following [Write down pending requirements and sign with initials of the reviewing officer]:

- ☐ This Subproject is given conditional clearance and may proceed to implementation subject to the compliance of the following requirements on or before the deadlines specified. [Write down requirements and their agreed deadlines. Note that this option should only be resorted to when the pending requirements are already underway and will not have implications on the implementation of the subproject]:

| Requirement | Deadline |
|-------------|----------|
| <hr/> | <hr/> |
| <hr/> | <hr/> |

- ☐ This Subproject is cleared of Safeguards requirements and may proceed with implementation.

Recommended for Clearance by:

RPCO Safeguard Officer

Cleared by:

PSO Safeguard Specialist/Officer

Annex 24 - Environmental and Social Management Plan (ESMP) Enterprise Subprojects (General)

A. Site and Design Consideration

1. The Project does not encroach into or traverse into a forest and/or declared protected area of natural habitat.
2. The Project will not displace, disfigure or render inoperable/inaccessible any monument or physical structure of known cultural and historical significance.
3. This project is not located in an area which is vulnerable to natural hazards and risks.

| 1. Project ID | | |
|--|---|--|
| 1.0 Project Name/Title | : | |
| 1.2 Project Cost | : | |
| 1.3 Project Location | : | |
| 1.4 Estimated number of beneficiaries (gender disaggregate) | : | |
| 1.5 Estimated number of IP beneficiaries (gender disaggregate) | : | |

| 2.0 Proponent ID | | |
|--|---|--|
| 2.1 Name of Proponent | : | |
| 2.2 Address of Proponent | : | |
| 2.3 Contact Person 2.4 Contact Number | : | |

| 3.0 Project Design & Specifications | | |
|-------------------------------------|--|--|
|-------------------------------------|--|--|

| | |
|-----|--|
| 3.1 | Type of building: <input type="checkbox"/> commercial (mixed use) <input type="checkbox"/> non-hazardous storage facility <input type="checkbox"/> commercial (office only) <input type="checkbox"/> institutional and other related facilities |
| 3.2 | Total area: ____ m ² Floor area: ____ m ² ; ____ # storeys Open grounds : ____ m ² |
| 3.3 | Building Material: <input type="checkbox"/> concrete <input type="checkbox"/> wood <input type="checkbox"/> others: steel, GI sheets |
| 3.4 | Utility Requirement: <input type="checkbox"/> water: ____ m ³ <input type="checkbox"/> electricity: ____ KWH |
| 3.5 | Utility Sourcing : a) water source: b) electricity: |

B. Environmental/Social Issues and Mitigation Measures

Instructions:

- The following are issues frequently associated with I-REAP Subprojects. Issues include alleged/perceived impacts, potential impacts, health and safety and environmental risks. Entries in the “Assessment” column should describe or provide qualifications regarding the significance of the issues. Issues that are deemed critical or significant should have a corresponding entry in the “Mitigation” column.
- Instrument of Implementation should indicate how and where the measures will be implemented in the Subproject.
- Please feel free to add, delete or modify any of the items in the template. You may re-state/edit the columns on issues/assessment/mitigation measures as deemed applicable to the specific conditions of the subproject.
- In preparing the ESMP below refer to the Environmental and Social Assessment Section of the FS for specific safeguards issues and assessments

| Issues (Potential Impact) | Assessment (Please choose applicable items and delete those that are irrelevant) | Mitigation Measure (Please choose applicable items and delete those that are irrelevant, for Annexes, refer to IESSF) | Schedule of the Mitigation Measure/ Instrument of Implementation/ Responsible Unit (Please fill-up this column accordingly) |
|---|---|--|---|
| 1. Acquisition of land for the project site | The proposed location of the project site (for animal raising) is owned by: <input type="checkbox"/> private individual <input type="checkbox"/> cooperative <input type="checkbox"/> government | <input type="checkbox"/> Settle site acquisition with documentation: __ Deeds of Donation __ Deeds of sale __ Certification of Use as consent by the affected land owners __ Deed of Usufruct Agreement with Government <input type="checkbox"/> Land acquisition settled (PG has the ownership of the land). | Prior to construction/ Proof of land ownership (TCT/Deed of Sale/Deed of Donation) or Lease Agreement/ Proponent Group and LGU |

| | | | |
|---|--|--|---|
| | | <input type="checkbox"/> Land will be leased from _____ with acceptable terms as determined by the Project | |
| 2. Consistency with land use. | <p>Current land use within 1 km radius (as per zoning ordinance).</p> <p> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial/Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural/Recreational <input type="checkbox"/> Protected Areas <input type="checkbox"/> Others, specify: _____ </p> <p>Actual land use within 1 km radius (as per zoning ordinance.)</p> <p> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial/Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural/Recreational <input type="checkbox"/> Protected Areas <input type="checkbox"/> Others, specify: _____ </p> | <input type="checkbox"/> Attached proof of compatibility with land use. <input type="checkbox"/> Proof of compliance with the Municipal Zoning ordinances and regulations. | Prior to start of the activity/ Contract/ Proponent Group/ |
| 3. Presence of IP/ICC in the influence area | <p> <input type="checkbox"/> There is no IP/ICC in the area as per LGU records and on site validation and will not traverse an ancestral domain. </p> <p> <input type="checkbox"/> The site is inside the ancestral domain or will traverse by the project. </p> <p> <input type="checkbox"/> The subproject is not inside nor traverse any ancestral domain. </p> | <input type="checkbox"/> FPIC <input type="checkbox"/> Certification from the Tribal Chieftain expressing support to the project <input type="checkbox"/> Evidence of broad-based consultation <input type="checkbox"/> IP/ICC are minority of the beneficiaries. An IP/ICC development plan has been established as seen in the Annex H-1. Part of the measures in | Prior to implementation/ Consultation Meeting, Documentation/ Proponent Group and LGU/ |

| | | | |
|---|---|---|---|
| | However, there are IP/ICC in the area. | supporting IP/ICC is to provide them with interventions as stated in Annex H-1. <input type="checkbox"/> No measure required | |
| 4. Land conversion for the plantation | <input type="checkbox"/> High elevation and forested area converted to <u>(crop)</u> plantation <input type="checkbox"/> The proposed plantation site is idle and ideal for farming and classified w/in agricultural zone <input type="checkbox"/> The proposed site is already planted with <u>(crop)</u> | <input type="checkbox"/> The organization to establish criteria on Site/Land Selection and Environmental Management System <input type="checkbox"/> Monitor and study the possible invasive characteristics of the <u>(crop)</u> and its effect to localized crops; i.e. its water requirement, pest control and others. | Prior project implementation/ IMA / Proponent Group and LGU/ |
| 5. Disturbance to wildlife due to vegetation clearing and cutting of trees for the expansion of production area and construction of civil works | <input type="checkbox"/> The subproject will necessitate clearing of vegetation and cutting of trees: <ul style="list-style-type: none"> ● Coconut ● Fruit Tree ● Forest Species <input type="checkbox"/> The trees to be cut are privately owned <input type="checkbox"/> The subproject will not necessitate the cutting of trees | <input type="checkbox"/> Secure cutting permit from: <ul style="list-style-type: none"> ● PCA ● DENR-CENRO <input type="checkbox"/> Secure permission from the owner to cut the trees <input type="checkbox"/> No measure required | Prior project implementation/ Tree Cutting Permit/s/ MOA with the owner/s (if he/she/they will require compensation) or Waiver of Rights/Quit Claim (if the trees will be donated as reflected in Form 1) Proponent Group and LGU |
| 6. ROW for availability of utility source | <input type="checkbox"/> There is an available power/water line to the proposed site <input type="checkbox"/> ROW for utility sourcing (power/water) must be | <input type="checkbox"/> PG/PLGU to secure ROW prior to construction | Prior to construction/ ROW Documents/ Proponent Group and LGU |

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| | secured prior to construction | | |
| 7. Possible discovery of artifacts, bones and other objects of interests during construction of the processing plant | <input type="checkbox"/> Discovery of artifacts, bones and other objects of interests within the 10 meter radius <input type="checkbox"/> Discovery of artifacts, bones and other objects of interests outside the 10 meter radius | <input type="checkbox"/> Suspension of the activities and immediately report to the PLGU and RPCO SES Focal Person | During construction period/ Contract/ Contractor/ |
| 8. Temporary Increase of solid waste during construction | <input type="checkbox"/> There will be significant volume of waste generated during clearing and construction | <input type="checkbox"/> Proper handling and disposal of construction waste | During construction period/ Contract, POW/ Contractor/ |
| 9. Hazard to health and safety of workers and nearby residents during construction of <u>civil works</u> | <input type="checkbox"/> Hazard and accident prone activity include demolition and construction | <input type="checkbox"/> Standard, safety and proper procedures employed during demolition and construction of the structures <input type="checkbox"/> Installation of warning signs and safety devices. <input type="checkbox"/> Employ best construction safety practices and housekeeping | During construction/ POW and Contract/ Contractor and Proponent Group/ |
| 10. Local employment | <input type="checkbox"/> Project will provide local employment opportunities. | <input type="checkbox"/> Hiring priority shall be given to qualified local residents. | During construction/ IMA, Contract/ Contractor and Proponent Group/ |

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| 11. Increase encroachment/migration (business establishment, agri-expansion etc.) and might lead to indiscriminate conversion of land for commercial/agricultural use | <input type="checkbox"/> Better facilities and more opportunities may welcome influx of people near the vicinity. | <input type="checkbox"/> Enforce necessary regulatory and control measures to prevent indiscriminate conversion of the land <input type="checkbox"/> Implement proper Land Use and Zoning Ordinances <input type="checkbox"/> Secure Special Land Use Permit | During project operation/ LGU CLUP, O& M Plan, Land Use Permit/ Proponent Group and LGU/ |
| 12. Wastewater and o be generated in the processing and operation, equipment and facility maintenance. | <input type="checkbox"/> Average volume of wastewater to be produced and homogeneous quality of solid waste to be generated. <input type="checkbox"/> Large amounts of wastewater to be produced and homogeneous quality of solid waste to be generated. <input type="checkbox"/> Waste products that will be produced may attract pests | <input type="checkbox"/> Set-up a wastewater facility, water impoundment. <input type="checkbox"/> Practice solid waste management in the site. <input type="checkbox"/> Control the attractable insects, rodents and possible increase of diseases. <input type="checkbox"/> Employ composting for the solid waste to produce organic fertilizers. | During project operation/ O & M Plan/ Proponent Group/ |
| 13. Decreased concern/cession of environmental management during the operation and processing of goods in the facilities | <input type="checkbox"/> High market demands may lead to increase operations and may negatively impact air, water and soil quality <input type="checkbox"/> Wear and tear of machineries may result to noise and air pollution | <input type="checkbox"/> Local capability strengthening on self-monitoring and environmental compliance by the Proponent Group <input type="checkbox"/> Proponent group/ LGU to appoint a Pollution Control Officer (PCO) | After turnover to Proponent Group/ O & M Plan/ Proponent Group/ |
| 14. Exposure of workers to extreme weather condition during operation | <input type="checkbox"/> Lack of protective equipment and inappropriate working clothes <input type="checkbox"/> Working space is limited | <input type="checkbox"/> Provision of appropriate equipment and working clothes for protection from extreme sunlight and sheds for rain. <input type="checkbox"/> Allocate suitable area for <u><indicate enterprise specific process/es></u> | During operation/ O&M Plan; POW/ Proponent Group/ |

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| 15. Exposure of workers to foul odor from the processing/production | <input type="checkbox"/> Processing/ Production emits foul odor during operation due to _____ <input type="checkbox"/> Processing/ production does not produce foul odor | <input type="checkbox"/> Provide workers with adequate protective equipment <input type="checkbox"/> Practice appropriate <insert enterprise specific process/es> | During operation/ POW/ Proponent Group/ |
| 16. Occupational health hazards to workers during operation | <input type="checkbox"/> Workers are exposed to unsafe and hazardous condition <input type="checkbox"/> Operations do not expose workers to hazardous/unsafe conditions | <input type="checkbox"/> Provide safety standards and guidelines for workers strict compliance <input type="checkbox"/> Put up safety signs within the construction site <input type="checkbox"/> Provide potable water & sanitary facilities for workers <input type="checkbox"/> Provide first aid kits in strategic areas <input type="checkbox"/> Provide fire extinguishers | During operation/ O&M Plan/ Proponent Group/ |
| 17. Indiscriminate use of inorganic fertilizer and other agro-chemicals | <input type="checkbox"/> The soil quality of the proposed plantation site is poor and requires application of fertilizer <input type="checkbox"/> Soil quality is good and farmers practice soil management. | <input type="checkbox"/> Farmers to undergo training on soil management. Use of organic fertilizer. <input type="checkbox"/> Proposed plantation site to undergo soil test and appropriate/approved fertilization should be followed <input type="checkbox"/> Practice organic farming if fertilizers are needed to get rid of synthetic chemicals and avoid excessive application of the same. <input type="checkbox"/> For Pest Management, seek for the assistance DA's IPM KASAKALIKASAN | During project operation/ IMA/ Proponent Group/ |
| 18. Potential increase use of pesticides due to intensification of crop production in the area | <input type="checkbox"/> There is an ongoing IPM Project of DA in the service area <input type="checkbox"/> Farmers in the service area have not been trained on IPM | <input type="checkbox"/> DA to continue to support IPM Project which involves: _____ <input type="checkbox"/> LGU to Coordinate with DA on IPM training | During project operation/ O&M Plan/ Proponent Group and LGU/ |

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| 19. Labour Influx Impact | | <i>Assessment should be based on the projected maximum number of non-resident workers to be hired by the subproject given the need and local availability; the cultural vulnerability of host population; crime rates; gender imbalance; current epidemics, cultural differences, exposure of the population to modern ways; etc.</i> | |
| Community health and safety | <input type="checkbox"/> Projected influx >100 and host community is remote and there is risk of spread of HIV/AIDs or other STD <input type="checkbox"/> Projected influx >100 and the host community is near the city or population centers and there is no incremental risk to the spread of HIV/AIDS or STD <input type="checkbox"/> Project influx <100 | <input type="checkbox"/> LGU/Contractor to undertake health screening of workers <input type="checkbox"/> LGU/Contractor to undertake IEC on HIV/AIDS and STD <input type="checkbox"/> None required | Contractors contract |
| | <input type="checkbox"/> Presence of endemic diseases in the area (Malaria, Schistosomiasis, etc.) | <input type="checkbox"/> IEC on _____ to workers | Contractors contract |
| -Potential increased in criminality | <input type="checkbox"/> Projected influx >100 | <input type="checkbox"/> Crime screening of workers | Contractors contract |
| | <input type="checkbox"/> Projected influx <100 | <input type="checkbox"/> None required | |
| -Potential cultural conflict between host community and migrant workers | <input type="checkbox"/> Projected influx >100 and host population is IP or community is homogeneous and highly traditional or has different religion or remote and relatively unexposed to modern ways | <input type="checkbox"/> Contractor to undertake IEC on local culture for their workers and undertake Community Relations Project | Contractors contract |
| | <input type="checkbox"/> Projected influx <100 and host community is IP, has different religion than the migrant or highly traditional/remote and relatively unexposed to modern ways, host and migrant population belong to different ethnicity | <input type="checkbox"/> Contractor to undertake a Community Relations Project | Contract |

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| | <input type="checkbox"/> Projected influx >100 and host community is near city or exposed to modern ways | <input type="checkbox"/> None required | |
| | <input type="checkbox"/> Projected influx <100 and host population and migrant belong to the same ethnicity | <input type="checkbox"/> None required | |
| 20. Possible Spread of COVID-19 virus adversely affecting Community, Occupational Safety and Health | <input type="checkbox"/> Neglect of community and workers' rights and welfare during the enterprise operations amidst COVID-19 pandemic due to lack of management commitment on its prevention and control <input type="checkbox"/> Non-compliance to the DOH minimum health standards and other governmental issuances particularly from IATF, DOH, DPWH, DTI, and DOLE due to lack of capacity, knowledge and resources <input type="checkbox"/> Suspension of enterprise works due to challenges by COVID-19 pandemic | The Proponent Group/Enterprise management shall duly comply to all the requirements needed prior to deployment and continuation of the operations/activities during the COVID-19 Public Health Crisis, as set forth in PRDP Supplemental Guidelines on COSH, a harmonized guide of all national and local issuances relevant to COVID-19 | During implementation / Enhancement of Enterprise Operations Manual and installation of relevant COVID-19 prevention and control measures as stipulated in PRDP Supplemental Guidelines on COSH and other relevant issuances/ Proponent Group/Enterprise management, LGU and Barangay |
| 21. Conflict between members of the organization | <input type="checkbox"/> Unclear policy on project beneficiary prioritization <input type="checkbox"/> The organization already established acceptable policy on project beneficiary prioritization | <input type="checkbox"/> Organization to establish acceptable policy on project beneficiary prioritization <input type="checkbox"/> Organization to conduct periodic review and assessment of the policy | Before and during project implementation and operation/ Policy on beneficiary selection and prioritization/ Proponent Group/ |

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| 22. Grievance of non-members of the PG during construction and enterprise operation | <p><input type="checkbox"/> Unclear policy on project implementation; there is no acceptable grievance redress mechanism in place.</p> <p><input type="checkbox"/> The proponent LGU has already established an acceptable policy on addressing grievances</p> <p><input type="checkbox"/> Access to the Grievance Redress Mechanism (GRM posters and Grievance Form Drop Boxes) is available in strategic locations at all levels of project implementation:</p> <p><input type="checkbox"/> Project Site</p> <p><input type="checkbox"/> Barangay Hall/s</p> <p><input type="checkbox"/> Municipal Hall/s</p> <p><input type="checkbox"/> Provincial Hall</p> | <p><input type="checkbox"/> Establish an acceptable policy on project implementation and grievance redress mechanism</p> <p><input type="checkbox"/> Assign a Grievance Focal/Point Person</p> <p><input type="checkbox"/> No further measure required</p> | Before and during project implementation and operation/ O&M/ EO creating the PPMIU, Proponent Group and LGU/ |
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Prepared by: _____

Adopted by PPMIU/MPMIU/Proponent Group:_____
PPMIU/MPMIU Head_____
Proponent Group**Noted by the local community:**_____
Barangay Captain

Annex 25 - Environmental and Social Management Plan (ESMP) Animal Raising Subproject

A. Site and Design Consideration

1. The Project does not encroach into or traverse into a forest and/or declared protected area of natural habitat.
2. The Project will not displace, disfigure or render inoperable/inaccessible any monument or physical structure of known cultural and historical significance.
3. This project is not located in an area which is vulnerable to natural hazards and risks.

| 1.0 Project ID | | |
|--|---|--|
| 1.1 Project Name/Title | : | |
| 1.2 Project Cost | : | |
| 1.3 Project Location | : | |
| 1.4 Estimated number of beneficiaries (gender disaggregate) | : | |
| 1.5 Estimated number of IP beneficiaries (gender disaggregate) | : | |

| 2.0 Proponent ID | | |
|--|---|--|
| 2.1 Name of Proponent | : | |
| 2.2 Address of Proponent | : | |
| 2.3 Contact Person 2.4 Contact Number | : | |

| 3.0 Project Design & Specifications | |
|-------------------------------------|--|
| 3.1 | Type of building: <input type="checkbox"/> commercial (mixed use) <input type="checkbox"/> non-hazardous storage facility <input type="checkbox"/> commercial (office only) <input type="checkbox"/> institutional and other related facilities |

| | |
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| 3.2 | Total area: ____ m ² Floor area: ____ m ² ; ____ # storeys Open grounds : ____ m ² |
| 3.3 | Building Material: <input type="checkbox"/> concrete <input type="checkbox"/> wood <input type="checkbox"/> others: steel, GI sheets |
| 3.4 | Utility Requirement: <input type="checkbox"/> water: ____ m ³ <input type="checkbox"/> electricity: ____ KWH |
| 3.5 | Utility Sourcing : a) water source: b) electricity: |

B. Environmental/Social Issues and Mitigation Measures

Instructions:

- The following are issues frequently associated with I-REAP Subprojects. Issues include alleged/perceived impacts, potential impacts, health and safety and environmental risks. Entries in the “Assessment” column should describe or provide qualifications regarding the significance of the issues. Issues that are deemed critical or significant should have a corresponding entry in the “Mitigation” column.
- Instrument of Implementation should indicate how and where the measures will be implemented in the Subproject.
- Please feel free to add, delete or modify any of the items in the template. You may re-state/edit the columns on issues/assessment/mitigation measure as deemed applicable to the specific conditions of the subproject.
- In preparing the ESMP below refer to the Environmental and Social Assessment Section of the FS for specific safeguards issues and assessments.

| Issues (Potential Impact) | Assessment (Please choose applicable items and delete those that are irrelevant) | Mitigation Measure (Please choose applicable items and delete those that are irrelevant, for Annexes, refer to IESSF) | Schedule of the Mitigation Measure/ Instrument of Implementation/ Responsible Unit (Please fill-up this column accordingly) |
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| 1. Acquisition of land for the project site | <p>The proposed location of the project site (for animal raising) is owned by:</p> <p><input type="checkbox"/> private individual</p> <p><input type="checkbox"/> cooperative</p> <p><input type="checkbox"/> government</p> | <p><input type="checkbox"/> Settle site acquisition with documentation:</p> <p>___Deeds of Donation</p> <p>___Deeds of sale</p> <p>___Certification of Use as consent by the affected landowners</p> <p>___Deed of Usufruct Agreement with Government</p> <p><input type="checkbox"/> Land acquisition settled (PG has the ownership of the land).</p> <p><input type="checkbox"/> Land will be leased from _____ with acceptable terms as determined by the Project.</p> | <p>Prior to construction/ Proof of land ownership (TCT/Deed of Sale/Deed of Donation) or Lease Agreement/ Proponent Group and LGU</p> |
| 2. Consistency with land use | <p>Current land use within 1 km radius (as per zoning ordinance):</p> <p><input type="checkbox"/> Residential</p> <p><input type="checkbox"/> Commercial/ Institutional</p> <p><input type="checkbox"/> Industrial</p> <p><input type="checkbox"/> Agricultural/ Recreational</p> <p><input type="checkbox"/> Protected Areas</p> <p><input type="checkbox"/> Others, specify: _____</p> <p>_____</p> <p>Actual land use within 1 km radius (as per zoning ordinance.):</p> <p><input type="checkbox"/> Residential</p> <p><input type="checkbox"/> Commercial/ Institutional</p> <p><input type="checkbox"/> Industrial</p> <p><input type="checkbox"/> Agricultural/ Recreational</p> <p><input type="checkbox"/> Protected Areas</p> <p><input type="checkbox"/> Others, specify: _____</p> <p>_____</p> | <p><input type="checkbox"/> Attached proof of compatibility with land use.</p> <p><input type="checkbox"/> Proof of compliance with the Municipal Zoning ordinances and regulations.</p> | <p>Prior to start of the activity/ Contract/ Proponent Group/</p> |

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| 3. Presence of IP/ICC in the influence area | <input type="checkbox"/> There is no IP/ICC in the area as per LGU records and on site validation and will not traverse an ancestral domain. <input type="checkbox"/> The site is inside the ancestral domain or will traverse by the project. <input type="checkbox"/> The site is not inside nor traverse any ancestral domain. However, there are IP/ICC in the area. | <input type="checkbox"/> FPIC <input type="checkbox"/> Certification from the Tribal Chieftain expressing support to the project <input type="checkbox"/> Evidence of broad-based consultation <input type="checkbox"/> IP/ICC are minority of the beneficiaries. An IP/ICC development plan has been established as seen in the Annex H-1. Part of the measures in supporting IP/ICC is to provide them with interventions as stated in Annex H-1. <input type="checkbox"/> No measure required | Prior to implementation/ Consultation Meeting, Documentation/ Proponent Group and LGU/ |
| 4. ROW for availability of utility source | <input type="checkbox"/> There is an available power/water line to the proposed site <input type="checkbox"/> ROW for utility sourcing (power/water) must be secured prior to construction | <input type="checkbox"/> PG/PLGU to secure ROW prior to construction | Prior to construction/ ROW Documents/ Proponent Group and LGU |
| 5. Disturbance to wildlife due to vegetation clearing and cutting of trees for the expansion of production area and construction of civil works | <input type="checkbox"/> The subproject will necessitate clearing of vegetation and cutting of trees: <input type="checkbox"/> Coconut <input type="checkbox"/> Fruit Trees <input type="checkbox"/> Forest Species <input type="checkbox"/> The trees to be cut are privately owned <input type="checkbox"/> The subproject will not necessitate the cutting of trees | <input type="checkbox"/> Secure cutting permit from: <input type="checkbox"/> PCA <input type="checkbox"/> DENR-CENRO <input type="checkbox"/> Secure permission from the owner to cut the trees <input type="checkbox"/> No measure required | Prior project implementation/ Tree Cutting Permit/s/ MOA with the owner/s (if he/she/ they will require compensation) or Waiver of Rights/ Quit Claim (if the trees will be donated as reflected in Form 1) Proponent Group and LGU |

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| 6. Hazard to health and safety of workers and nearby residents during construction of <u>civil works</u> | <input type="checkbox"/> Hazard and accident prone activity include demolition and construction | <input type="checkbox"/> Standard, safety and proper procedures employed during demolition and construction of the structures <input type="checkbox"/> Installation of warning signs and safety devices. <input type="checkbox"/> Employ best construction safety practices and housekeeping | During construction/ POW and Contract/ Contractor and Proponent Group/ |
| 7. Temporary Increase of solid waste during construction | <input type="checkbox"/> There will be significant volume of waste generated during clearing and construction | <input type="checkbox"/> Proper handling and disposal of construction waste | During construction period/ Contract, POW/ Contractor/ |
| 8. Local employment | <input type="checkbox"/> Project will provide local employment opportunities. | <input type="checkbox"/> Hiring priority shall be given to qualified local residents. | During construction/ IMA, Contract/ Contractor and Proponent Group/ |
| 9. Methane Gas Production, Green House Gases (CO ₂ , CH ₄ , nitrous oxide). | <input type="checkbox"/> The emissions in the atmosphere due to _____ (animal) production vary with the number of heads to be raised. | <input type="checkbox"/> Compliance with conditions of DENR and Das Bureau of Animal Industry about rules and regulation regarding animal raising. <input type="checkbox"/> Employ the suitable environmental control of the animal wastes. | During operation/ O&M/ Proponent Group |
| 10. Increase of solid waste due to <u>(Animal)</u> excreta. | <input type="checkbox"/> There will be significant volume of waste generated during the raising of these animals | <input type="checkbox"/> Proper handling, collecting and disposal of waste. | During operation/ O&M/ Proponent Group |

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| | | <input type="checkbox"/> Manage excreta waste using composting process and then use as soil enhancer/fertilizer for local crops. | |
| 11. Potential issue on manure odor and dust. | <p>Animal manure can be a big source of methane and nitrogen oxides. Odor and methane can be prevented through a digester.</p> <p>Emission in Air: Odor from wastewater, feces, and decaying carcasses.</p> | <p><input type="checkbox"/> Apply an odor management plan (OMP) to help farmer assess odor issues in the farm and alleviate the issue.</p> <p><input type="checkbox"/> Odor and methane can be controlled by anaerobic treatment through a digester.</p> <p><input type="checkbox"/> Practice composting of animal manures to produce organic fertilizers.</p> <p><input type="checkbox"/> Provide covers for the composting Facility.</p> | Project operation period/ O&M/ Proponent Group |
| 12. Issues on Air Pollutions: dust, dirt and pathogenic viruses suspended in air and substances by Volatile Organic Compounds from animal manures. | <p><input type="checkbox"/> The considerable volumes of excreta from the _____ (animals) that will be raised.</p> <p><input type="checkbox"/> Animal grazing can cause dust and dirt suspension in air and produce substances called VOCs from manures, beddings and dust</p> | <p><input type="checkbox"/> Proper collection and covering of solid waste/excreta produced by the animals.</p> <p><input type="checkbox"/> Apply an odor management plan (OMP) to help farmer assess odor issues in the farm and alleviate the issue</p> <p><input type="checkbox"/> Practice sanitary housekeeping in the area.</p> <p><input type="checkbox"/> Provide plant or trees fence as cover or buffer to minimize bad odor.</p> | Project operation period/ O&M/ Proponent Group |
| 13. Other solid waste generation of slaughtered animals and carcasses. | <input type="checkbox"/> Considerably big population of animals being raised will produce much number of solid wastes and carcasses. | <p><input type="checkbox"/> Proper disposal of solid waste: like animal parts and bones, carcasses and animal body fluid (i.e. blood, fats and grease etc.)</p> <p><input type="checkbox"/> Properly handle, dispose, or use for composting of</p> | Project operation period/ O&M/ Proponent |

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| | | <p>solid waste: manure, contents of rumen and intestines, (2) edible products such as blood and liver; (3.) inedible such as bones, feathers, hairs and skins.</p> <p>[] Incineration of carcasses of animals that died due to disease.</p> | |
| 14. Potential contamination with <u>(animal)</u> excreta and other animal diseases. | [] Improper handling of animal excreta will be a nuisance to natural environment, soil, air, water and the community. | <p>[] Practice solid waste management.</p> <p>[] Cover excreta with soil to avoid breeding of flies, and other insects.</p> <p>[] Practice composting</p> <p>[] Provide Septic Tank</p> | Project operation period/ O&M/ Proponent Group |
| 15. Proliferations of insects, flies, rodents and other pests. | [] Considerable number of animals to be raised for this purpose will proportionately increase other insect/rodents population. | <p>[] Pasture rotations/relocation can prevent insect cycles; have an opportunity to manage their lands sustainably.</p> <p>[] Practice covered manure waste composting.</p> <p>[] Practice a sanitary housekeeping for the animals</p> | Project operation period/ O&M/ Project Proponent |
| 16. Competition in water use and depletion of water resources | <p>Size of population using the surface water:</p> <ul style="list-style-type: none"> • <1000 persons • >1,000 and <5,000 persons • >5,000 person <p>Use of the nearest well:</p> <ul style="list-style-type: none"> • Deepwell • Water district/LGU • Surface water • Others, specify _____ | <p>[] Implement rain water harvesting and similar measures as an alternative source of water.</p> <p>[] Observe water conservation measures;</p> <p>[] Careful selection of project site to avoid disruption of community's traditional water demand.</p> <p>[] Obtain water permits from NWRB</p> <p>[] Improve efficiency of water supply and distribution system</p> | During operation/ O & M/ Proponent Group or LGU or NWRB |

| | | | |
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| | | <input type="checkbox"/> Animal manure deposits should be far from any water resources (i.e. creeks, rivers, and springs). Please indicate the optimum distance Others, specify _____ | |
| 17. Effects in water quality; pathogens from animal feces, wastewater used for washing is high in BOD and pathogens, can cause DO depletion in the body of water if not treated. | Specify nearest/receiving water body: _____ km Distance to nearest/ receiving water body: _____ km If nearest/ receiving water body is fresh water, specify classification: _____ Pls. specify _____ If nearest/ receiving water body is coastal or marine water, specify classification: _____ Pls. specify _____ Current Water Use: * Fishery * Tourist Zone / Park * Recreational * Industrial * Agricultural Distance of project area to the nearest _____ well used: _____ km | <input type="checkbox"/> Strictly observe proper excreta handling and disposal of wastewater used for washing purposes. <ul style="list-style-type: none"> Set up excreta trap/stilling ponds to minimize downstream siltation Practice composting. <input type="checkbox"/> Keep the herds of _____ (animals) away from creeks and rivers by providing fences, they can destroy the natural body of waters, make them slurry and full of dirt. Provide a fence as much as possible. <input type="checkbox"/> Collecting run-off and preventing it from flowing directly to the creeks/river so that less pollution and trapped nutrients to enter the river system. <input type="checkbox"/> Use plant/grass cover to prevent top soil erosion. | Project operation period/ O&M/ Project Proponent |

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| 18. Occupational health hazards to workers in animal facility. | <input type="checkbox"/> Workers are exposed to unsafe and hazardous condition <input type="checkbox"/> Operations do not expose workers to hazardous/ unsafe conditions | <input type="checkbox"/> Provide safety guidelines for farm workers (personnel protective equipment at work, handling of equipment, etc.) against allergens, infectious diseases, and physical hazards of animal bites. <input type="checkbox"/> Provide fences and proper shelters for these animals. <input type="checkbox"/> Provide potable water & sanitary facilities for workers <input type="checkbox"/> Provide face mask/surgical mask <input type="checkbox"/> Provide bite resistant gloves and first aid kits in strategic areas of the animal facility. | Project operation period/ O&M/ Project Proponent |
| 19. Impacts on community health and safety | <input type="checkbox"/> Unsanitary animal husbandry will become a breeding ground for insects, rodents, diseases and viruses. | <ul style="list-style-type: none"> ● Observe proper housekeeping ● Provide on-site medical services for outbreak of diseases. ● Participate in public awareness Projects on health and safety ● Regularly spray disinfectant, pesticides and other similar substances when applicable. ● Comply with regulatory requirements for safety and health. ● Closely monitor complaints and grievances ● Others, specify: _____ _____ | Project operation period/ O&M/ Project Proponent |

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| <p>20. Possible Spread of COVID-19 virus adversely affecting Community, Occupational Safety and Health</p> | <p><input type="checkbox"/> Neglect of community and workers' rights and welfare during the enterprise operations amidst COVID-19 pandemic due to lack of management commitment on its prevention and control</p> <p><input type="checkbox"/> Non-compliance to the DOH minimum health standards and other governmental issuances particularly from IATF, DOH, DPWH, DTI, and DOLE due to lack of capacity, knowledge and resources</p> <p><input type="checkbox"/> Suspension of enterprise works due to challenges by COVID-19 pandemic</p> | <p>The Proponent Group/Enterprise management shall duly comply to all the requirements needed prior to deployment and continuation of the operations/activities during the COVID-19 Public Health Crisis, as set forth in PRDP Supplemental Guidelines on COSH, a harmonized guide of all national and local issuances relevant to COVID-19</p> | <p>During implementation / Enhancement of Enterprise Operations Manual and installation of relevant COVID-19 prevention and control measures as stipulated in PRDP Supplemental Guidelines on COSH and other relevant issuances/ Proponent Group/Enterprise management, LGU and Barangay</p> |
| <p>21. Possible discovery of artifacts, bones and other objects of interests during construction of the processing plant</p> | <p><input type="checkbox"/> Discovery of artifacts, bones and other objects of interests within the 10 meter radius</p> <p><input type="checkbox"/> Discovery of artifacts, bones and other objects of interests outside the 10 meter radius</p> | <p><input type="checkbox"/> Suspension of the activities and immediately report to the PLGU and RPCO SES Focal Person</p> | <p>During construction period/ Contract/ Contractor/</p> |
| <p>22. Indiscriminate use of inorganic fertilizer and other agro-chemicals</p> | <p><input type="checkbox"/> The soil quality of the proposed plantation site is poor and requires application of fertilizer</p> <p><input type="checkbox"/> Soil quality is good and farmers practice soil management.</p> | <p><input type="checkbox"/> Farmers to undergo training on soil management. Use of organic fertilizer.</p> <p><input type="checkbox"/> Proposed plantation site to undergo soil test and appropriate/approved fertilization should be followed</p> <p><input type="checkbox"/> Practice organic farming if fertilizers are needed to get rid of synthetic chemicals and avoid excessive application of the same.</p> <p><input type="checkbox"/> For Pest Management, seek for the assistance DA's IPM KASAKALIKASAN</p> | <p>During project operation/ IMA/ Proponent Group/</p> |

| | | | |
|--|--|---|--|
| 23. Potential increase use of pesticides due to intensification of crop production in the area | <input type="checkbox"/> There is an ongoing IPM Project of DA in the service area <input type="checkbox"/> Farmers in the service area have not been trained on IPM | <input type="checkbox"/> DA to continue to support IPM Project which involves: <input type="checkbox"/> LGU to Coordinate with DA on IPM training | During project operation/ O&M Plan/ Proponent Group and LGU/ |
| 24. Conflict between members of the organization | <input type="checkbox"/> Unclear policy on project beneficiary prioritization <input type="checkbox"/> The organization already established acceptable policy on project beneficiary prioritization | <input type="checkbox"/> Organization to establish acceptable policy on project beneficiary prioritization <input type="checkbox"/> Organization to conduct periodic review and assessment of the policy | Before and during project implementation and operation/ Policy on beneficiary selection and prioritization/ Proponent Group/ |
| 25. Grievance of non-members of the PG during construction and enterprise operation | <input type="checkbox"/> Unclear policy on project implementation; there is no acceptable grievance redress mechanism in place. <input type="checkbox"/> The proponent LGU has already established an acceptable policy on addressing grievances <input type="checkbox"/> Access to the Grievance Redress Mechanism (GRM posters and Grievance Form Drop Boxes) is available in strategic locations at all levels of project implementation: <input type="checkbox"/> Project Site <input type="checkbox"/> Barangay Hall/s <input type="checkbox"/> Municipal Hall/s <input type="checkbox"/> Provincial Hall | <input type="checkbox"/> Establish an acceptable policy on project implementation and grievance redress mechanism <input type="checkbox"/> Assign a Grievance Focal/Point Person <input type="checkbox"/> No further measure required | Before and during project implementation and operation/ O&M/ EO creating the PPMIU, Proponent Group and LGU/ |

Prepared by: _____

Adopted by PPMIU/MPMIU/Proponent Group:

PPMIU/MPMIU Head_____
Proponent Group

Noted by the local community:

Barangay Captain

Annex 26– Environmental and Social Management Plan (ESMP) Aquaculture/ Mariculture Subproject

A. Site and Design Consideration

1. The Project does not encroach into or traverse into a forest and/or declared protected area of natural habitat.
2. The Project will not displace, disfigure or render inoperable/inaccessible any monument or physical structure of known cultural and historical significance.
3. This project is not located in an area which is vulnerable to natural hazards and risks.

| 1.0 Project ID | | |
|--|---|--|
| 1.1 Project Name/Title | : | |
| 1.2 Project Cost | : | |
| 1.3 Project Location | : | |
| 1.4 Estimated number of beneficiaries (gender disaggregate) | : | |
| 1.5 Estimated number of IP beneficiaries (gender disaggregate) | : | |

| 2.0 Proponent ID | | |
|--------------------------|---|--|
| 2.1 Name of Proponent | : | |
| 2.2 Address of Proponent | : | |
| 2.3 Contact Person | : | |
| 2.4 Contact Number | : | |

| 3.0 Project Design & Specifications | |
|-------------------------------------|--|
| 3.1 | Type of building: <input type="checkbox"/> commercial (mixed use) <input type="checkbox"/> non-hazardous storage facility <input type="checkbox"/> commercial (office only) <input type="checkbox"/> institutional and other related facilities |
| 3.2 | Total area: ____ m ² Floor area: ____m ² ; ____# storeys Open grounds : ____ m ² |

| | |
|-----|--|
| 3.3 | Building Material: <input type="checkbox"/> concrete <input type="checkbox"/> wood <input type="checkbox"/> others: steel, GI sheets |
| 3.4 | Utility Requirement: <input type="checkbox"/> water: ____ m ³ <input type="checkbox"/> electricity: ____ Kwh |
| 3.5 | Utility Sourcing : a) water source: b) electricity: |

B. Environmental/Social Issues and Mitigation Measures

Instructions:

- The following are issues frequently associated with I-REAP Subprojects. Issues include alleged/perceived impacts, potential impacts, health and safety and environmental risks. Entries in the “Assessment” column should describe or provide qualifications regarding the significance of the issues. Issues that are deemed critical or significant should have a corresponding entry in the “Mitigation” column.
- Instrument of Implementation should indicate how and where the measures will be implemented in the Subproject.
- Please feel free to add, delete or modify any of the items in the template. You may re-state/edit the columns on issues/assessment/mitigation measures as deemed applicable to the specific conditions of the subproject.
- In preparing the ESMP below refer to the Environmental and Social Assessment Section of the FS for specific safeguards issues and assessments.

| Issues (Potential Impact) | Assessment (Please choose applicable items and delete those that are irrelevant) | Mitigation Measure (Please choose applicable items and delete those that are irrelevant, for Annexes, refer to IESSF) | Schedule of the Mitigation Measure/ Instrument of Implementation/ Responsible Unit (Please fill-up this column accordingly) |
|---|---|--|---|
| 1. Acquisition of land for the project site | <p>The proposed location of the project site is owned by:</p> <p><input type="checkbox"/> private individual</p> <p><input type="checkbox"/> cooperative</p> <p><input type="checkbox"/> government</p> <p><input type="checkbox"/> The proposed project site is part of DA/BFAR's marine protected areas.</p> <p><input type="checkbox"/> The proposed project site is not part of DA/BFAR's marine protected areas.</p> | <p><input type="checkbox"/> Settle site acquisition with documentation:</p> <p>___Deeds of Donation</p> <p>___Deeds of sale</p> <p>___Deed of Usufruct Agreement with Government</p> <p>___Certification of Use as consent by the affected landowners/LGU</p> <p><input type="checkbox"/> Land acquisition settled (PG has the ownership of the land).</p> <p><input type="checkbox"/> Land will be leased from _____ with acceptable terms as</p> | <p>Prior to construction/ Proof of land ownership (TCT/Deed of Sale/Deed of Donation) or Lease Agreement and Water use permits from DA/BFAR / Proponent Group and LGU</p> |

| | | | |
|---|---|---|--|
| | | <p>determined by the Project</p> <p>[] Secure an Aquaculture, sea ranching and sea farming permit/license to operate from DA/BFAR.</p> | |
| 2. Consistency with land use | <p>Current land use within 1 km radius (as per zoning ordinance):</p> <p>[] Residential</p> <p>[] Commercial/Institutional</p> <p>[] Industrial</p> <p>[] Agricultural/Recreational</p> <p>[] Protected Areas</p> <p>[] Others, specify:</p> <p>_____</p> <p>_____</p> <p>Actual land use within 1 km radius (as per zoning ordinance.):</p> <p>[] Residential</p> <p>[] Commercial/Institutional</p> <p>[] Industrial</p> <p>[] Agricultural/Recreational</p> <p>[] Protected Areas</p> <p>[] Others, specify:</p> <p>_____</p> <p>_____</p> | <p>[] Attached proof of compatibility with land use.</p> <p>[] Proof of compliance with the Municipal Zoning ordinances and regulations.</p> | Prior to start of the activity/ Contract/ Proponent Group/ |
| 3. Presence of IP/ICC in the influence area | <p>[] There is no IP/ICC in the area as per LGU records and on site validation and will not traverse an ancestral domain.</p> <p>[] The site is inside the ancestral domain or will traverse by the project.</p> <p>[] The site is not inside nor traverses any ancestral domain. However, there are IP/ICC in the area.</p> | <p>[] FPIC</p> <p>[] Certification from the Tribal Chieftain expressing support to the project</p> <p>[] Evidence of broad-based consultation</p> <p>[] IP/ICC are a minority of the beneficiaries. An IP/ICC development plan has been established as seen in the Annex H-1. Part of the measures in supporting IP/ICC is to</p> | Prior to implementation/ Consultation Meeting, Documentation/ Proponent Group and LGU/ |

| | | | |
|--|---|--|--|
| | | <p>provide them with interventions as stated in Annex H-1.</p> <p><input type="checkbox"/> No measure required</p> | |
| 4. ROW for availability of utility source | <p><input type="checkbox"/> There is an available power/water line to the proposed site</p> <p><input type="checkbox"/> ROW for utility sourcing (power/water) must be secured prior to construction</p> | <input type="checkbox"/> PG/PLGU to secure ROW prior to construction | Prior to construction/ ROW Documents/ Proponent Group and LGU |
| 5. Hazard to health and safety of workers and nearby residents during construction of <u>civil works</u> | <input type="checkbox"/> Hazard and accident prone activity include demolition and construction | <p><input type="checkbox"/> Standard, safety and proper procedures employed during demolition and construction of the structures</p> <p><input type="checkbox"/> Installation of warning signs and safety devices.</p> <p><input type="checkbox"/> Employ best construction safety practices and housekeeping</p> | During construction/ POW and Contract/ Contractor and Proponent Group/ |
| 6. The culture mass of bivalves/fisheries may exceed the carrying capacity of the mariculture area. | <input type="checkbox"/> Intensive mariculture will affect the population of phytoplankton in a fast declining rate, thereby affecting the growth and reproduction of zooplankton and other herbivorous marine animals, thus can be detrimental to coastal ecosystem. | <p><input type="checkbox"/> Monitor and regulate the number of stakeholders that will participate in mariculture activity.</p> <p><input type="checkbox"/> Secure enough spaces for the culture so as to prevent competition of these mussels/fisheries for natural nutrients, phytoplankton and DO.</p> <p><input type="checkbox"/> Seek the help of DA/BFAR to give information on models to predict the potential</p> | Before and during project operation/ O & M/ Proponent Group and LGU |

| | | | |
|---|--|--|---|
| | | <p>new sites for mariculture based on their carrying capacity.</p> <p><input type="checkbox"/> Seek the help of DA/BFAR for simple parameters (water quality such as DO, turbidity, temperature etc.) for the selection of suitable mariculture sites.</p> | |
| 7. Possible destruction of mangrove forest | <p><input type="checkbox"/> Aquaculture activity may encroach into the mangrove forest and render the mangroves in the brink of possible destruction.</p> | <p><input type="checkbox"/> Avoid mangrove forest as oyster/mussel, and fisheries production site.</p> <p><input type="checkbox"/> Existing mangrove forest shall no longer be subjected to land conversion but shall be maintained in support of fishery production and coastal protection Projects (Sec.2.2.1, IESSF)</p> <p><input type="checkbox"/> All areas utilized for aquaculture fishponds shall maintain a 50 meter mangrove buffer between fishponds and the open sea for coastal protection. (Sec.2.2.1 IESSF)</p> <p><input type="checkbox"/> Mudflats on coastal areas covered under Natural Resource Management subprojects shall be planted to mangrove species.(Sec.2.2.1 IESSF)</p> | <p>Before project implementation or operation/ O & M / Proponent Group/</p> |
| 8. The accumulation of bio-sediments and its effect on marine ecosystems. | <p><input type="checkbox"/> The accumulation of bio-sediments at fishpond bed due to the intensive fishery activities is harmful to the fishpond itself and marine ecosystem if discharged into the open sea. New organisms may proliferate, algal bloom</p> | <p><input type="checkbox"/> Consider the carrying capacity of the body of water/fishpond to be used for aquaculture</p> <p><input type="checkbox"/> Provide enough distance for the</p> | <p>During project operation/ O & M/ Proponent Group</p> |

| | | | |
|--|--|---|--|
| | <p>may take place and dissolved oxygen may be depleted to a critical level.</p> | <p>installation of the water breeding spaces.</p> <p><input type="checkbox"/> Consider fishpond bio sediments clean up through bottom suction and treat the slurry collected sediments by drying.</p> <p><input type="checkbox"/> Seek the assistance of government agencies (DA/BFAR) and professionals for indicator parameters.</p> | |
| 9. Eutrophication due to feeding process | <p><input type="checkbox"/> Unconsumed aquaculture feeds, fish wastes, organic matter, and excess nutrients in the fishpond environment could result in eutrophication.</p> <p><input type="checkbox"/> Fish diets, artificial feeds, may favor other bottom dwelling organisms.</p> | <p><input type="checkbox"/> Reduction of feeds and/or use better feed alternatives.</p> <p><input type="checkbox"/> Aquaculture in a semi-confined and confined facility to prevent the discharges of feeds, fish wastes, organic matter, and released excess nutrients in the open sea.</p> <p><input type="checkbox"/> Discharge the liquid sediments properly.</p> | During project operation/ O & M/ Proponent Group |
| 10. Issues on the risk of escaped fish/marine cultures to become invasive in the local marine environment. | <p>The introduction of new fish/marine species into the local marine environment may cause harm to the local fishery industry. The proliferation of new species may</p> | <p><input type="checkbox"/> Consult government agencies (DA/BFAR), LGU and seek professional help/advice before a</p> | During project operation/ O & M/ Proponent Group |

| | | | |
|--|--|---|--|
| | become invasive and cause a permanent loss of local fish varieties. | <p>new species is produced.</p> <p><input type="checkbox"/> Careful selection of aquaculture sites and ensuring that the production can be sustained by the local environment.</p> <p><input type="checkbox"/> Avoid selecting sensitive areas; i.e coral reefs, mangrove forest and reproductive areas for native marine species.</p> | |
| 11. Issues on the treatment of diseases and parasites in an intensive aquaculture. | Due to some inherent diseases/parasites, the aquaculture industry may use antibiotics, pesticides and other chemical products to control them. | <p><input type="checkbox"/> Implement suitable biological security guidelines in the aquaculture site.</p> <p><input type="checkbox"/> Avoid the use of chemicals that can adversely harm the marine ecosystem.</p> <p><input type="checkbox"/> Conduct a regular monitoring with the DA/BFAR.</p> <p><input type="checkbox"/> Avoid over population of aquacultures to avert the depletion of dissolved oxygen (DO).</p> <p><input type="checkbox"/> Provide aerators for DO deficiencies.</p> | During project operation/ O & M/ Proponent Group |

| | | | |
|-----------------------------------|--|---|--|
| | | [] Consider confinement or semi confinement of the aquaculture facility if necessary. | |
| 12. Degradation of water quality. | Excessive production of fisheries and marine products may render the degradation of water quality. | <p>[] Closely monitor water quality parameters; i.e. Dissolved Oxygen, BOD, Suspended solids and others.</p> <p>[] Be sure that the aquaculture production is within the holding capacity of the local environment.</p> <p>[] Seek government agencies; i.e. DA/BFAR, for professional help in the monitoring of water quality parameters.</p> <p>[] Consider an alternate site for the activity in order to allow the marine environment to replenish its natural water quality.</p> | During project operation/ O & M/ Proponent Group |
| 13. Issues on red tide. | [] Incidence of red tide infestation in the area may affect mariculture production (i.e. mussels, oysters) and endanger the health of the general public who will consume them. | [] The LGU, DA/BFAR together with the people engaged in the aquaculture activity should set a standard method of detecting red tide infestation in the area. | During project operation/ O & M/ Proponent Group |

| | | | |
|--|---|--|--|
| | | <p><input type="checkbox"/> Identify some environmental factors that will activate red tide in the marine environment and do some augmentation if possible.</p> <p><input type="checkbox"/> Create a system that serves as an early warning to advise the general public not to consume suspected marine products with red tide toxins in a certain locality.</p> | |
| 14. Solid waste issues and air pollution. | <p><input type="checkbox"/> Solid waste can be generated due to discarded marine products.</p> <p><input type="checkbox"/> Decomposing marine product produce pungent smell in the air and encourages proliferation of rodents, flies and diseases.</p> | <p><input type="checkbox"/> Properly dispose the rejected yields so that its decomposition will not affect air and water quality.</p> <p><input type="checkbox"/> Monitor Dissolved Oxygen (DO) in a regular basis if possible.</p> <p><input type="checkbox"/> Properly dispose dead marine products to prevent the proliferations of rodents, and flies and hinder the spread of diseases.</p> | During project operation/ O & M/ Proponent Group |
| 15. Local livelihood/ local employment opportunities. | <input type="checkbox"/> Employment opportunities will be available during the setting up of fisheries/fishpond facilities and during the harvesting. | <input type="checkbox"/> Employment opportunities shall be given to local residents as much as possible. | During project operation/ O & M/ Proponent Group |
| 16. Occupational health hazards to workers in animal facility. | <input type="checkbox"/> Workers are exposed to unsafe and hazardous condition | <input type="checkbox"/> Provide safety guidelines for farm workers (personnel protective equipment | Project operation period/ O&M/ Project Proponent |

| | | | |
|---|---|--|---|
| | <p><input type="checkbox"/> Operations do not expose workers to hazardous/ unsafe conditions</p> | <p>at work, handling of equipment, etc.) against allergens, infectious diseases, and physical hazards of animal bites.</p> <p><input type="checkbox"/> Provide fences and proper shelters for these animals.</p> <p><input type="checkbox"/> Provide potable water & sanitary facilities for workers</p> <p><input type="checkbox"/> Provide face mask/surgical mask</p> <p><input type="checkbox"/> Provide bite resistant gloves and first aid kits in strategic areas of the animal facility.</p> | |
| 17. Possible Spread of COVID-19 virus adversely affecting Community, Occupational Safety and Health | <p><input type="checkbox"/> Neglect of community and workers' rights and welfare during the enterprise operations amidst COVID-19 pandemic due to lack of management commitment on its prevention and control</p> <p><input type="checkbox"/> Non-compliance to the DOH minimum health standards and other governmental issuances particularly from IATF, DOH, DPWH, DTI, and DOLE due to lack of capacity, knowledge and resources</p> <p><input type="checkbox"/> Suspension of enterprise works due to challenges by COVID-19 pandemic</p> | The Proponent Group/Enterprise management shall duly comply to all the requirements needed prior to deployment and continuation of the operations/activities during the COVID-19 Public Health Crisis, as set forth in PRDP Supplemental Guidelines on COSH, a harmonized guide of all national and local issuances relevant to COVID-19 | During implementation / Enhancement of Enterprise Operations Manual and installation of relevant COVID-19 prevention and control measures as stipulated in PRDP Supplemental Guidelines on COSH and other relevant issuances/ Proponent Group/Enterprise management, LGU and Barangay |
| 18. Conflict between members of the organization | <input type="checkbox"/> Unclear policy on project beneficiary prioritization | <input type="checkbox"/> Organization to establish acceptable policy on project beneficiary prioritization | Before and during project implementation and operation/ |

| | | | |
|---|--|---|--|
| | [] The organization already established acceptable policy on project beneficiary prioritization | [] Organization to conduct periodic review and assessment of the policy | Policy on beneficiary selection and prioritization/ Proponent Group/ |
| 19. Grievance of non-members of the PG during construction and enterprise operation | <p>[] Unclear policy on project implementation; there is no acceptable grievance redress mechanism in place.</p> <p>[] The proponent LGU has already established an acceptable policy on addressing grievances</p> <p>[] Access to the Grievance Redress Mechanism (GRM posters and Grievance Form Drop Boxes) is available in strategic locations at all levels of project implementation: [] Project Site [] Barangay Hall/s [] Municipal Hall/s [] Provincial Hall</p> | <p>[] Establish an acceptable policy on project implementation and grievance redress mechanism</p> <p>[] Assign a Grievance Focal/Point Person</p> <p>[] No further measure required</p> | Before and during project implementation and operation/ O&M/ EO creating the PPMIU, Proponent Group and LGU/ |

Prepared by: _____

Adopted by PPMIU/MPMIU/Proponent Group:

PPMIU/MPMIU Head

Proponent Group

Noted by the local community:

Barangay Captain

Annex 27– Environmental and Social Management Plan (ESMP) Crop Production Subproject

A. Site and Design Consideration

1. The Project does not encroach into or traverse into a forest and/or declared protected area of natural habitat.
2. The Project will not displace, disfigure or render inoperable/inaccessible any monument or physical structure of known cultural and historical significance.
3. This project is not located in an area which is vulnerable to natural hazards and risks.

| 1.0 Project ID | | |
|--|---|--|
| 1.1 Project Name/Title | : | |
| 1.1 Project Cost | : | |
| 1.2 Project Location | : | |
| 1.3 Estimated number of beneficiaries (gender disaggregate) | : | |
| 1.4 Estimated number of IP beneficiaries (gender disaggregate) | : | |

| 2.0 Proponent ID | | |
|--|---|--|
| 2.1 Name of Proponent | : | |
| 2.2 Address of Proponent | : | |
| 2.3 Contact Person 2.4 Contact Number | : | |

| 3.0 Project Design & Specifications | |
|-------------------------------------|--|
| 3.1 | Type of building: <input type="checkbox"/> commercial (mixed use) <input type="checkbox"/> non-hazardous storage facility <input type="checkbox"/> commercial (office only) <input type="checkbox"/> institutional and other related facilities |

| | |
|-----|--|
| 3.2 | Total area: ____ m ² Floor area: ____m ² ; ____# storeys Open grounds : ____ m ² |
| 3.3 | Building Material: <input type="checkbox"/> concrete <input type="checkbox"/> wood <input type="checkbox"/> others: steel, GI sheets |
| 3.4 | Utility Requirement: <input type="checkbox"/> water: ____ m ³ <input type="checkbox"/> electricity: ____ KWH |
| 3.5 | Utility Sourcing : a) water source: b) electricity: |

B. Environmental/Social Issues and Mitigation Measures

Instructions:

- The following are issues frequently associated with I-REAP Subprojects. Issues include alleged/perceived impacts, potential impacts, health and safety and environmental risks. Entries in the “Assessment” column should describe or provide qualifications regarding the significance of the issues. Issues that are deemed critical or significant should have a corresponding entry in the “Mitigation” column.
- Instrument of Implementation should indicate how and where the measures will be implemented in the Subproject.
- Please feel free to add, delete or modify any of the items in the template. You may re-state/edit the columns on issues/assessment/mitigation measure as deemed applicable to the specific conditions of the subproject.
- In preparing the ESMP below refer to the Environmental and Social Assessment Section of the FS for specific safeguards issues and assessments

| Issues (Potential Impact) | Assessment (Please choose applicable items and delete those that are irrelevant) | Mitigation Measure (Please choose applicable items and delete those that are irrelevant, for Annexes, refer to IESSF) | Schedule of the Mitigation Measure/ Instrument of Implementation/ Responsible Unit (Please fill-up this column accordingly) |
|---|---|---|--|
| 1. Acquisition of land for the project site | The proposed location of the project site (for animal raising) is owned by: <input type="checkbox"/> private individual <input type="checkbox"/> cooperative <input type="checkbox"/> government | <input type="checkbox"/> Settle site acquisition with documentation: __Deeds of Donation __Deeds of sale __Certification of Use as consent by the affected land owners __Deed of Usufruct Agreement with Government | Prior to construction/ Proof of land ownership (TCT/Deed of Sale/Deed of Donation) or Lease Agreement/ Proponent Group and LGU |

| | | | |
|---|--|--|--|
| | | <input type="checkbox"/> Land acquisition settled (PG has the ownership of the land). <input type="checkbox"/> Land will be leased from _____ with acceptable terms as determined by the Project. | |
| 2. Consistency with land use | <p>Current land use within 1 km radius (as per zoning ordinance):</p> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial/ <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural/ <input type="checkbox"/> Recreational <input type="checkbox"/> Protected Areas <input type="checkbox"/> Others, specify: _____ | <input type="checkbox"/> Attached proof of compatibility with land use. <input type="checkbox"/> Proof of compliance with the Municipal Zoning ordinances and regulations. | Prior to start of the activity/ Contract/ Proponent Group/ |
| 3. Presence of IP/ICC in the influence area | <p>Actual land use within 1 km radius (as per zoning ordinance.):</p> <input type="checkbox"/> Residential <input type="checkbox"/> Commercial/ <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural/ <input type="checkbox"/> Recreational <input type="checkbox"/> Protected Areas <input type="checkbox"/> Others, specify: _____ | <input type="checkbox"/> FPIC <input type="checkbox"/> Certification from the Tribal Chieftain expressing support to the project <input type="checkbox"/> Evidence of broad-based consultation <input type="checkbox"/> IP/ICC are minority of the beneficiaries. An IP/ICC development plan has been established as seen in the Annex H-1. Part of the measures in supporting IP/ICC is to provide them with interventions as stated in Annex H-1. <input type="checkbox"/> No measure required | Prior to implementation/ Consultation Meeting, Documentation/ Proponent Group and LGU/ |

| | | | |
|--|---|---|---|
| 4. ROW for availability of utility source | <input type="checkbox"/> There is an available power/water line to the proposed site <input type="checkbox"/> ROW for utility sourcing (power/water) must be secured prior to construction | <input type="checkbox"/> PG/PLGU to secure ROW prior to construction | Prior to construction/ ROW Documents/ Proponent Group and LGU |
| 5. Disturbance to wildlife due to vegetation clearing and cutting of trees for the expansion of production area and construction of civil works. | <input type="checkbox"/> The subproject will necessitate clearing of vegetation and cutting of trees: <input type="checkbox"/> Coconut <input type="checkbox"/> Fruit Trees <input type="checkbox"/> Forest Species <input type="checkbox"/> The trees to be cut are privately owned <input type="checkbox"/> The subproject will not necessitate the cutting of trees | <input type="checkbox"/> Secure cutting permit from: <input type="checkbox"/> PCA <input type="checkbox"/> DENR-CENRO <input type="checkbox"/> Secure permission from the owner to cut the trees <input type="checkbox"/> No measure required | Prior project implementation/ Tree Cutting Permit/s/ MOA with the owner/s (if he/she/ they will require compensation) or Waiver of Rights/ Quit Claim (if the trees will be donated as reflected in Form 1) Proponent Group and LGU |
| 6. Change in land surface structure / topography/ terrain and slope i. | Slope: <input type="checkbox"/> flat (0-3%) <input type="checkbox"/> gently sloping to rolling (3-18%) <input type="checkbox"/> steep (>18%) | <input type="checkbox"/> Provide an erosion control and slope protection measures. <input type="checkbox"/> Designate a spoil storage area, with topsoil set aside for later use and allow maximum re-use of spoils. <input type="checkbox"/> Soil cultivation/plowing during the dry season. <input type="checkbox"/> Stabilization of embankment with grasses or other soil cover. <input type="checkbox"/> Use of contour plowing and ripraps to prevent soil wash out due to rain. <input type="checkbox"/> Others, please specify:_____ | During agriculture activities/ O & M/ Proponent Group |
| 7. Encroachment of farming activities to nearby forest, grazing lands and other land types close to the plantation. | Farmers will be attracted to encroach nearby lands available for crop activities and convert lands/forest for other use. | <input type="checkbox"/> The LGU and DENR should closely monitor land boundaries and provide local ordinances <input type="checkbox"/> Act on any encroachment that the | During farming activities/ O&M, Contract/ LGU/DENR |

| | | | |
|--|--|--|--|
| | | local farmers will do to the existing forest. | |
| 8. Land conversion for the plantation | <input type="checkbox"/> High elevation and forested area converted to <u>(crop)</u> plantation <input type="checkbox"/> The proposed plantation site is idle and ideal for farming and classified w/in agricultural zone <input type="checkbox"/> The proposed site is already planted with <u>(crop)</u> | <input type="checkbox"/> The organization to establish criteria on Site/Land Selection and Environmental Management System <input type="checkbox"/> Monitor and study the possible invasive characteristic of the <u>(crop)</u> and its effect to localized crops; i.e. its water requirement, pest control and others. | Prior project implementation/ IMA / Proponent Group and LGU/ |
| 9. Possible discovery of artifacts, bones and other objects of interests during construction of the processing plant | <input type="checkbox"/> Discovery of artifacts, bones and other objects of interests within the 10 meter radius <input type="checkbox"/> Discovery of artifacts, bones and other objects of interests outside the 10 meter radius | <input type="checkbox"/> Suspension of the activities and immediately report to the PLGU and RPCO SES Focal Person | During construction period/ Contract/ Contractor/ |
| 10. Temporary Increase of solid waste during construction | <input type="checkbox"/> There will be significant volume of waste generated during clearing and construction | <input type="checkbox"/> Proper handling and disposal of construction waste | During construction period/ Contract, POW/ Contractor/ |
| 11. Hazard to health and safety of workers and nearby residents during construction of <u>civil works</u> | <input type="checkbox"/> Hazard and accident prone activity include demolition and construction | <input type="checkbox"/> Standard, safety and proper procedures employed during demolition and construction of the structures <input type="checkbox"/> Installation of warning signs and safety devices. <input type="checkbox"/> Employ best construction safety practices and housekeeping | During construction/ POW and Contract/ Contractor and Proponent Group/ |
| 12. Local employment | <input type="checkbox"/> Project will provide local employment opportunities. | <input type="checkbox"/> Hiring priority shall be given to qualified local residents. | During construction/ IMA, Contract/ |

| | | | Contractor and Proponent Group/ |
|---|---|--|--|
| 13. Increase encroachment/migration (business establishment, agri-expansion etc.) and might lead to indiscriminate conversion of land for commercial/agricultural use | <input type="checkbox"/> Better facilities and more opportunities may welcome influx of people near the vicinity. | <input type="checkbox"/> Enforce necessary regulatory and control measures to prevent indiscriminate conversion of the land <input type="checkbox"/> Implement proper Land Use and Zoning Ordinances <input type="checkbox"/> Secure Special Land Use Permit | During project operation/ LGU CLUP, O& M Plan, Land Use Permit/ Proponent Group and LGU/ |
| 14. Solid waste generation during post harvest. | <input type="checkbox"/> There will be a significant volume of solid waste/decomposing plants fibers generated during post harvest. | <input type="checkbox"/> Proper handling and disposal of solid waste. <input type="checkbox"/> Composting of the plant waste to produce organic fertilizers. <input type="checkbox"/> Consider as animal feeds. <input type="checkbox"/> Use as soil additives/enhancers. | During project post-harvest period/ O & M/ Project Proponent/ |
| 15. Accumulation of solid waste during crop harvest period. | <input type="checkbox"/> Crop yields will produce material wastages such as refused raw harvest and other plants' discarded parts. <input type="checkbox"/> Improper handling of solid waste in the facility will attract insects, rodents, and; <input type="checkbox"/> dried solid waste could be a fire hazard. | <input type="checkbox"/> Practice composting and use the refused materials as soil enhancers and organic fertilizers. <input type="checkbox"/> Proper handling and disposal of garbage through provision of garbage bins. <input type="checkbox"/> Establishment of Materials Recovery Facility (MRF) to allow the regular conduct of segregation, recycling and residuals collection/disposal <input type="checkbox"/> Do not burn the solid waste | Project farming or operation period/ O&M/ Project proponent |
| 16. Exposure of workers to extreme weather condition during operation | <input type="checkbox"/> Lack of protective equipment and inappropriate working clothes <input type="checkbox"/> Working space is limited | <input type="checkbox"/> Provision of appropriate equipment and working clothes for protection from extreme sunlight and sheds for rain. <input type="checkbox"/> Allocate suitable area for <u><indicate enterprise specific process/es></u> | During operation/ O&M Plan; POW/ Proponent Group/ |

| | | | |
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| 17. Exposure of workers to foul odor from the processing/production | <input type="checkbox"/> Processing/ Production emits foul odor during operation due to _____ <input type="checkbox"/> Processing/ production does not produce foul odor | <input type="checkbox"/> Provide workers with adequate protective equipment <input type="checkbox"/> Practice appropriate <insert enterprise specific process/es> | During operation/ POW/ Proponent Group/ |
| 18. Occupational health hazards to workers during operation | <input type="checkbox"/> Workers are exposed to unsafe and hazardous condition <input type="checkbox"/> Operations do not expose workers to hazardous/unsafe conditions | <input type="checkbox"/> Provide safety standards and guidelines for workers strict compliance <input type="checkbox"/> Put up safety signs within the construction site <input type="checkbox"/> Provide potable water & sanitary facilities for workers <input type="checkbox"/> Provide first aid kits in strategic areas <input type="checkbox"/> Provide fire extinguishers | During operation/ O&M Plan/ Proponent Group/ |
| 19. Possible Spread of COVID-19 virus adversely affecting Community, Occupational Safety and Health | <input type="checkbox"/> Neglect of community and workers' rights and welfare during the enterprise operations amidst COVID-19 pandemic due to lack of management commitment on its prevention and control <input type="checkbox"/> Non-compliance to the DOH minimum health standards and other governmental issuances particularly from IATF, DOH, DPWH, DTI, and DOLE due to lack of capacity, knowledge and resources <input type="checkbox"/> Suspension of enterprise works due to challenges by COVID-19 pandemic | The Proponent Group/Enterprise management shall duly comply to all the requirements needed prior to deployment and continuation of the operations/activities during the COVID-19 Public Health Crisis, as set forth in PRDP Supplemental Guidelines on COSH, a harmonized guide of all national and local issuances relevant to COVID-19 | During implementation / Enhancement of Enterprise Operations Manual and installation of relevant COVID-19 prevention and control measures as stipulated in PRDP Supplemental Guidelines on COSH and other relevant issuances/ Proponent Group/Enterprise management, LGU and Barangay |

| | | | |
|---|---|--|---|
| <p>20. Water quality degradation of the creeks/ rivers due to increased fertilizers, organic loads and sediments from the effluent of the farm irrigation system.</p> | <p>Specify nearest/receiving water body: an open sea</p> <p>Distance to nearest/receiving water body: _____ km</p> <p>If nearest/ receiving water body is fresh water, specify classification: _____</p> <p>If nearest/ receiving water body is coastal or marine water, specify classification: _____ Pls. specify _____</p> <p>Current Water Use:</p> <ul style="list-style-type: none"> ● Fishery ● Tourist Zone / Park ● Recreational ● Industrial ● Agricultural <p>Distance of project area to the nearest well used: _____ km</p> | <p>[] Strictly observe proper waste handling and disposal</p> <p>A. Set up silt trap/stilling ponds to minimize downstream siltation.</p> <p>[] Only Treated water will be allowed to discharge in any receiving body of water.</p> <p>● Others (Pls. specify): _____</p> <p>_____</p> <p>[] Wastewater treatment should include effective organic removal and enough aeration.</p> <p>[] provide water impoundment for water recycling and irrigation purposes.</p> | <p>Project operation period/ O&M/ Project Proponent</p> |
| <p>21. Competition in water use and water resources</p> | <p>Size of population using receiving surface water:</p> <ul style="list-style-type: none"> ● <1000 persons ● >1,000 and <5,000 persons ● >5,000 person <p>Use of the nearest well:</p> <ul style="list-style-type: none"> ● Deep well ● Water district/LGU ● Surface water ● Others, specify _____ | <p>[] Implement rain water harvesting and similar measures as an alternative sources of water.</p> <p>[] Observe water conservation measures;</p> <p>[] Careful selection of project site to avoid disruption of traditional water uses in the community.</p> <p>[] Secure a water permit from NWRB</p> <p>[] Improve efficiency of water supply and distribution system</p> <p>[] Others, specify _____</p> | <p>During operation/ O & M/ Proponent Group / LGU/ NWRB</p> |
| <p>22. Indiscriminate use of inorganic fertilizer and other agro-chemicals</p> | <p>[] The soil quality of the proposed plantation site is poor and requires application of fertilizer</p> | <p>[] Farmers to undergo training on soil management. Use of organic fertilizer.</p> | <p>During project operation/ IMA/ Proponent Group/</p> |

| | | | |
|--|--|--|--|
| | <input type="checkbox"/> Soil quality is good and farmers practice soil management. | <input type="checkbox"/> Proposed plantation site to undergo soil test and appropriate/approved fertilization should be followed <input type="checkbox"/> Practice organic farming if fertilizers are needed to get rid of synthetic chemicals and avoid excessive application of the same. <input type="checkbox"/> For Pest Management, seek for the assistance DA's IPM KASAKALIKASAN | |
| 23. Potential increase use of pesticides due to intensification of crop production in the area | <input type="checkbox"/> There is an ongoing IPM Project of DA in the service area <input type="checkbox"/> Farmers in the service area have not been trained on IPM | <input type="checkbox"/> DA to continue to support IPM Project which involves: <hr/> <hr/> <input type="checkbox"/> LGU to Coordinate with DA on IPM training | During project operation/ O&M Plan/ Proponent Group and LGU/ |
| 24. Conflict between members of the organization | <input type="checkbox"/> Unclear policy on project beneficiary prioritization <input type="checkbox"/> The organization already established acceptable policy on project beneficiary prioritization | <input type="checkbox"/> Organization to establish acceptable policy on project beneficiary prioritization <input type="checkbox"/> Organization to conduct periodic review and assessment of the policy | Before and during project implementation and operation/ Policy on beneficiary selection and prioritization/ Proponent Group/ |
| 25. Grievance of non-members of the PG during construction and enterprise operation | <input type="checkbox"/> Unclear policy on project implementation; there is no acceptable grievance redress mechanism in place. <input type="checkbox"/> The proponent LGU has already established an acceptable policy on addressing grievances <input type="checkbox"/> Access to the Grievance Redress Mechanism (GRM posters and Grievance Form Drop Boxes) is available in strategic locations at all levels of project implementation: | <input type="checkbox"/> Establish an acceptable policy on project implementation and grievance redress mechanism <input type="checkbox"/> Assign a Grievance Focal/Point Person <input type="checkbox"/> No further measure required | Before and during project implementation and operation/ O&M/ EO creating the PPMIU, Proponent Group and LGU/ |

| | | | |
|--|--|--|--|
| | <input type="checkbox"/> Project Site <input type="checkbox"/> Barangay Hall/s <input type="checkbox"/> Municipal Hall/s <input type="checkbox"/> Provincial Hall | | |
|--|--|--|--|

Adopted by PPMIU/MPMIU/Proponent Group:

PPMIU/MPMIU Head

Proponent Group

Noted by the local community:

Barangay Captain

Annex 28– Environmental and Social Management Plan (ESMP) Food Processing Subproject

A. Site and Design Consideration

1. The Project does not encroach into or traverse into a forest and/or declared protected area of natural habitat.
2. The Project will not displace, disfigure or render inoperable/inaccessible any monument or physical structure of known cultural and historical significance.
3. This project is not located in an area which is vulnerable to natural hazards and risks.

| 1.0 Project ID | | |
|--|---|--|
| 1.1 Project Name/Title | : | |
| 1.2 Project Cost | : | |
| 1.3 Project Location | : | |
| 1.4 Estimated number of beneficiaries (gender disaggregate) | : | |
| 1.5 Estimated number of IP beneficiaries (gender disaggregate) | : | |

| 2.0 Proponent ID | | |
|--------------------------|---|--|
| 2.1 Name of Proponent | : | |
| 2.2 Address of Proponent | : | |
| 2.3 Contact Person | : | |
| 2.4 Contact Number | : | |

| 3.0 Project Design & Specifications | |
|-------------------------------------|--|
| 3.1 | Type of building: <input type="checkbox"/> commercial (mixed use) <input type="checkbox"/> non-hazardous storage facility <input type="checkbox"/> commercial (office only) <input type="checkbox"/> institutional and other related facilities |

| | |
|-----|--|
| 3.2 | Total area: ____ m ² Floor area: ____m ² ; _____# storeys Open grounds : ____ m ² |
| 3.3 | Building Material: <input type="checkbox"/> concrete <input type="checkbox"/> wood <input type="checkbox"/> others: steel, GI sheets |
| 3.4 | Utility Requirement: <input type="checkbox"/> water: ____ m ³ <input type="checkbox"/> electricity: ____ Kwh |
| 3.5 | Utility Sourcing : a) water source: b) electricity: |

B. Environmental/Social Issues and Mitigation Measures

Instructions:

- The following are issues frequently associated with I-REAP Subprojects. Issues include alleged/perceived impacts, potential impacts, health and safety and environmental risks. Entries in the “Assessment” column should describe or provide qualifications regarding the significance of the issues. Issues that are deemed critical or significant should have a corresponding entry in the “Mitigation” column.
- Instrument of Implementation should indicate how and where the measures will be implemented in the Subproject.
- Please feel free to add, delete or modify any of the items in the template. You may re-state/edit the columns on issues/assessment/mitigation measure as deemed applicable to the specific conditions of the subproject.
- In preparing the ESMP below refer to the Environmental and Social Assessment Section of the FS for specific safeguards issues and assessments

| Issues (Potential Impact) | Assessment (Please choose applicable items and delete those that are irrelevant) | Mitigation Measure (Please choose applicable items and delete those that are irrelevant, for Annexes, refer to IESSF) | Schedule of the Mitigation Measure/ Instrument of Implementation/ Responsible Unit (Please fill-up this column accordingly) |
|---|---|--|--|
| 1. Acquisition of land for the project site | The proposed location of the project site (for animal raising) is owned by: <input type="checkbox"/> private individual <input type="checkbox"/> cooperative <input type="checkbox"/> government | <input type="checkbox"/> Settle site acquisition with documentation: __Deeds of Donation __Deeds of sale __Certification of Use as consent by the affected land owners __Deed of Usufruct Agreement with Government <input type="checkbox"/> Land acquisition settled (PG has the ownership of the land). | Prior to construction/ Proof of land ownership (TCT/Deed of Sale/Deed of Donation) or Lease Agreement/ Proponent Group and LGU |

| | | | |
|---|---|---|---|
| | | <input type="checkbox"/> Land will be leased from _____ with acceptable terms as determined by the Project | |
| 2. Consistency with land use. | <p>Current land use within 1 km radius (as per zoning ordinance).</p> <p><input type="checkbox"/> Residential <input type="checkbox"/> Commercial/ Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural/ Recreational <input type="checkbox"/> Protected Areas <input type="checkbox"/> Others, specify: _____</p> <p>Actual land use within 1 km radius (as per zoning ordinance.) <input type="checkbox"/> Residential <input type="checkbox"/> Commercial/ Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural/ Recreational <input type="checkbox"/> Protected Areas <input type="checkbox"/> Others, specify: _____ _____</p> | <p><input type="checkbox"/> Attached proof of compatibility with land use.</p> <p><input type="checkbox"/> Proof of compliance with the Municipal Zoning ordinances and regulations.</p> | Prior to start of the activity/ Contract/ Proponent Group/ |
| 3. Presence of IP/ICC in the influence area | <p><input type="checkbox"/> There is no IP/ICC in the area as per LGU records and on site validation and will not traverse an ancestral domain.</p> <p><input type="checkbox"/> The site is inside the ancestral domain or will traverse by the project.</p> <p><input type="checkbox"/> The subproject is not inside nor traverse any ancestral domain. However, there are IP/ICC in the area.</p> | <p><input type="checkbox"/> FPIC</p> <p><input type="checkbox"/> Certification from the Tribal Chieftain expressing support to the project</p> <p><input type="checkbox"/> Evidence of broad-based consultation</p> <p><input type="checkbox"/> IP/ICC are minority of the beneficiaries. An IP/ICC development plan has been established as seen in the Annex H-1. Part of the measures in supporting IP/ICC is to provide them with interventions as stated in Annex H-1.</p> <p><input type="checkbox"/> No measure required</p> | Prior to implementation/ Consultation Meeting, Documentation/ Proponent Group and LGU/ |

| | | | |
|---|--|---|---|
| 4. Disturbance to wildlife due to vegetation clearing and cutting of trees for the expansion of production area and construction of civil works | <p><input type="checkbox"/> The subproject will necessitate clearing of vegetation and cutting of trees:</p> <ul style="list-style-type: none"> ● Coconut ● Fruit Trees ● Forest Species <p><input type="checkbox"/> The trees to be cut are privately owned</p> <p><input type="checkbox"/> The subproject will not necessitate the cutting of trees</p> | <p><input type="checkbox"/> Secure cutting permit from:</p> <ul style="list-style-type: none"> ● PCA ● DENR-CENRO <p><input type="checkbox"/> Secure permission from the owner to cut the trees</p> <p><input type="checkbox"/> No measure required</p> | <p>Prior project implementation/ Tree Cutting Permit/s/</p> <p>MOA with the owner/s (if he/she/ they will require compensation) or Waiver of Rights/ Quit Claim (if the trees will be donated as reflected in Form 1) Proponent Group and LGU</p> |
| 5. ROW availability for utility source | <p><input type="checkbox"/> There is an available power/water line to the proposed site</p> <p><input type="checkbox"/> ROW for utility sourcing (power/water) must be secured prior to construction</p> | <p><input type="checkbox"/> PG/PLGU to secure ROW prior to construction</p> | <p>Prior to construction/ ROW Documents/ Proponent Group and LGU</p> |
| 6. Temporary Increase of solid waste during construction | <p><input type="checkbox"/> There will be significant volume of waste generated during clearing and construction</p> | <p><input type="checkbox"/> Proper handling and disposal of construction waste</p> | <p>During construction period/ Contract, POW/ Contractor/</p> |
| 7. Potential vehicular hazard during transport of construction materials | <p><input type="checkbox"/> Access road to construction site is populated</p> <p><input type="checkbox"/> Access road to construction site does not pass through any populated area</p> | <p><input type="checkbox"/> Proper handling of construction materials during transport and unloading.</p> | <p>Before and during project period/ Contract/ Contractor</p> |
| 8. Potential noise and dust particulates during construction | <p><input type="checkbox"/> Project site is within a populated area</p> <p><input type="checkbox"/> Project site is located away from the community</p> | <p><input type="checkbox"/> No construction activities during night time</p> | <p>During construction period / Contract/ Contractor</p> |
| 9. Hazard to health and safety of workers and nearby residents during construction of <u>civil works</u> | <p><input type="checkbox"/> Hazard and accident prone activity include demolition and construction</p> | <p><input type="checkbox"/> Standard, safety and proper procedures employed during demolition and construction of the structures</p> | <p>During construction/ POW and Contract/ Contractor and Proponent Group/</p> |

| | | | |
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| | | <input type="checkbox"/> Installation of warning signs and safety devices. <input type="checkbox"/> Employ best construction safety practices and housekeeping | |
| 10. Local employment | <input type="checkbox"/> Construction will provide local employment opportunities <input type="checkbox"/> Project operation will provide employment | <input type="checkbox"/> Hiring priority shall be given to qualified local residents | During construction/ IMA, Contract/ Contractor and Proponent Group/ |
| 11. Potential contamination with human waste | <input type="checkbox"/> Construction workers would be temporarily housed in a base camp. <input type="checkbox"/> Workers would be mostly locals and are expected to go home to their respective houses after works. | <input type="checkbox"/> Set up adequate latrine/toilet facility at the base camp. <input type="checkbox"/> With adequate water supply. | During Construction and project operation/ O&M/ Proponent Group |
| 12. Occupational health hazards to workers during operation | <input type="checkbox"/> Workers are exposed to unsafe and hazardous condition <input type="checkbox"/> Operations do not expose workers to hazardous/unsafe conditions | <input type="checkbox"/> Provide safety standards and guidelines for workers strict compliance <input type="checkbox"/> Put up safety signs within the construction site <input type="checkbox"/> Provide potable water & sanitary facilities for workers <input type="checkbox"/> Provide first aid kits in strategic areas <input type="checkbox"/> Provide fire extinguishers | During operation/ O&M Plan/ Proponent Group/ |
| 13. Exposure of workers to extreme weather condition during operation | <input type="checkbox"/> Lack of protective equipment and inappropriate working clothes <input type="checkbox"/> Working space is limited | <input type="checkbox"/> Provision of appropriate equipment and working clothes for protection from extreme sunlight and sheds for rain. <input type="checkbox"/> Allocate suitable area for <u><indicate enterprise specific process/es></u> | During operation/ O&M Plan; POW/ Proponent Group/ |

| | | | |
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| 14. Exposure of workers to foul odor from the processing/production | <input type="checkbox"/> Processing/ Production emits foul odor during operation due to _____ <input type="checkbox"/> Processing/ production does not produce foul odor | <input type="checkbox"/> Provide workers with adequate protective equipment <input type="checkbox"/> Practice appropriate <insert enterprise specific process/es> | During operation/ POW/ Proponent Group/ |
| 15. Possible Spread of COVID-19 virus adversely affecting the Community, Occupational Safety and Health | <input type="checkbox"/> Neglect of community and workers' rights and welfare during the enterprise operations amidst COVID-19 pandemic due to lack of management commitment on its prevention and control <input type="checkbox"/> Non-compliance to the DOH minimum health standards and other governmental issuances particularly from IATF, DOH, DPWH, DTI, and DOLE due to lack of capacity, knowledge and resources <input type="checkbox"/> Suspension of enterprise works due to challenges by COVID-19 pandemic | The Proponent Group/Enterprise management shall duly comply to all the requirements needed prior to deployment and continuation of the operations/activities during the COVID-19 Public Health Crisis, as set forth in PRDP Supplemental Guidelines on COSH, a harmonized guide of all national and local issuances relevant to COVID-19 | During implementation / Enhancement of Enterprise Operations Manual and installation of relevant COVID-19 prevention and control measures as stipulated in PRDP Supplemental Guidelines on COSH and other relevant issuances/ Proponent Group/Enterprise management, LGU and Barangay |
| 16. Accumulation of solid waste during _____ food processing operation | <input type="checkbox"/> Operation of the project will accumulate discarded raw materials, wastages, papers and other related refused | <input type="checkbox"/> Proper handling and disposal of garbage. <input type="checkbox"/> Provision of garbage bins with labels. <input type="checkbox"/> Establishment of Materials Recovery Facility (MRF) to allow the regular conduct of segregation, recycling and residuals collection/disposal <input type="checkbox"/> Practice composting for the solid waste to produce organic fertilizers. | Project operation period/ O&M/ Project proponent |
| 17. Wastewater that will be generated in the processing and operation, equipment and facility | <input type="checkbox"/> Considerable volume of wastewater to be generated. The organic contents of the wastewater from food processing includes fatty | <input type="checkbox"/> Set-up a wastewater facility, and water impoundment system. <input type="checkbox"/> Control the attractable insects, rodents and | During project implementation or operation/ O & M Plan/ Proponent Group |

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| washing/maintenance. | acids and proteins. These will affect the environment in various ways depending on their biodegradability and solubility. | possible increase of diseases. [] Only treated water will be discharged in any receiving body of water. [] Only treated water will be used for irrigation purposes. | |
| 18. Water quality degradation of the receiving creeks/rivers due to increased BOD, organic loads and sediments from the effluents of the food processing. | Specify nearest/receiving water body: an open sea Distance to nearest/receiving water body: ____ km If nearest/ receiving water body is fresh water, specify classification: _____ If nearest/ receiving water body is coastal or marine water, specify classification: _____ Pls. specify _____ Current Water Use: * Fishery * Tourist Zone / Park * Recreational * Industrial * Agricultural Distance of project area to the nearest well used: _____ km | [] Strictly observe proper waste handling and disposal * Set up silt trap/stilling ponds to minimize downstream siltation. [] Only Treated water will be allowed to be discharged in any receiving body of water. * Others (Pls. specify): _____ _____ [] Wastewater treatment should include effective organic removal and enough aeration. [] provide water impoundment for water recycling and irrigation purposes. | Project operation period/ O&M/ Project Proponent |
| 19. Inorganic Component: Nitrogen and Phosphorus. Nitrogenous compounds can cause acidity in water while phosphorous can cause algal bloom | [] Nitrogen is a very important component of the dairy factory wastewaters. Some protein will be lost to the waste streams. Bacteria convert the nitrogen in proteins to the inorganic forms including ammonia, ammonium nitrite, and | [] Enhance the biological wastewater treatment system. Aeration and air stripping could remove nitrogen in wastewater. [] Enhance the removal of phosphorus from wastewater thru biological and chemical methods, | Project operation period/ O&M/ Project Proponent |

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| and eutrophication in surface water. | nitrate and will basically turn the receiving body of water acidic. | coagulation using chemicals such as lime, ferric and ferrous sulfates remove them. | |
| 20. Indiscriminate use of inorganic fertilizer and other agro-chemicals | <p><input type="checkbox"/> The soil quality of the proposed plantation site is poor and requires application of fertilizer</p> <p><input type="checkbox"/> Soil quality is good and farmers practice soil management.</p> | <p><input type="checkbox"/> Farmers to undergo training on soil management. Use of organic fertilizer.</p> <p><input type="checkbox"/> Proposed plantation site to undergo soil test and appropriate/approved fertilization should be followed</p> <p><input type="checkbox"/> Practice organic farming if fertilizers are needed to get rid of synthetic chemicals and avoid excessive application of the same.</p> <p><input type="checkbox"/> For Pest Management, seek for the assistance DA's IPM KASAKALIKASAN</p> | During project operation/ IMA/ Proponent Group/ |
| 21. Potential increase use of pesticides due to intensification of crop production in the area | <p><input type="checkbox"/> There is an ongoing IPM Project of DA in the service area</p> <p><input type="checkbox"/> Farmers in the service area have not been trained on IPM</p> | <p><input type="checkbox"/> DA to continue to support IPM Project which involves:</p> <p>_____</p> <p>_____</p> <p><input type="checkbox"/> LGU to Coordinate with DA on IPM training</p> | During project operation/ O&M Plan/ Proponent Group and LGU/ |
| 22. Possible discovery of artifacts, bones and other objects of interests during construction of the processing plant | <p><input type="checkbox"/> Discovery of artifacts, bones and other objects of interests within the 10 meter radius</p> <p><input type="checkbox"/> Discovery of artifacts, bones and other objects of interests outside the 10 meter radius</p> | <p><input type="checkbox"/> Suspension of the activities and immediately report to the PLGU and RPCO SES Focal Person</p> | During construction period/ Contract/ Contractor/ |
| 23. Conflict between members of the organization | <p><input type="checkbox"/> Unclear policy on project beneficiary prioritization</p> <p><input type="checkbox"/> The organization already established acceptable policy on project beneficiary prioritization</p> | <p><input type="checkbox"/> Organization to establish acceptable policy on project beneficiary prioritization</p> <p><input type="checkbox"/> Organization to conduct periodic review and assessment of the policy</p> | Before and during project implementation and operation/ Policy on beneficiary selection and prioritization/ Proponent Group/ |

| | | | |
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| <p>24. Grievance of non-members of the PG during construction and enterprise operation</p> | <p><input type="checkbox"/> Unclear policy on project implementation; there is no acceptable grievance redress mechanism in place.</p> <p><input type="checkbox"/> The proponent LGU has already established an acceptable policy on addressing grievances</p> <p><input type="checkbox"/> Access to the Grievance Redress Mechanism (GRM posters and Grievance Form Drop Boxes) is available in strategic locations at all levels of project implementation:</p> <p><input type="checkbox"/> Project Site</p> <p><input type="checkbox"/> Barangay Hall/s</p> <p><input type="checkbox"/> Municipal Hall/s</p> <p><input type="checkbox"/> Provincial Hall</p> | <p><input type="checkbox"/> Establish an acceptable policy on project implementation and grievance redress mechanism</p> <p><input type="checkbox"/> Assign a Grievance Focal/Point Person</p> <p><input type="checkbox"/> No further measure required</p> | <p>Before and during project implementation and operation/ O&M/ EO creating the PPMIU, Proponent Group and LGU/</p> |
|--|---|--|---|

Prepared by: _____

Adopted by PPMIU/MPMIU/Proponent Group:

PPMIU/MPMIU Head

Proponent Group

Noted by the local community:

Barangay Captain

Annex 29– Environmental and Social Management Plan (ESMP) Non-Food Processing Subproject

A. Site and Design Consideration

1. The Project does not encroach into or traverse into a forest and/or declared protected area of natural habitat.
2. The Project will not displace, disfigure or render inoperable/inaccessible any monument or physical structure of known cultural and historical significance.
3. This project is not located in an area which is vulnerable to natural hazards and risks.

| 1.0 Project ID | | |
|--|---|--|
| 1.1 Project Name/Title | : | |
| 1.2 Project Cost | : | |
| 1.3 Project Location | : | |
| 1.4 Estimated number of beneficiaries (gender disaggregate) | : | |
| 1.5 Estimated number of IP beneficiaries (gender disaggregate) | : | |

| 2.0 Proponent ID | | |
|--------------------------|---|--|
| 2.1 Name of Proponent | : | |
| 2.2 Address of Proponent | : | |
| 2.3 Contact Person | : | |
| 2.4 Contact Number | : | |

| 3.0 Project Design & Specifications | |
|-------------------------------------|--|
| 3.1 | Type of building: <input type="checkbox"/> commercial (mixed use) <input type="checkbox"/> non-hazardous storage facility <input type="checkbox"/> commercial (office only) <input type="checkbox"/> institutional and other related facilities |
| 3.2 | Total area: ____ m ² Floor area: ____ m ² ; ____ # storeys Open grounds : ____ m ² |
| 3.3 | Building Material: <input type="checkbox"/> concrete <input type="checkbox"/> wood <input type="checkbox"/> others: steel, GI sheets |

| | |
|-----|---|
| 3.4 | Utility Requirement: <input type="checkbox"/> water: ____ m ³ <input type="checkbox"/> electricity: ____ Kwh |
| 3.5 | Utility Sourcing : a) water source: b) electricity: |

B. Environmental/Social Issues and Mitigation Measures

Instructions:

- The following are issues frequently associated with I-REAP Subprojects. Issues include alleged/perceived impacts, potential impacts, health and safety and environmental risks. Entries in the “Assessment” column should describe or provide qualifications regarding the significance of the issues. Issues that are deemed critical or significant should have a corresponding entry in the “Mitigation” column.
- Instrument of Implementation should indicate how and where the measures will be implemented in the Subproject.
- Please feel free to add, delete or modify any of the items in the template. You may re-state/edit the columns on issues/assessment/mitigation measure as deemed applicable to the specific conditions of the subproject.
- In preparing the ESMP below refer to the Environmental and Social Assessment Section of the FS for specific safeguards issues and assessments.

| Issues (Potential Impact) | Assessment (Please choose applicable items and delete those that are irrelevant) | Mitigation Measure (Please choose applicable items and delete those that are irrelevant, for Annexes, refer to IESSF) | Schedule of the Mitigation Measure/ Instrument of Implementation/ Responsible Unit (Please fill-up this column accordingly) |
|---|---|--|--|
| 1. Acquisition of land for the project site | The proposed location of the project site (for animal raising) is owned by: <input type="checkbox"/> private individual <input type="checkbox"/> cooperative <input type="checkbox"/> government | <input type="checkbox"/> Settle site acquisition with documentation: __Deeds of Donation __Deeds of sale __Certification of Use as consent by the affected land owners __Deed of Usufruct Agreement with Government <input type="checkbox"/> Land acquisition settled (PG has the ownership of the land). <input type="checkbox"/> Land will be leased from _____ with acceptable terms as determined by the Project | Prior to construction/ Proof of land ownership (TCT/Deed of Sale/Deed of Donation) or Lease Agreement/ Proponent Group and LGU |
| 2. Consistency with land use. | Current land use within 1 km radius (as per zoning ordinance). | <input type="checkbox"/> Attached proof of compatibility with land use. | Prior to start of the activity/ Contract/ |

| | | | |
|--|--|--|--|
| | <input type="checkbox"/> Residential <input type="checkbox"/> Commercial/ Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural/ Recreational <input type="checkbox"/> Protected Areas <input type="checkbox"/> Others, specify: <hr/> <p>Actual land use within 1 km radius (as per zoning ordinance.) <input type="checkbox"/> Residential <input type="checkbox"/> Commercial/ Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural/ Recreational <input type="checkbox"/> Protected Areas <input type="checkbox"/> Others, specify: <hr/></p> | <input type="checkbox"/> Proof of compliance with the Municipal Zoning ordinances and regulations. | Proponent Group/ |
| 3. Presence of IP/ICC in the influence area | <input type="checkbox"/> There is no IP/ICC in the area as per LGU records and on site validation and will not traverse an ancestral domain. <input type="checkbox"/> The site is inside the ancestral domain or will traverse by the project. <input type="checkbox"/> The subproject is not inside nor traverse any ancestral domain. However, there are IP/ICC in the area. | <input type="checkbox"/> FPIC <input type="checkbox"/> Certification from the Tribal Chieftain expressing support to the project <input type="checkbox"/> Evidence of broad- based consultation <input type="checkbox"/> IP/ICC are minority of the beneficiaries. An IP/ICC development plan has been established as seen in the Annex H-1. Part of the measures in supporting IP/ICC is to provide them with interventions as stated in Annex H-1. <input type="checkbox"/> No measure required | Prior to implementation/ Consultation Meeting, Documentation/ Proponent Group and LGU/ |
| 4. Land conversion for the plantation | <input type="checkbox"/> High elevation and forested area converted to (crop) plantation <input type="checkbox"/> The proposed plantation site is idle and ideal for farming and classified w/in agricultural zone <input type="checkbox"/> The proposed site is already planted with (crop) | <input type="checkbox"/> The organization to establish criteria on Site/Land Selection and Environmental Management System <input type="checkbox"/> Monitor and study the possible invasive characteristic of the (crop) and its effect to localized crops; i.e. its water | Prior project implementation/ IMA / Proponent Group and LGU/ |

| | | | |
|---|--|---|--|
| | | requirement, pest control and others. | |
| 5. ROW for availability of utility source | <input type="checkbox"/> There is an available power/water line to the proposed site <input type="checkbox"/> ROW for utility sourcing (power/water) must be secured prior to construction | <input type="checkbox"/> PG/PLGU to secure ROW prior to construction | Prior to construction/ ROW Documents/ Proponent Group and LGU |
| 6. Disturbance to wildlife due to vegetation clearing and cutting of trees for the expansion of production area and construction of civil works | <input type="checkbox"/> The subproject will necessitate clearing of vegetation and cutting of trees: <ul style="list-style-type: none"> • Coconut • Fruit Trees • Forest Species <input type="checkbox"/> The trees to be cut are privately owned <input type="checkbox"/> The subproject will not necessitate the cutting of trees | <input type="checkbox"/> Secure cutting permit from: <ul style="list-style-type: none"> • PCA • DENR-CENRO <input type="checkbox"/> Secure permission from the owner to cut the trees <input type="checkbox"/> No measure required | Prior project implementation/ Tree Cutting Permit/s/ MOA with the owner/s (if he/she/ they will require compensation) or Waiver of Rights/ Quit Claim (if the trees will be donated as reflected in Form 1) Proponent Group and LGU |
| 7. Increase in dust generation due to clearing, civil works and earthmoving activities. | <input type="checkbox"/> Construction will involve excavation and dumping of excess materials, and concreting | <input type="checkbox"/> Set-up temporary fence around the construction area. <input type="checkbox"/> Remove excess soil and muds and dump them in proper places, can be used in gardens and backfilling. <input type="checkbox"/> Provision of gas mask for the construction workers. | During Construction/ POW/ Contractor |
| 8. Temporary Increase of solid waste during construction | <input type="checkbox"/> There will be significant volume of waste generated during clearing and construction | <input type="checkbox"/> Proper handling and disposal of construction waste | During construction period/ Contract, POW/ Contractor/ |
| 9. Potential vehicular hazard during transport of construction materials | <input type="checkbox"/> Access road to construction site is populated <input type="checkbox"/> Access road to construction site does not pass through any populated area | <input type="checkbox"/> Proper handling of construction materials during transport and unloading. | Before and during project period/ Contract/ Contractor |

| | | | |
|---|--|---|--|
| 10. Potential noise and dust particulates during construction | <input type="checkbox"/> Project site is within a populated area <input type="checkbox"/> Project site is located away from the community | <input type="checkbox"/> No construction activities during night time | During construction period / Contract/ Contractor |
| 11. Hazard to health and safety of workers and nearby residents during construction of <u>civil works</u> | <input type="checkbox"/> Hazard and accident prone activity include demolition and construction | <input type="checkbox"/> Standard, safety and proper procedures employed during demolition and construction of the structures <input type="checkbox"/> Installation of warning signs and safety devices. <input type="checkbox"/> Employ best construction safety practices and housekeeping | During construction/ POW and Contract/ Contractor and Proponent Group/ |
| 12. Local employment | <input type="checkbox"/> Project will provide local employment opportunities. | <input type="checkbox"/> Hiring priority shall be given to qualified local residents. | During construction/ IMA, Contract/ Contractor and Proponent Group/ |
| 13. Potential contamination with human waste | <input type="checkbox"/> Construction workers would be temporarily housed in a base camp. <input type="checkbox"/> Workers would be mostly locals and are expected to go home to their respective houses after works. | <input type="checkbox"/> Set up adequate latrine/toilet facility at the base camp. <input type="checkbox"/> With adequate water supply. | During Construction and project operation/ O&M/ Proponent Group |
| 14. Wastewater generation during processing/operation. | <input type="checkbox"/> Wastewater will be generated from washing and maintenance of the plant facilities and will affect the quality of receiving body of water when no treatment is done. | <input type="checkbox"/> Set-up a wastewater facility, water impounding system. <input type="checkbox"/> Wastewater treatment should include enough aeration and effective organic removal. <input type="checkbox"/> Provide water stilling pond for irrigation purposes and to avoid sedimentation in the receiving creek. | To be installed prior to start and during project operations/ O & M/ Proponent Group |

| | | | |
|--|---|--|--|
| | | <input type="checkbox"/> Untreated waste water should not be discharged to creeks/ivers <input type="checkbox"/> Untreated wastewater should not be used for irrigation. | |
| 15. Solid waste to be generated in the processing and operation of the enterprise. | <input type="checkbox"/> Non Food processing may produce wastages such as refused raw materials and other discarded materials. <input type="checkbox"/> improper handling of solid waste in the facility will attract insects, rodents and diseases. | <input type="checkbox"/> Practice solid waste management in the facility. <input type="checkbox"/> Control the attractable insects, rodents and possible increase of diseases. <input type="checkbox"/> Employ composting for the biodegradable waste to produce organic fertilizers. <input type="checkbox"/> Provide enough number of fire extinguishers within the facility. | During project operation/ O&M/ Proponent Group |
| 16. Competition in water use and depletion of water resources | Size of population using / receiving surface water: * <1000 persons * >1,000 and <5,000 persons * >5,000 person Use of the nearest well: * Deep well * Water district/LGU * Surface water * Others, specify _____ | <input type="checkbox"/> Implement rain water harvesting and similar measures as an alternative source of water. <input type="checkbox"/> Observe water conservation measures; <input type="checkbox"/> Careful selection of project site to avoid disruption of traditional water uses. <input type="checkbox"/> Obtain water permits from NWRB <input type="checkbox"/> Improve efficiency of water supply and distribution system <input type="checkbox"/> Others, specify _____ | During operation/ O & M/ Proponent Group / LGU/ NWRB |
| 17. Increase siltation in creeks and rivers due to project activity, and water quality degradation | Specify nearest/receiving water body: _____ Distance to nearest/receiving water body: _____ km | <input type="checkbox"/> Strictly observe proper excreta handling and disposal of wastewater used for washing purposes. * Set up stilling ponds to minimize | During construction and operations/ O&M/ Proponent Group |

| | | | |
|---|---|--|---|
| | <p>If nearest/ receiving water body is fresh water, specify classification:</p> <p>_____</p> <p>_____</p> <p>If nearest/ receiving water body is coastal or marine water, specify classification:</p> <p>_____</p> <p>_____</p> <p>Current Water Use:</p> <ul style="list-style-type: none"> * Fishery * Tourist Zone / Park * Recreational * Industrial * Agricultural <p>Distance of project area to the nearest well used:</p> <p>_____</p> <p>Use of the nearest well:</p> <ul style="list-style-type: none"> * Drinking/Domestic * Industrial * Agricultural | <p>downstream siltation</p> <ul style="list-style-type: none"> * Set-up proper and adequate sanitary facilities. <p>[] Others, specify</p> | |
| 18. Occupational health hazards to workers during operation | <p>[] Workers are exposed to unsafe and hazardous condition</p> <p>[] Operations do not expose workers to hazardous/unsafe conditions</p> | <p>[] Provide safety standards and guidelines for workers strict compliance</p> <p>[] Put up safety signs within the construction site</p> <p>[] Provide potable water & sanitary facilities for workers</p> <p>[] Provide first aid kits in strategic areas</p> <p>[] Provide fire extinguishers</p> | During operation/ O&M Plan/ Proponent Group/ |
| 19. Exposure of workers to extreme weather condition during operation | <p>[] Lack of protective equipment and inappropriate working clothes</p> <p>[] Working space is limited</p> | <p>[] Provision of appropriate equipment and working clothes for protection from extreme sunlight and sheds for rain.</p> | During operation/ O&M Plan; POW/ Proponent Group/ |

| | | | |
|---|--|--|---|
| | | <input type="checkbox"/> Allocate suitable area for <indicate enterprise specific process/es> | |
| 20. Exposure of workers to foul odor from the processing/production | <input type="checkbox"/> Processing/ Production emits foul odor during operation due to _____ <input type="checkbox"/> Processing/ production does not produce foul odor | <input type="checkbox"/> Provide workers with adequate protective equipment <input type="checkbox"/> Practice appropriate <insert enterprise specific process/es> | During operation/ POW/ Proponent Group/ |
| 21. Possible Spread of COVID-19 virus adversely affecting Community, Occupational Safety and Health | <input type="checkbox"/> Neglect of community and workers' rights and welfare during the enterprise operations amidst COVID-19 pandemic due to lack of management commitment on its prevention and control <input type="checkbox"/> Non-compliance to the DOH minimum health standards and other governmental issuances particularly from IATF, DOH, DPWH, DTI, and DOLE due to lack of capacity, knowledge and resources <input type="checkbox"/> Suspension of enterprise works due to challenges by COVID-19 pandemic | The Proponent Group/Enterprise management shall duly comply to all the requirements needed prior to deployment and continuation of the operations/activities during the COVID-19 Public Health Crisis, as set forth in PRDP Supplemental Guidelines on COSH, a harmonized guide of all national and local issuances relevant to COVID-19 | During implementation / Enhancement of Enterprise Operations Manual and installation of relevant COVID-19 prevention and control measures as stipulated in PRDP Supplemental Guidelines on COSH and other relevant issuances/ Proponent Group/Enterprise management, LGU and Barangay |
| 22. Unsustained building operations at optimum capacity due to structural damages, piping and electrical wear and tear. | <input type="checkbox"/> The building is exposed to humid environment, frequent use of workers and rodents. | <input type="checkbox"/> Prepare and implement an acceptable O&M Plan <input type="checkbox"/> Regular monitoring and maintenance of the building's structural integrity, repairs/declogging of pipes and periodic check of electrical wire installation and loads. | Project Operation/ O&M/ Proponent Group |
| 23. Indiscriminate use of inorganic fertilizer and other agro-chemicals | <input type="checkbox"/> The soil quality of the proposed plantation site is poor and requires application of fertilizer | <input type="checkbox"/> Farmers to undergo training on soil management. Use of organic fertilizer. <input type="checkbox"/> Proposed plantation site to undergo soil test and | During project operation/ IMA/ Proponent Group/ |

| | | | |
|---|---|--|--|
| | <input type="checkbox"/> Soil quality is good and farmers practice soil management. | <p>appropriate/approved fertilization should be followed</p> <p><input type="checkbox"/> Practice organic farming if fertilizers are needed to get rid of synthetic chemicals and avoid excessive application of the same.</p> <p><input type="checkbox"/> For Pest Management, seek for the assistance DA's IPM KASAKALIKASAN</p> | |
| 24. Potential increase use of pesticides due to intensification of crop production in the area | <input type="checkbox"/> There is an ongoing IPM Project of DA in the service area <input type="checkbox"/> Farmers in the service area have not been trained on IPM | <input type="checkbox"/> DA to continue to support IPM Project which involves: <hr/> <hr/> <input type="checkbox"/> LGU to Coordinate with DA on IPM training | During project operation/ O&M Plan/ Proponent Group and LGU/ |
| 25. Possible discovery of artifacts, bones and other objects of interests during construction of the processing plant | <input type="checkbox"/> Discovery of artifacts, bones and other objects of interests within the 10 meter radius <input type="checkbox"/> Discovery of artifacts, bones and other objects of interests outside the 10 meter radius | <input type="checkbox"/> Suspension of the activities and immediately report to the PLGU and RPCO SES Focal Person | During construction period/ Contract/ Contractor/ |
| 26. Conflict between members of the organization | <input type="checkbox"/> Unclear policy on project beneficiary prioritization <input type="checkbox"/> The organization already established acceptable policy on project beneficiary prioritization | <input type="checkbox"/> Organization to establish acceptable policy on project beneficiary prioritization <input type="checkbox"/> Organization to conduct periodic review and assessment of the policy | Before and during project implementation and operation/ Policy on beneficiary selection and prioritization/ Proponent Group/ |
| 27. Grievance of non-members of the PG during construction and enterprise operation | <input type="checkbox"/> Unclear policy on project implementation; there is no acceptable grievance redress mechanism in place. <input type="checkbox"/> The proponent LGU has already established an acceptable policy on addressing grievances | <input type="checkbox"/> Establish an acceptable policy on project implementation and grievance redress mechanism <input type="checkbox"/> Assign a Grievance Focal/Point Person <input type="checkbox"/> No further measure required | Before and during project implementation and operation/ O&M/ EO creating the PPMIU, Proponent Group and LGU/ |

| | | | |
|--|---|--|--|
| | <input type="checkbox"/> Access to the Grievance Redress Mechanism (GRM posters and Grievance Form Drop Boxes) is available in strategic locations at all levels of project implementation: <input type="checkbox"/> Project Site <input type="checkbox"/> Barangay Hall/s <input type="checkbox"/> Municipal Hall/s <input type="checkbox"/> Provincial Hall | | |
|--|---|--|--|

Prepared by: _____

Adopted by PPMIU/MPMIU/Proponent Group:

PPMIU/MPMIU Head

Proponent Group

Noted by the local community:

Barangay Captain

Annex 30– Sample Subproject Proposal Appraisal or Evaluation Form

| Business Plan Evaluation Form | | |
|---|---|--|
| Part I. General Information | To be filled-up by the Technical Review Team | |
| Name of enterprise: | | |
| Address: | | |
| Contact person: | | |
| Product/s: | | |
| Brief Description of the Enterprise | | |
| Enterprise Project Fund (EPF): PhP | | |
| Total counterpart of Proponent Group: PhP | | |
| Infrastructure Cost: PhP | | |
| Target starting Date of Operation: | | |
| Date Business Plan was Received: | | |
| Date Business Plan was Evaluated: | | |
| Name/Position/Office of Regional Technical Review Team | | |
| 1. | | |
| 2. | | |
| Part II. Checklist of Requirements | Yes or No? (specify) | If Yes, check if info is correct, if No, request for missing data |
| 1. Are the eligibility requirement documents completely submitted? | | |
| 2. Are the required documents and attachments submitted? (SEE CHECKLIST OF REQTS – ANNEX 13-A/13-B OF THE OM) | | |
| A. Business Plan Attachments | | |
| B. I-BUILD Requirements | | |
| C. SES Documentary Requirements | | |
| D. GGU Requirements | | |
| E. Procurement Requirements | | |
| F. Finance Requirements | | |
| G. M and E Requirements | | |

Instructions: Rate the content of the business plan from 1-5 with 1 as the lowest and 5 as the highest.

| COMPONENT/ PARAMETERS | RATING/SCORE | | | | |
|--|--------------|---|---|---|---|
| A. MARKETING ASPECT (20%) | 1 | 2 | 3 | 4 | 5 |
| 1. Basis for the sales projection sound and information reliable | | | | | |
| 2. Buyers identified and has secured commitment (marketing agreement, PO, etc) | | | | | |
| 3. Marketing strategies sound and well-defined? | | | | | |
| – Product's unique selling proposition well defined | | | | | |
| – Basis for pricing sound and reliable | | | | | |
| – Subproject location strategically located from the market (market accessibility) | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| – Strategies to communicate USP of the product to target customers well defined | | | | | |
| – Distribution network or channel established | | | | | |
| 4. Characteristics of target market well discussed | | | | | |
| 5. Competitors identified and well-defined | | | | | |
| – Profile, characteristics and practices discussed | | | | | |
| – Financial strength and position identified | | | | | |
| Score or Points | | | | | |
| B. OPERATIONS ASPECT (20%) | | | | | |
| 1. Production methods and processes well-presented and discussed in detail | | | | | |
| 2. Production schedules | | | | | |
| 3. Technical assumptions well-presented (procedures, conversions, recoveries, etc) | | | | | |
| 4. Required inputs, facilities and equipment are well defined and met including specifications, volume and capacity | | | | | |
| 5. Suppliers of raw materials identified and secured commitment to supply | | | | | |
| 6. Facility and equipment lay-out well-defined and matched with the size of the business operation | | | | | |
| 7. Production quality control systems in placed | | | | | |
| Score or Points | | | | | |
| C. ORGANIZATION AND MANAGEMENT ASPECT (20%) | | | | | |
| 1. Ownership and management of the enterprise clearly defined and discussed | | | | | |
| 2. Organization and management plan depicts a level of skill and experience for a successful operation of the enterprise | | | | | |
| – All managers and employees have experience in the business | | | | | |
| – The group/entity has a legal structure | | | | | |
| 3. Organizational chart and staffing requirement matched the operational plan of the enterprise | | | | | |
| 4. Job description, duties and responsibilities of the managers and staff clearly stated | | | | | |
| 5. Profit distribution scheme clearly presented and discussed | | | | | |
| 6. Internal control measures defined and in-placed | | | | | |
| Score or Points | | | | | |
| D. FINANCIAL ASPECT (20%) | | | | | |
| 1. Financial assumptions are sound and realistic and sources of revenues and costs properly identified | | | | | |
| 2. Presentation of financial statements (Balance Sheet, Income Statement) correct and in order according to general accounting standards and principles | | | | | |
| 3. Financial projections reflect the production and marketing plans | | | | | |
| 4. Financial ratio analysis presented and passed standard criteria | | | | | |
| – Financial Internal Rate of Return (FIRR) >15% | | | | | |
| – Benefit-Cost Ratio (BCR) >1 | | | | | |
| 5. Financial and non-financial risks defined and taken into account | | | | | |
| Score or Points | | | | | |
| E. STAKEHOLDER PARTICIPATION AND SOCIAL BENEFITS (10%) | | | | | |
| 1. Contribution to increase in farmers' income | | | | | |
| 2. Sustainable employment / impact to local employment (from seasonal to regular-salary is equivalent to minimum wage or more) | | | | | |
| 3. Participation of smallholder farmers or fishers | | | | | |
| 4. Opportunities or participation of women | | | | | |
| 5. Opportunities or participation of indigenous people | | | | | |
| 6. Environmental impact and climate resiliency | | | | | |
| Score or Points | | | | | |
| F. SUSTAINABILITY MECHANISM (10%) | | | | | |
| 1. Clearly defined future plans or sustainability plan | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| 2. Defined role in the commodity upgrading or value chain development | | | | | |
| 3. Plan for expansion or upgrading | | | | | |
| 4. Strategy to mitigate risks and uncertainties well-presented | | | | | |
| 5. Over-all strategies can contribute to the viability of the enterprise | | | | | |
| Score or Points | | | | | |

COMPUTATION:

1. Get the Percentile Score by adding the total scores per component divided by the maximum score possible for that component.
2. Multiply the Percentile score to the Assigned Percentage Point.
3. Get the Actual Score by multiplying the Percentile Score by 100.

BUSINESS PLAN APPRAISAL/EVALUATION SUMMARY:

| Components | Assigned Percentage Point | Maximum Score or Points | Sample BP Score from the Technical Review Team | Percentile Score | Sample Actual score |
|---|---------------------------|-------------------------|--|------------------|----------------------|
| | <u>C</u> | <u>B</u> | <u>A</u> | <u>(A/B)</u> | <u>((A/B)*C)*100</u> |
| 1. Marketing | 20% | 25 | 20 | 0.8 | 16.00 |
| 2. Operations | 20% | 35 | 20 | 0.57 | 11.43 |
| 3. Organization and Management | 20% | 30 | 15 | 0.50 | 10.00 |
| 4. Financial | 20% | 25 | 20 | 0.80 | 16.00 |
| 5. Stakeholders Participation & Social Benefits | 10% | 30 | 25 | 0.83 | 8.33 |
| 6. Sustainability Mechanism | 10% | 25 | 18 | 0.72 | 7.20 |
| TOTAL | | | | | 79.75 |
| Minimum Passing Score | | 70 | | | |

OTHER TECHNICAL FINDINGS AND RECOMMENDATIONS

| Comments/Findings | Recommendations |
|-------------------|-----------------|
| | |
| | |
| | |
| | |

REVIEWED BY (TECHNICAL REVIEW TEAM):

| NAME | OFFICE | SIGNATURE |
|------|--------|-----------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

RECOMMENDING APPROVAL:

APPROVED BY:

I-REAP Component Head, RPCO_____
RPCO Project Director

Annex 31– Business Plan Review Tracking Form (Form 2A)



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

SUB-PROJECT TITLE:

LOCATION:

PROPONENT GROUP:

TOTAL INVESTMENT REQUIREMENT:

ENTERPRISE PROJECT COST:

PG EQUITY:

REVIEWED BY:

DATE REVIEWED:

| UNIT | COMMENTS/FINDINGS | RECOMMENDATIONS |
|------|-------------------|-----------------|
| | | |
| | | |
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| | | |
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Annex 32– Business Plan Clearance Form (Form 2B)



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

SUB-PROJECT TITLE: LOCATION:

PROPONENT GROUP:

TOTAL INVESTMENT REQUIREMENT:

ENTERPRISE PROJECT COST:

PG EQUITY:

| DOCUMENTS | COMPONENT/UNIT | NAME OF REVIEWER | RPAB/NOL CLEARANCE | | DATE | REMARKS | SIGNATURE |
|---|----------------|------------------|--------------------|----|------|---------|-----------|
| | | | YES | NO | | | |
| VCA and PCIP | I-PLAN | | | | | | |
| Business Plan and Financial Analysis | I-REAP | | | | | | |
| | Econ | | | | | | |
| DED and POW | I-BUILD | | | | | | |
| SES Writeup and Attachments | SES | | | | | | |
| WFP and RPAB Resolution | Finance | | | | | | |
| Procurement Plan | Procurement | | | | | | |
| Geotag Photos, Polygons, and other requirements | GGU | | | | | | |
| DCF and SP Profile | M&E | | | | | | |

**Annex 33 - Sample Implementation Management Agreement
for Enterprise Development Subprojects**

IMA Number - PSO _____ (RPCO)-20____ (Year)-02 (Month)-001(Number)

Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP)
Project Support Office – _____

**IMPLEMENTATION MANAGEMENT AGREEMENT
Enterprise Development**

This **Agreement** is made and entered into this ____ day of _____ 20____, at _____, Philippines, by and between:

The Department of Agriculture, an Executive Department of the Republic of the Philippines, with principal address at _____, _____, represented herein by _____, Project Director, Project Support Office – _____ hereinafter referred to as the **DA-PSO**;

and

The Department of Agriculture, an Executive Department of the Republic of the Philippines, with principal address at _____, _____, represented herein by _____, Project Director, Regional Project Coordination Office – _____ and hereinafter referred to as the **DA-RPCO**;

and

The _____, an organization registered with _____ with office address at _____ represented by its Chairperson, _____ and hereafter referred to as "**PG**";

and

The Provincial/Municipal/City Government of _____, a political subdivision of the Republic of the Philippines, with principal address at Provincial Capitol Building, _____, _____ represented by Hon. _____, Governor/Mayor, hereinafter referred to as the **LGU**;

- W I T N E S S E T H -

WHEREAS, the Philippine Rural Development Project (PRDP or “Project”) is a poverty-reduction and agriculture and fisheries development program of the Department of Agriculture (DA) that aims to increase rural incomes and enhance farm and fishery productivity in the targeted areas in the Philippines;

WHEREAS, the PRDP is jointly funded by the national government, local government units (LGUs), beneficiaries and the International Bank for Reconstruction and Development (IBRD);

WHEREAS, the DA has implemented the Adaptable Program Loan (APL) for the Mindanao Rural Development Project (MRDP) from 2000 to 2012, which program initiated approaches and processes in engaging rural communities, LGUs, and national government agencies in planning, designing and implementing rural development projects;

WHEREAS, said APL triggered improvements in income and food security levels of households through better-targeted and sustainable agriculture and fisheries-related rural development and marine biodiversity conservation projects as well as enhanced LGU institutional technical, management and financial capabilities and systems;

WHEREAS, the DA has designed PRDP as one of the platforms for achieving the Philippine Government’s Millennium Development Goal for sustainable development;

WHEREAS, the Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development (the “Bank”), specifically under Loan Agreement for IBRD Loan No. 8421-PH dated September 8, 2014, in an amount equivalent to US \$ FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND ONLY (US\$501,250,000) for the purpose of part-financing the PRDP to support the Government’s effort to reduce poverty among the rural communities in the eighty-one (81) provinces in the country 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;

WHEREAS, the IBRD-WB approved the two-year extension of both aforementioned loans and the Second Additional Financing (“AF-2”) with IBRD Loan Number 9271-PH amounting to **TWO HUNDRED EIGHTY MILLION U.S. DOLLARS (\$280,000,000.00)** to further scale up and support the Government's effort to reduce poverty and to ensure economic recovery and strong agricultural value chain in response to COVID-19 pandemic;

WHEREAS, the IBRD-WB, acting in its capacity as a bank and the administrator of the European Union (“EU”) Philippines Rural Development Project Single –Donor Trust Fund, in addition to the AF-2, extended a grant (“EU co-financing grant”) to GOP amounting to **EIGHTEEN MILLION THREE HUNDRED THOUSAND EURO (Euro 18,300,000)** with Grant Number TF0B5756 to expand the exclusiveness of PRDP by supporting and providing an incentive to LGUs in Mindanao with a higher incidence of poverty (4th-6th class LGUs), lower capacity, more conflict-affected areas, and larger number of indigenous people;

WHEREAS, all funds concerning the implementation of Subcomponent 3.1: Rural Agri-fishery Enterprise and Productivity Enhancement (Enterprise Project Fund) under Component 3: Enterprise Development of PRDP will be coursed through and maintained by the Project Support Office (PSO) and will be made available to participating Proponent Groups (PGs);

WHEREAS, the DA's functions relative to the Project are done through its National Project Coordination Office (NPCO) and the concerned Project Support Office (PSO) and Regional Project Coordination Office (RPCO);

WHEREAS, the PG manifested its interest to participate in the Project, endorsed by the P/C/MLGU and submitted to the DA, through its RPCO, pertinent documentary requirements for its proposed sub project;

WHEREAS, the _____ has issued a No Objection Letter (NOL) 1 on _____, as approval for funding of the proposed subproject, which is the basis of this Implementation Management Agreement (IMA);

WHEREAS, the DA-PSO, DA-RPCO, PG and the LGU have committed to perform actions as set out in this Implementation Management Agreement (IMA) hereinafter referred to as the Agreement to ensure the successful implementation of the approved subproject, and thus achieve the Project's desired objectives;

WHEREAS, the PG through Board Resolution No. _____ dated _____ has authorized the Chairperson to sign this Agreement;

WHEREAS, the LGU through Sangguniang Panlalawigan/Bayan/Panlungsod Resolution No. _____ dated _____ authorized the Governor/Mayor to sign this Agreement;

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties thereto agree as follows:

ARTICLE I – PURPOSE OF THE AGREEMENT

Sec 1.01 The Agreement sets out the commitments of the Department of Agriculture under the Philippine Rural Development Project (PRDP), Proponent Group (PG) and the LGU for implementing the Subproject.

ARTICLE II - DEFINITION OF TERMS

Sec 2.01 Unless this Agreement otherwise requires, the terms or acronym used in this Agreement shall have definitions and meanings as set out in Schedule 1 (Definition of Terms).

ARTICLE III - SUBPROJECT DESCRIPTION AND COST ESTIMATES

Sec 3.01 The subproject covered by this Agreement is the _____ under Subcomponent 3.1: Rural Agri-fishery Enterprise and Productivity Enhancement (Enterprise Project Funds) of Component 3: Enterprise Development described in detail in Schedule 2 (Description of Subproject) hereof (hereinafter referred to as the "Subproject").

Sec 3.02 The Enterprise Project Cost is estimated at _____ (_____) net of Proponent Group equity of _____ (_____) the breakdown of which is set forth in Schedule 3 (Estimated Subproject Cost for the Enterprise).

Sec 3.03 a) Any increase or decrease in subproject cost based on the awarded cost of procurement packages but not beyond the Regional Project Advisory Board (RPAB) approved subproject cost shall follow the approved financing mix and does not require amendment to the IMA.

b) In case there is an increase in the cost of the procurement package/s covered by the portion of the Enterprise Project Cost transferred to the PG as stated in Section 3.06, the PG will provide fund for the additional cost. However, the P/C/MLGU may provide financial assistance to the PG in support to the subproject.

c) In case there is an increase in the cost of the procurement package/s covered by the portion of the Enterprise Project Cost transferred to the RPCO as stated in Section 3.05 which is beyond the RPAB approved amount of the subproject, additional funding is allowed and shall follow the approved financing mix and be subjected for review and approval of the RPCO, PSO or NPCO depending on the prior review thresholds and RPAB approval, thus requiring amendment to the IMA.

Sec 3.04 The DA-PSO will provide to the participating PG as Grant equivalent to [60% from the Loan Proceeds, 20% from the Government of the Philippines (GOP) Counterpart Fund or 80% of the approved Total Investment Cost (for AF2 exclusive financing)] or *[30% from the Loan Proceeds, 20% from the Government of the Philippines (GOP) Counterpart Fund and 50% from the EU Grant of the approved Enterprise Project Cost-For AF2-EU Co-Financing]* as provided under Schedule 3 (Estimated Subproject Cost).

The Proponent Group will contribute an amount equal to at least 20% (cash or in kind) to the Enterprise from the [Total Investment Cost - under AF2 exclusive financing] or *[as incremental enterprise cost - under EU Co-Financing]*.

Sec 3.05 The DA-PSO will transfer funds to DA-RPCO the Loan Proceeds in the amount of _____ (Php_____), GOP Counterpart Funds in the amount of _____ (Php_____) and *EU Grant in the amount _____ (Php_____)* the portion of the Enterprise Project Cost as per

approved Work and Financial Plan and Procurement Plan as basis of the Schedule 3 and Schedule 4 subject to the terms and conditions of this Agreement.

Sec 3.06 The DA-PSO will transfer funds to the PG the Loan Proceeds in the amount of _____ (Php_____), GOP Counterpart Funds in the amount of _____ (Php_____) and *EU Grant in the amount* _____ (*Php*_____) the portion of the Enterprise Project Cost as per approved Work and Financial Plan and Procurement Plan as basis of the Schedule 3 and Schedule 4 subject to the terms and conditions of this Agreement. The said amount will be used exclusively by the PG for the items to be procured through the Community Participation-Community Force Account as per approved Procurement Plan of the subproject.

However, the items under Community Participation with contract amount of more than three million pesos to be procured by the PG in the total amount of _____ (Php_____), GOP Counterpart Funds in the amount of _____ (Php_____) and *EU Grant in the amount* _____ (*Php*_____) the portion of the Enterprise Project Cost as per Approved Work and Financial Plan and Procurement Plan will be paid directly by the PSO to the winning bidder/ supplier.

Sec 3.07 The Grant shall be allocated in accordance with the provisions of this Agreement, for expenditures incurred in respect of the approved costs of the Subproject components described and referred to in Schedules 3 and 4 (Tentative Disbursement Schedule) of this Agreement.

ARTICLE IV – SUBPROJECT ACCOUNT AND RECORDS

Sec 4.01 The PG shall:

- a. Upon signing of this Agreement, establish and maintain in a bank acceptable to the Government one Subproject Current Account each for:
 - (i) funds withdrawn from the DA (Grant) for the Enterprise Project Funds from IBRD-WB, *EU Grant* and GOP Counterpart Funds to finance parts of the Subproject;
 - (ii) funds for Equity of the PG for the Subproject.

A subsidiary ledger shall be maintained for each of the above cited trust accounts (Grant/Equity) for proper accounting, record-keeping and monitoring of transactions and to facilitate the preparation of financial reports.

- b. Maintain a financial management system and prepare financial statement in accordance with consistently applied accounting standards acceptable to the

Bank, both in a manner adequate to reflect the operations and financial condition of the PG including the operations, resources and expenditures related to the Project, including the recovery of all costs, for carrying out the subproject or any part thereof;

- c. Establish and maintain separate accounts and books for the subproject, reflecting all expenditures and on withdrawals requested and received from the DA-PSO on the basis of the Statement of Receipts and Expenditures (SRE). Maintain records adequate to reflect, in accordance with consistently sound accounting practices, the operations, resources, and expenditures, including the recovery of all costs, for carrying out the Subproject or any part thereof;
- d. Disburse the funds in accordance with the subproject components to which the Grant were provided as presented in Schedule 4 thereof;
- e. Retain, until ten (10) years after the Closing Date, all records, pertaining to or mentioned in Subsections (a) to (c) of this Section (including contracts, orders, invoices, bills, receipts and other documents) evidencing the expenditures and payments on the accounts of the Subproject, and enable the DA's representatives to examine such records;
- f. Have its financial statements for the Project referred to above audited by Independent auditors (Commission on Audit) acceptable to the Bank, in accordance with consistently applied auditing standards acceptable to the Bank. Each audit of these financial statements shall cover the period of one (1) calendar year of the participating PG;
- g. Furnish the DA thru the NPCO and/or PSO as soon as available, but not later than two months, an original copy of the reports of such audits, of such scope and in such detail as the NPCO and PSO shall reasonably request, including without limitations to the foregoing, a separate opinion by the auditor "as contained in an audit certificate" in respect to the expenditures and records referred to in Subsection (b) of this Section as to whether on the basis of the SRE, the Grant withdrawn have been used for the purposes for which they were provided; and
- h. Furnish the NPCO and PSO such other information concerning the said separate accounts, records and expenditures and the audit thereof as NPCO and PSO may reasonably request from time to time.

Sec 4.02 The DA-RPCO shall:

- a. Upon signing of this Agreement, use the existing Trust Account for the funds withdrawn from the DA (Grant) for the Enterprise Project Funds from IBRD-WB, *EU Grant* and GOP Counterpart Funds to finance parts of the subproject;
- b. Issue official receipt corresponding the amount released by the PSO _____;

- c. Prepare and submit monthly the following documents to the PSO _____ on or before the 5th day of the following month:
 - Report of Disbursement together with the Disbursement Vouchers and its supporting documents
 - Statement of Receipts and Expenditures (SRE)
 - Statement of Expenditures (SOE)
 - Bank Reconciliation Statement
- d. Ensure that funds are disbursed in accordance with the existing government accounting and auditing rules and regulations;
- e. Ensure that the funds are being utilized according to its intended purpose with due regard to economy, efficiency, and the achievement of the project's objectives;
- f. Settle with the Commission on Audit (COA) whatever audit observations and disallowances found in the course of its examination;
- g. Furnish the DA thru the NPCO and/or PSO as soon as available, but not later than two months, an original copy of the reports of such audits, of such scope and in such detail as the NPCO and PSO shall reasonably request, including without limitations to the foregoing, a separate opinion by the auditor "as contained in an audit certificate" in respect to the expenditures and records referred to in Subsection (b) of this Section as to whether on the basis of the SRE, the Grant withdrawn have been used for the purposes for which they were provided; and
- h. Furnish the NPCO and PSO such other information concerning the said accounts, records and expenditures and the audit thereof as NPCO and PSO may reasonably request from time to time.

ARTICLE V – SUBPROJECT EXECUTION

Sec 5.01 The PG shall start the implementation of the subproject, based on the schedule presented in Schedule 5 (Project Implementation Plan) hereof, immediately from the date of the effectivity of this Agreement.

Sec 5.02 Upon approval of this Agreement and in compliance with the additional conditions referred to in Section 9.02 of this Agreement, the PSO will release or cause the release of Grant to the RPCO and PG in accordance with Schedules 4 (Tentative Disbursement Schedule) and 6 (Schedule of Requirements for the Release of Funds) of this Agreement.

Sec 5.03 The PG shall submit the copy of the Bank Certification and deposit the accounts referred to in Section 4.01 Subsection (a) in the amount of and on such dates specified in Schedule 3 of this Agreement, such funds are to be withdrawn and disbursed against the claims of the contractors/creditors in accordance with the same schedule of this Agreement.

Sec 5.04. The PG shall also:

- a. Ensure smooth implementation of the enterprise according to the approved business plan and detailed implementation plan and/or program of works and in adherence to social and environmental standards, to wit;
 - i) Ensure broad participation of farmers and other key stakeholders in the enterprise activities;
 - ii) Prior to the commencement of any installation of equipment, facilities or services to be rendered, prepare, hold consultations on and disclose an Environmental Social Management Plan (ESMP), in compliance to the Bank guidelines;
 - iii) Carry out the subproject in accordance with the ESMP;
 - iv) Not amend, suspend, or abrogate any of the provisions of the ESMP without prior approval of the Bank;
 - v) In the event an environmental compliance certificate is required under the Philippine Laws or regulations, such certificate and/or any other related environmental clearance/permit has been obtained from DENR and other concerned government agencies or their instrumentalities at the regional level in respect of the activities under the subproject, with the technical assistance from the LGU.
- b. Maintain, throughout the period of Project implementation, the organization, management and resources, satisfactory to the Bank, for carrying out Sub-projects;
- c. Establish and maintain organizational and management plan of the subproject throughout the period of Project implementation, with composition (e.g. hiring of an Engineer for civil works), terms of reference, staffing and other resources to be responsible for supporting project implementation activities, preparing annual work plans and budgets, undertaking sub-project supervision, monitoring and evaluation and overall accounting and financial management with the technical support of the LGU;
- d. Carry out the subprojects with due diligence and efficiency, and in conformity with appropriate economic, financial, administrative, technical, and agricultural practices and sound social and environmental standards, as set

forth in the Operations Manuals prepared and adopted by the Project, and acceptable to the Bank, and provide promptly as needed, the funds, facilities, services and other resources required therefor.

- e. Submit monthly, quarterly and annual financial and physical progress reports regularly to PSO through RPCO on or before due dates;
- f. Comply with all the provisions applicable in the PRDP Operations Manuals and Guidelines in subproject implementation.

Sec 5.05. The PG shall also:

- a. In the procurement of goods, equipment and services under Community Participation, the PG shall comply with PRDP Procurement Manual and the World Bank Procurement Guidelines and Republic Act No.9184, known as the “Government Procurement Reform Act”, their allied statutes and their respective Implementing Rules and Regulations, and in accordance with the relevant provisions of the Loan Agreement shall be suppletory in character;
- b. Ensure that said goods are insured against hazards incident to the acquisition, transportation and delivery thereof to the place of use or installation, any indemnity thereunder to be made payable in a currency freely usable by the purchaser thereof to replace or repair such goods; and
- c. Ensure that said goods, equipment, facilities and services procured are utilized exclusively for the purpose of carrying out the subproject.
- d. Undertake operations and maintenance of the facilities and other properties relevant to the enterprise;
- e. Implement continuous capability building and capacity improvement for the enterprise and other farmers stakeholders with the technical support of the P/C/MLGU;
- f. In case the subproject is not completed within the validity of the funds due to cash-based budgeting system and/or the closing date of the PRDP, all cost for the remaining works and/or expenditures shall be for the account of the PG.
- g. Maintain financial records to properly disburse and liquidate enterprise funds; and
- h. Submit required physical and financial reports to the PSO through RPCO. These reports shall be made accessible to all PRDP implementing units.

Sec 5.06 The DA-PSO shall:

- a. Monitor, supervise, and evaluate the PG in the implementation of its subproject and its compliance with the obligations under this Agreement;
- b. In the procurement of goods and works as per procurement plan to be procured by the PG under Community Participation-PG shopping mode of procurement, the items procured will be paid directly to the winning bidder/supplier by the PSO;
- c. Assist in the review of the procurement of goods, services, and equipment as well as the works/outputs of consultants/contractors/suppliers;
- d. Ensure that the goods, equipment, facilities and services procured by the PG are utilized exclusively for the purpose of carrying out the subproject.
- e. Assist the PG in installing financial records to facilitate proper disbursement of funds, liquidation and records keeping;
- f. Ensure adherence of the PG to PRDP processes as provided in the PRDP Enterprise Development Operations Manual;
- g. Undertake technical supervisions to PG to ensure compliance to the IESSF;
- h. Assist the DA-RPCO in the facilitation of the turn-over of goods and works procured for the enterprise upon subproject completion to the PG thru Deed of Donation and Certificate of Turn-Over; and
- i. Ensure that the subproject is implemented in accordance with the provisions of this Agreement, relevant laws, rules and regulations, and professional and technical standards.

Sec 5.07 The DA-RPCO shall:

- a. Monitor, supervise, and evaluate the PG in the implementation of its subproject and its compliance with the obligations under this Agreement;
- b. In the procurement of works, goods, equipment and services as per approved procurement plan, the RPCO shall comply with PRDP Procurement Manual and the World Bank Procurement Guidelines and Republic Act No.9184, known as the "Government Procurement Reform Act", their allied statutes and their respective Implementing Rules and Regulations, and in accordance with the relevant provisions of the Loan Agreement shall be suppletory in character;
- c. Assist in the review of the procurement of goods, services, and equipment as well as the works/outputs of consultants/contractors/suppliers;

- d. Ensure that the goods, equipment, facilities and services procured by the PG are utilized exclusively for the purpose of carrying out the subproject.
- d. Assist the PG in installing financial records to facilitate proper disbursement of funds, liquidation and records keeping;
- e. Ensure adherence of the PG to PRDP processes as provided in the PRDP Enterprise Development Operations Manual;
- f. Provide technical supervision in the implementation of civil works in accordance to the IBUILD operations manual;
- g. Undertake technical supervisions to the PG to ensure compliance to the IESSF;
- h. Submit regularly the monitoring and evaluation reports to the DA-PSO as defined in the Results-Based Monitoring and Evaluation (RBME) Guidelines for PRDP;
- i. Facilitate the turn-over of goods and works procured for the enterprise upon subproject completion to the PG thru Deed of Donation and Certificate of Turn-Over; and
- j. Ensure that the subproject is implemented in accordance with the provisions of this Agreement, relevant laws, rules and regulations, and professional and technical standards.

Sec 5.08. The assisting LGU shall:

- a. Continuously provide technical assistance to the PG for the smooth and successful implementation of the subproject in order to achieve the subproject's goals and objectives;
- b. Assist the PG in the conduct of procurement activities;
- c. Assist the PG in the opening of bank accounts for the subproject;
- d. Assist the PG in ensuring the compliance to IESSF;
- e. Assist the PG in installing financial records to facilitate proper disbursement of funds, liquidation and records keeping;
- f. In case the subproject is not completed within the validity of the funds due to cash-based budgeting system and/or the closing date of the PRDP, the LGU may continue the funding of the remaining works and/or expenditures subject to their availability of funds and existing government rules and accounting procedures;

- g. Assign a focal person to monitor the operations of the approved enterprise of the PG. The results of the monitoring activities will be submitted to the RPCO. In cases when the PG is unable to continue operation of the enterprise due to organizational issues, the LGU will provide oversight to the PG and direct coaching for the operation of the enterprise, while at the same time providing the necessary support and technical assistance in resolving the organizational problems and/or re-organizing the enterprise management team; and
- h. Submit monitoring reports on the implementation of subproject to the RPCO, PSO and/or NPCO.

ARTICLE VI - MONITORING, REPORTING AND EVALUATION

Sec 6.01 The PG shall comply with the procedures and guidelines for monitoring and reporting as prescribed by the PRDP.

Sec 6.02 The DA shall, through the NPCO, PSO and RPCO together with the partner LGU, undertake overall monitoring and evaluation of the performance of the PG in carrying out the tasks, responsibilities and obligations set forth in this Agreement.

Sec 6.03 The PG shall enable the WB, NPCO, PSO and RPCO to monitor, examine all goods, facilities, sites and equipment included in the Project, the operation thereof, and any relevant records and documents. The findings of the monitoring team shall be forwarded to the NPCO, PSO and/or RPCO Directors, copies of which should be furnished to the LGU and PG.

Sec 6.04 Status reports such as Statement of Expenditures (SRE), Statement of Sources and Application of Funds (SSAF), financial statements (Trial Balance, Cash Flow Statement and Bank Reconciliation Statement) attached as Schedule 8 (Format of Financial Reports and Statements) and Monthly Progress Report on the Subproject shall be forwarded by the PG to the PSO through RPCO on or before the 5th day of the ensuing month in such details and frequency as may reasonably be requested subject to validation by the PSO and/or RPCO.

Sec 6.05 The PG shall:

- a. Maintain policies and procedures adequate to enable it to monitor and evaluate on an ongoing basis, in accordance with the performance indicators in the Loan Agreement, their carrying out of the Sub-projects; and
- b. Together with the LGU, prepare, under the terms of reference satisfactory to the Bank, a semi-annual report summarizing the results of the monitoring and evaluation activities performed on progress achieved in carrying out the subprojects during the preceding calendar semester and setting out the

measures recommended to during the next semi-annual period following such date and furnish the same to RPCO/PSO/NPCO to enable them to consolidate and submit the information to the Bank.

Sec 6.06 The PG shall allow the WB, NPCO, PSO and RPCO to conduct audit inspection and review of financial accounting records.

Sec 6.07 The LGU shall monitor the operations of the approved enterprise of the PG. The results of the monitoring activities will be submitted to the RPCO. In cases when the PG is unable to continue operation of the enterprise due to organizational issues, the LGU will provide oversight to the PG and direct coaching for the operation of the enterprise, while at the same time providing the necessary support and technical assistance in resolving the organizational problems and/or re-organizing the enterprise management team; and

Sec 6.08 In the event that the performance of the PG falls short of the agreed objectives, targets or projects, the PG through the RPCO shall notify the NPCO and PSO in writing within fifteen (15) calendar days from the receipt of the latest monthly accomplishment report, so that necessary adjustments, modifications or amendments will be made or to be made in accordance with the provisions of this Agreement without prejudice to the remedies available to the DA.

ARTICLE VII - OTHER COVENANTS

Sec 7.01 The PG shall be responsible for bank charges and other expenses associated with remittances to and from the Subproject Account established by the PG in accordance with Section 4.01, paragraph (a) i – ii of this Agreement.

Sec 7.02 The NPCO, PSO and RPCO shall maintain a monitoring and record system reflecting all the funds released and the expenditures made for the execution of the Subproject.

Sec 7.03 The PG warrants that the Board of Directors has passed a resolution, as shown in Schedule 9B (Board Resolution No. ____) that:

- a. Authorize the Chairperson/President to enter into contracts with the winning bidders for the procurement of goods/equipment and other agreements required to be done to put this Agreement into full effect, and
- b. Commits resources and logistical support for the effective implementation of the Subproject

Sec 7.04 The PG shall submit the Subproject Completion Report not later than six (6) months after the last payment was made by the PG to the contractor and/or Supplier.

Sec 7.05 Upon the issuance of the Certificate of Completion, the PG shall operate and maintain the structures, systems and facilities installed or established under the subproject and allocate and maintain funds for the continuous operation of the subproject for the next ten (10) years after subproject completion.

Sec 7.06 By mutual consent, this Agreement or any part thereof may be changed, modified, revised and amended or supplemented for the purpose of effective implementation and management of the Subproject. All other parties concerned shall be notified/informed of such changes, revisions and amendments.

Sec 7.07 All disputes or controversies between the parties arising out of or in connection with this Agreement which is not settled between the parties shall be elevated initially to the DA.

Sec 7.08 Notarial fees and expenses incidental to the processing of this document shall be chargeable against the PG funds.

ARTICLE VIII- REMEDIES

Sec 8.01 The DA shall suspend the subsequent releases of the Grant if any of the following occurs:

- a. The PG has no or insufficient equity for the subproject;
- b. Unsatisfactory performance of the PG in the implementation and execution of the subproject.
- c. At any time the NPCO, PSO or RPCO determines, during the conduct of review and monitoring activities, that the procurement of any contract to be financed by Grant is inconsistent with the procedures set forth or referred to by the applicable Manuals and Guidelines of the PRDP and in reference with the WB and GOP guidelines;
- d. If there is pending grievance related to procurement], financial and enterprise management and organization that will have adverse impact to project implementation; and
- e. Extraordinary conditions such as force majeure, fortuitous events, and the like which shall make it necessary to suspend the implementation of the Subproject.

Sec 8.02 The DA, at its own sole option, reserves the right to lift such suspension for the resumption of releases of Grant for the Subproject of the PG.

Sec 8.03 Upon the recommendation of NPCO or PSO, the concerned Regional Project Advisory Board (RPAB) shall cancel the IMA if any of the following occur:

- a. Non-compliance or violation by the PG of any provisions of this Agreement;
- b. The NPCO and/or PSO found out, with respect to any contract to be financed by the Grant, that corrupt or fraudulent practices as provided for under R.A. 3019 or otherwise known as Anti-Graft and Corrupt Practices Act were engaged in by representatives of the PG or a beneficiary of the Grant during the procurement and execution of such contract, without the PG having taken timely and appropriate action satisfactory to the NPCO and/or PSO to remedy the situation;
- c. At any time, when the extent of the events mentioned in Section 8.01(d) escalates that shall make it improbable for the Subproject to continue to be carried out; and
- d. Upon the request of the PG.

Sec 8.04 In such case that the Subproject is cancelled due to the fault of the PG as in Section 8.01 Sub-sections (a), (b), and (c) the following provisions shall apply:

- a. The PG shall be obliged to return to DA the unexpended and/or unliquidated balance of the released Grant of the Subproject within one month from the date of receipt of the notice of cancellation of IMA, and
- b. The amount of Grant utilized shall be refunded to DA within three (3) months from the date of receipt of cancellation of IMA.

Sec 8.05 In case of cancellation of IMA due to force majeure, as stated in Section 8.01(d), the amount disbursed and paid for the actual accomplishment of the subproject may not be returned however, any unexpended and /or unliquidated balance should be returned not later than two (2) months from the receipt of the notice of approval of cancellation of IMA.

Sec 8.06 In case of cancellation upon the request of PG as stated in Section 8.03 (d), the total amount of grant released should be returned within two (2) months after receipt of notice of approval of the cancellation.

Sec 8.07 The PG whose IMA was cancelled but did not refund or return the grant funds in full to DA will not be considered for on- going and future projects and projects of the Department.

Sec 8.08 Failure to comply with the Operational Plan: Should the PG fail to properly operate the subproject and/or provide necessary budget allocations as per Operational Plan in Schedule 10 (Operational Plan) and assessment criteria, DA shall review its option to deny/withhold similar assistance in the future until such time that it is convinced that a reconsideration on the matter should be effected.

ARTICLE IX - EFFECTIVITY

Sec 9.01 Compliance of Preconditions by the RPCO, PG and P/M/CLGU for the effectivity of this Agreement:

- a. A Sangguniang Panlalawigan/Bayan/Panglungsod Resolution has been passed authorizing the Local Chief Executive to enter into this Agreement and committing logistical and technical support of the P/M/CLGU to the PG and the subproject.
- b. A Board Resolution has been passed authorizing the Chairperson/ President to enter into this Agreement and documentary proof of the PG equity.

Sec 9.02 This Agreement shall become effective upon signing of the parties concerned and compliance by the PSO, RPCO, PG and P/M/CLGU of the additional preconditions for effectiveness referred to in Section 9.01 of this Agreement and shall subsist and remain in full force and effect ten (10) years after the subproject has been turned over and at such time the parties hereto shall be mutually released from all obligations hereunder.

-----nothing follows-----

IN WITNESS WHEREOF, the Parties, have caused this Implementation Management Agreement to be signed in _____, Philippines on this _____ day of _____ 20__.

By:

By:

Project Director
Project Support Office (PSO) – _____

Project Director
Regional Project Coordination
Office (RPCO) – _____

By:

By:

Chairperson
Proponent Group's Name

Governor/ Mayor
P/C/MLGU

WITNESSES:

PSO IREAP Component Head

RPCO IREAP Component Head

PG Representative

PPMIU Head/ IREAP Component Head

ACKNOWLEDGMENT**REPUBLIC OF THE PHILIPPINES)**

_____) S.S.

Before me this _____ day of _____ 20____, at _____
 personally appeared:

| Name | Competent Evidence of Identity | Place and Date Issued |
|-------|-----------------------------------|-----------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Known to me and to me known to be the same persons who executed the foregoing agreement and they acknowledged to be the same is of their own free and voluntary act and deed and those of the offices they represent.

WITNESS MY HAND AND SEAL on the date and at the place first written above.

NOTARY PUBLIC

Doc. No _____

Page No _____

Book No. _____

Series of 20____

SCHEDULES

| | | |
|-------------|---|---|
| Schedule 1 | - | Definition of Terms |
| Schedule 2 | - | Description of Subproject |
| Schedule 3 | - | Estimated Total Subproject Cost |
| Schedule 4 | - | Tentative Disbursement Schedule |
| Schedule 5 | - | Project Implementation Plan |
| Schedule 6 | - | Schedule of Requirements for the Release of Funds |
| Schedule 6A | - | Schedule of Requirements for the Release of Funds to RPCO |
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| Schedule 7 | - | Format of Financial Reports and Statements |
| Schedule 8A | - | Sangguniang Panlalawigan/ Bayan/ Panlungsod (SP/B) Resolution – Resolution Authorizing the Provincial Governor/Mayor to Execute and Enter into an IMA |
| Schedule 8B | - | Board Resolution authorizing the Chairperson/ President to execute and enter into an IMA |
| Schedule 9 | - | Operational and Maintenance Plan of the Subproject |

SCHEDULE 1 – DEFINITION OF TERMS AND LIST OF ACRONYMS

Definition of Terms

- a. Business Plan - refers to the subproject proposal or document that will be the basis for financing the proposed enterprise by the proponent group.
- b. Enterprise Project Cost - is the total cost of the I-REAP subproject that will be used to finance the procurement of goods, services and civil works that are to be funded by the Loan Proceeds (LP) and Government of the Philippines (GOP) counterpart, net of PG equity for AF2 exclusively; and LP, GOP counterpart and EU Grant, net of PG equity for EU Co-Financing.
- c. EU Grant – proceeds of the co-financing grant from the European Union (EU) to be provided as grant to LGUs to finance part of the approved subprojects of Proponent Groups in EU target areas in Mindanao based on the approved financing mix.
- d. Government of the Philippines (GOP) Counterpart Funds – funds to be provided by the national government through the Department of Agriculture to be provided as grant to PGs to finance the part of the approved subproject of the PGs under the PRDP based on the approved financing mix.
- e. Implementation – all activities that take place after the approval of this agreement as detailed in Schedule 4.
- f. Loan Proceeds – proceeds of loan from the International Bank for Reconstruction and Development (IBRD) – World Bank (WB) to be provided as grant to PGs to finance part of the approved subprojects of the Proponent Groups (PGs) under the PRDP based on the approved financing mix.
- g. No Objection Letter (NOL) 1 – refers to the approval of the subproject to proceed to procurement of the packages and implementation of the proposed subproject.
- h. PG Equity – the contribution to be provided directly by the PG and the beneficiaries out of their own resources for financing a portion of the total subproject cost.
- i. Proponent Group (PGs) – refers to the producer groups (such as farmers/fishers groups, cooperatives, associations) deriving benefits from the subproject and are responsible for the implementation, operation and maintenance of the subproject.
- j. Subproject - means the package of enterprise development investment to the proponent group approved for financing in accordance with the criteria and procedures set out for the project.
- k. Subproject Completion Report (SCR) – refers to the comprehensive report prepared by the PG and RPCO immediately after the subprojects have been successfully concluded.

- l. Total Investment Cost - is the total amount of the business plan which includes the cost of the enterprise operation, equipment, facilities, civil works and PG equity in cash and/or in kind. It is computed as Enterprise Project Cost plus PG equity.

List of Acronyms

| | | | |
|----|----------|---|---|
| a. | AFMA | - | Agriculture and Fisheries Modernization Act |
| b. | COA | - | Commission on Audit |
| c. | DA | - | Department of Agriculture |
| d. | DOD | - | Deed of Donation |
| e. | ESMP | - | Environmental Social Management Plan |
| f. | IESSK | - | Integrated Environmental & Social Safeguard Framework |
| g. | IMA | - | Implementation Management Agreement |
| h. | LCE | - | Local Chief Executive |
| i. | LGU | - | Local Government Unit |
| j. | NPCO | - | National Project Coordination Office |
| k. | PSO | - | Project Support Office |
| l. | PG | - | Proponent Group |
| m. | PIP | - | Project Implementation Plan |
| n. | P/C/MLGU | - | Provincial Local Government Unit |
| o. | PRDP | - | Philippine Rural Development Project |
| p. | RPAB | - | Regional Program Advisory Board |
| q. | RPCO | - | Regional Project Coordination Office |
| r. | SRE | - | Statement of Receipts and Expenditures |
| s. | SSAF | - | Statement of Sources and Application of Funds |

SCHEDULE 2

Description of Subproject

(You may insert here the executive summary part of the business plan or the Enterprise General Profile of the Approved Business Plan)

SCHEDULE 3**Estimated Subproject Cost****Subproject Title****Subproject ID****Location****Name of the Proponent Group**

| Particulars | Quantity | Amount | Fund Source | | | | |
|-------------|----------|--------|-------------|-----|--------------------------|------|---------|
| | | | LP | GOP | EU (if Applicable) | PG | |
| | | | | | | Cash | In-kind |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Prepared by:

PG Chairman**Recommending Approval:**

RPCO IREAP Component Head**Approved:**

RPCO Project Director

SCHEDULE 5

Subproject Title
Subproject ID
Location
Name of the Proponent Group
Subproject Implementation Plan

| Activities | Year ____ | | | | | | | | | | | | Year ____ | | | | | | |
|---|-----------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------|-----|-----|-----|-----|-----|-----|
| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sep | Oct | Nov | Dec | Jan | Feb | Mar | Apr | May | Jun | Jul |
| 1. Preparation Phase | | | | | | | | | | | | | | | | | | | |
| Approval and signing of IMA | | | | | | | | | | | | | | | | | | | |
| 2. Enterprise Implementation Phase | | | | | | | | | | | | | | | | | | | |
| Release of funds to the PG | | | | | | | | | | | | | | | | | | | |
| Release of Funds to the RPCO | | | | | | | | | | | | | | | | | | | |
| Procurement of Items under RPCO procurement | | | | | | | | | | | | | | | | | | | |
| 3. Post Enterprise Implementation Phase | | | | | | | | | | | | | | | | | | | |
| Completion of the Subproject | | | | | | | | | | | | | | | | | | | |
| Subproject Turn Over | | | | | | | | | | | | | | | | | | | |
| 4. Enterprise Operations | | | | | | | | | | | | | | | | | | | |

Prepared by:

PG Chairman

Recommending Approval:

RPCO IREAP Component Head

Approved:

RPCO Project Director

SCHEDULE 6

Schedule of Requirements for the Release of Funds

SCHEDULE 6A

Schedule of Requirements for the Release of Funds to RPCO

1. Copy of the signed and notarized Program Contract between RPCO and PSO.
2. Copy of the approved RPCO Work and Financial Plan and Procurement Plan indicating the name of the approved subproject to be implemented
3. Approved, signed and notarized Implementation Management Agreement (IMA) among the PSO, RPCO, LGU and PG
4. Approved Program of Work, Procurement Plan, Work and Financial Plan and NOL from the issuing office, as per threshold
5. Letter from RPCO for the release of funds in accordance with the IMA

SCHEDULE 6B

Schedule of Requirements for the Release of Funds to PG

Requirements for the release of the First Tranche of 50% funds of the EPC to the PG are the following:

- a. Letter from the PG for the release of funds in accordance with the IMA
- b. Endorsement letter from the RPCO to PSO on request of the PG for the release of Funds
- c. Approved, signed and notarized IMA between the PSO, RPCO, LGU and the PG
- d. Approved WFP based on the approved business plan
- e. Bank certification of bank account in the name of PG (for the PG equity)
- f. Bank certification of bank account in the name of the PRDP (for the LP/EU and GOP)
- g. Proof of Equity in-kind
- h. Copy of the Purchase Order/ Contract atleast equivalent to the 50% of the requested amount of the first tranche.

Requirements for the release of the Second Tranche of 50% funds of the EPC to the PG are the following:

- a. Letter from PG requesting for the release of funds;
- b. Submission of SRE for the liquidation of at least 50% of the previous release;
- c. Certified copies of supporting documents;
- d. Validated required accomplishment report as stated in the IMA and EA; and
- e. Endorsement by RPCO to the PSO on the request of PG for the release of funds.

SCHEDULE 6C

Schedule of Requirements for the Direct Payment of PSO to Suppliers/ Contractors

Goods:

1. Letter request from PG to pay the winning supplier
2. Endorsement letter from RPCO to PSO
3. Complete procurement documents (Purchase Request, Canvass, Abstract of Canvass, Resolution, Notice of Award, Purchase Order/ Contract or Equivalent documents as stated in the Policy on Procurement of the PG)
4. Copy of the NOL 2
5. Delivery Receipt
6. Inspection and Acceptance Report (PG)
7. Geotag Photos
8. Validated Accomplishment Report (RPCO-IREAP, GGU)

Works:

Advance Payment:

1. Letter request from PG to pay the winning supplier
2. Endorsement letter from RPCO to PSO
3. Complete procurement documents (Purchase Request, Canvass, Abstract of Canvass, Resolution, Notice of Award, Purchase Order/ Contract or Equivalent documents as stated in the Policy on Procurement of the PG)
4. Copy of the NOL 2

Progress Billing/ Payment:

1. Endorsement letter of PG for payment of the Contractor
2. Endorsement letter of RPCO to PSO
3. Letter request of the Contractor to PG for the payment of the works accomplished/ Billing Statement
4. Complete procurement documents (Purchase Request, Canvass, Abstract of Canvass, Resolution, Notice of Award, Purchase Order/ Contract or Equivalent documents as stated in the Policy on Procurement of the PG) – If no mobilization requested
5. Validated SWA by the Joint Inspectorate Team – PSO (I-BUILD, SES, GGU), conformed by the Contractor
6. Geotag Photos
7. Certificate of Payment (Contractor) for the paid and unpaid works (Running Balance)

SCHEDULE 7**Format of Financial Reports and Statements**

a) Statement of Receipts And Expenditure (SRE)

Statement of Receipts and Expenditures (SRE)

For the Month Ended _____

SRE No. _____

Physical Accomplishment ____%

| | LP | GOP | EU (if Applicable) | PG | Total |
|--------------------------------------|-------|-------|--------------------------|-------|-------|
| Financing Mix | _____ | _____ | _____ | _____ | _____ |
| Contract Cost | _____ | _____ | _____ | _____ | _____ |
| Beginning Balance, _____ | _____ | _____ | _____ | _____ | _____ |
| ADD: Receipts | | | | | |
| Date Particulars Check No. | | | | | |
| | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| Total Receipts | _____ | _____ | _____ | _____ | _____ |
| Total Funds Available | _____ | _____ | _____ | _____ | _____ |
| Less: Expenditures | | | | | |
| Date Particulars Check No. | | | | | |
| | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| Total Expenditures | _____ | _____ | _____ | _____ | _____ |
| Ending balance, _____ | _____ | _____ | _____ | _____ | _____ |
| Cumulative Summary: | | | | | |
| Total Receipts | _____ | _____ | _____ | _____ | _____ |
| Total Expenditures | _____ | _____ | _____ | _____ | _____ |

Balance _____

Certified Correct:

Noted by:

Approved by:
Correct

Verified and Found

b) Statement of Sources and Application of Funds (SSAF)

Statement of Sources and Application of Funds (SSAF)
For the year Ended _____

| | LP | GOP | EU (if Applicable) | PG | Total |
|---------------------------------|-------|-------|--------------------------|-------|-------|
| Financing Mix | _____ | _____ | _____ | _____ | _____ |
| Beginning Balance, _____ | _____ | _____ | _____ | _____ | _____ |
| ADD: Receipts | | | | | |
| January | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| December | _____ | _____ | _____ | _____ | _____ |
| Total Receipts | _____ | _____ | _____ | _____ | _____ |
| Total Funds Available | _____ | _____ | _____ | _____ | _____ |
| Less: Disbursements | | | | | |
| January | _____ | _____ | _____ | _____ | _____ |
| | _____ | _____ | _____ | _____ | _____ |
| December | _____ | _____ | _____ | _____ | _____ |
| Total Expenditures | _____ | _____ | _____ | _____ | _____ |
| Ending balance, _____ | _____ | _____ | _____ | _____ | _____ |
| Cumulative Summary: | | | | | |
| Total Receipts | _____ | _____ | _____ | _____ | _____ |

| | | | | | |
|--------------------|-------|-------|-------|-------|-------|
| Total Expenditures | _____ | _____ | _____ | _____ | _____ |
| Balance | _____ | _____ | _____ | _____ | _____ |

Certified Correct:

Noted by:

Approved by:
Correct

Verified and Found

c) Trial Balance

Trial Balance
as of _____

| Account Description | Account Code | Debit | Credit |
|---------------------|--------------|-------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTALS | | | |

Certified Correct: _____

d) Balance Sheet

Balance Sheet
As of _____**ASSETS****Current Assets:**

| | |
|-------------------------|-------|
| Cash in Bank - PG | _____ |
| Cash in Bank - PRDP EPF | _____ |
| Total Current Assets | _____ |

Plant, Property and Equipment

| | |
|-----------|-------|
| Equipment | _____ |
| Tools | _____ |
| Infra | _____ |

| | |
|-------------------------------------|-------|
| _____ | _____ |
| Total Plant, Property and Equipment | _____ |

TOTAL ASSETS

LIABILITIES AND EQUITY**Current Liabilities:**

TOTAL LIABILITIES AND EQUITY

Certified Correct: _____

- e) Cash Flow Statement
 Cash Flow Statement
 For the Quarter ending _____

Cash Flow from Operating Activities

Debit

Credit

Payment of _____

Payment of _____

Cash Flow from Investing Activities

Payment of _____

Payment of _____

Cash Flow from Financing Activities

Receipt of Equity Counterpart

Receipt of PRDP Counterpart

Increase (Decrease) in Cash

Add: Cash Balance, _____

Cash Balance, _____

Certified Correct: _____

SCHEDULE 8A

**Sangguniang Panlalawigan/ Bayan/ Panlungsod (SP/B) Resolution – Resolution
Authorizing the Provincial Governor/Mayor to Execute and Enter into an IMA**

SAMPLE FORMAT

Republic of the Philippines
Province/Municipality/City of _____

OFFICE OF THE SANGGUNIANG PANLALAWIGAN/BAYAN/PANLUNGSOD

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG
PANLALAWIGAN/BAYAN/PANLUNGSOD MEMBERS OF THE PROVINCE/MUNICIPALITY/CITY OF _____ ON
_____ AT THE PROVINCIAL/MUNICIPAL/CITY LEGISLATIVE BUILDING.

PRESENT: HON. JUAN DELA CRUZ Presiding Officer
HON. SP/B Member
HON. SP/B Member
HON. SP/B Member
HON. SP/B Member

ABSENT: NONE

RESOLUTION NO. 201__ - _____

WHEREAS, Republic Act No. 8435, otherwise known as the Agriculture and Fisheries Modernization Act (AFMA) of 1997 sets out the Government's policies in the agriculture sector in attaining equitable distribution of opportunities, income and wealth, expanding productivity, and sustaining increase in production of goods and services thereby raising the quality of life of the people, especially the underprivileged;

WHEREAS, the DA gives foremost consideration to poverty alleviation and social equity through the development and implementation of programs and projects that provide the poor sectors of the community especially those engaged in subsistence agriculture with equitable access to resources, income opportunities, support services, and most especially rural infrastructures particularly in areas where productivity is low and the incidence of poverty is high;

WHEREAS, the Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development - World Bank (IBRD - WB) with IBRD Loan No. 8421 PH amounting to U. S. Dollar FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND ONLY (US\$501,250,000) for the purpose of financing the Philippine Rural Development Project (PRDP) to support the Government's effort to reduce poverty among the rural communities of eighty one (81) provinces in the country;

WHEREAS, the Province/Municipality/City of _____ manifested its interest to participate in the Program, and to provide technical assistance to the Proponent Group in the implementation of their proposed subproject ;

NOW, THEREFORE, on motion duly seconded, the Sangguniang Panlalawigan/Bayan/Panlungsod of the Province/Municipality/City of _____ hereby:

RESOLVED, to affirm the interest of the Province/Municipality/City of _____, to participate in the Philippine Rural Development Project (PRDP) to provide technical assistance to (name of Proponent Group) to its proposed _____ (Name of Subproject);

RESOLVED, to authorize and empower the incumbent Local Chief Executive, Hon _____, or his successor, for and on behalf of the Province/Municipality/City of _____, to undertake the following:

- a. To apply, negotiate, enter into contract, execute, sign implementation management agreements and other documents for subproject implementation with the Department of Agriculture (DA), for the implementation of the _____ (Name of Subproject), including amendments, renewal and/or extension thereof under such terms and conditions a may be agreed upon by DA under the PRDP;
- b. To undertake all acts necessary for the effective implementation of the proposed subproject.

RESOLVED FURTHER, to authorize the incumbent Local Chief Executive, Hon. _____, or his successor, for and in behalf of the Province/Municipality/City of _____, to affirm and undertake the following commitments required by PRDP:

- a. To appropriate and/or allocate additional funds if necessary for the efficient and effective implementation including operational and maintenance costs of the completed subprojects;

RESOLVED FINALLY, to furnish DA and all others concerned with a copy of this Resolution for their information and appropriate action.

Adopted this 14th day of February, 2014 in the Municipality of _____, Province of _____, Philippines.

XX

CERTIFIED TRUE AND CORRECT:

SP/B Secretary

ATTESTED:

Vice Governor/Vice Mayor/Presiding Officer

CONFORME:

HON.
SP/B Member

HON.
SP/B Member

HON.
SP/B Member

HON.
SP/B Member

HON.
SP/B Member

HON.
SP/B Member

HON.
SP/B Member

HON.
SP/B Member

HON.
SP/B Member

HON.
SP/B Member

APPROVED:

HON.

Governor/Mayor
Date: _____

SCHEDULE 8B

Board Resolution authorizing the Chairperson/ President to execute and enter into an IMA

SAMPLE BOARD RESOLUTION (AS GUIDE)

Cooperative/ Association Letterhead

Office Address:

Contact Number/s:

EXCERPTS FROM THE MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF COOPERATIVE ON (Date and Time of the Meeting)_ AT THE (Venue of the meeting).

PRESENT:

ABSENT:

BOARD RESOLUTION No. _____

WHEREAS, that, the Cooperative signified interest to participate in the Philippine Rural Development Project and proposed a subproject entitled “ _____”;

WHEREAS, that, the Cooperative commits the required equity of atleast 20% Cash and/or in-kind to be used exclusively for the implementation of the proposed subproject;

WHEREAS, that, the Cooperative will ensure that the proposed subproject will be implemented successfully to provide additional income to farmer-members and uplift their economic conditions;

WHEREAS, that, upon the approval of the proposed subproject, the Board of Directors of the Cooperative authorized the Chairperson _____ to execute and enter into the Implementation Agreement (IMA);

WHEREAS, that, the Board of Directors of the Cooperative/Association acknowledged the need to open two separate current account for the PG equity and another current account for the funds from PRDP;

WHEREAS, that, the Board of Directors designated its Chairperson_____ and Treasurer_____ (You may add more depends on the decision or structure of the Cooperative/Association) to be approving officers and shall be the signatories of the aforementioned current account transactions pertaining to disbursements and receipts of funds of the Cooperative/ Association;

NOW THEREFORE, BE IT RESOLVED, further, that the Chairperson _____, for and in behalf of the Cooperative/ Association, to affirm and undertake the following commitments required by PRDP:

- a. To apply, negotiate, enter into contract, execute, sign implementation management agreements and other documents for subproject implementation with the Department of Agriculture (DA), for the implementation of the _____ (Name of Subproject), including amendments, renewal and/or extension thereof under such terms and conditions a may be agreed upon by DA under the PRDP;
- b. To appropriate and/or allocate additional funds if necessary for the efficient and effective implementation including operational and maintenance costs of the completed subprojects;
- c. To undertake all acts necessary for the effective implementation of the proposed subproject.

Adopted this 14th day of February, 2014 in the Municipality of _____, Province of _____, Philippines.

-----nothing follows-----

CERTIFIED TRUE AND CORRECT:

Board Secretary

ATTESTED:

Vice Chairperson

CONFORME:

BOD

BOD

BOD

BOD

BOD

BOD

BOD

BOD

APPROVED:

SCHEDULE 9**Operational and Maintenance Plan of the Subproject**

Provide brief discussion on the operation repair and maintenance of the subproject/ enterprise.

| Equipment/Facility | Type of Maintenance | Schedule | Resource Requirement | Quantity | Estimated cost (Php) |
|---------------------------|----------------------------|-----------------|-----------------------------|-----------------|-----------------------------|
| Vehicle | | | | | |
| | | | | | |
| | | | | | |
| Equipment | | | | | |
| | | | | | |
| | | | | | |
| Tools | | | | | |
| | | | | | |
| | | | | | |
| Infrastructure | | | | | |
| | | | | | |
| | | | | | |

Provide brief discussion on how the subproject will be sustainable (You may attach the approved business plan).

Annex 34 - Subproject Completion Report for PG Procured Items

Republic of the Philippines

_____ (Proponent Group Name)

_____ (Address)

SUBPROJECT COMPLETION REPORT FOR
PG PROCURED ITEMS

| A. General Information | | | | | | | |
|---|----------------|-----------------|----------------------------------|--|------------|-----------------------------|---|
| Proponent Group: | | | | | | | |
| Subproject ID No: | | | | Subproject Title: | | | |
| Brgy/s: | | | | Mun/Prov: | | | |
| Date Approved: | | | | Amount approved: | | | |
| Additional cost (if applicable): | | | | Approved revised cost (if applicable): | | | |
| Date started: | | Date completed: | | | | | |
| B. Details of Interventions | | | | | | | |
| Item | Specifications | Unit | Qty | Unit Cost | Total Cost | Date of Delivery/Completion | Remarks (Complete? According to planned specifications? Functional?) |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| C. Description of Subproject Implementation and Completion | | | | | | | |
| Discuss in detail the methods and procedures adopted in subproject implementation including the procurement methods used, conduct of testing and training on operation of delivered interventions, etc. Discuss also the overall output of the completed subproject in terms of if acquisition of all proposed interventions are followed as planned in the BP or if any deviations or revisions were made. | | | | | | | |
| D. Challenges Encountered | | | | | | | |
| Discuss in detail the challenges/problems, issues and concerns encountered during the conduct of implementation and pre-operational activities and the measures adopted or done to resolve such concerns. This may be presented in matrix form using a separate sheet if necessary. | | | | | | | |
| E. Social and Environmental Impact/s (If applicable) | | | | | | | |
| Discuss both the positive and negative environmental impacts brought about by the implementation of the subproject, mentioning the mitigation measures provided for the negative effect. | | | | | | | |
| Prepared by: | | | Noted by: | | | Concurred by: | |
| _____ Head/Representative, Proponent Group | | | _____ Safeguards Officer, LGU | | | _____ Head, P/C/MPMIU | |

Annex 35 - Certificate of Turn Over



Republic of the Philippines
Department of Agriculture
Philippine Rural Development Project
Regional Project Coordination Office ____
_____, _____ (Address)

CERTIFICATE OF TURN OVER

This is to certify the award and turn over the completed I-REAP subproject: _____ (Subproject Title) with SP ID No. _____, located at _____ (location of the subproject) to _____ (Name of the Proponent Group). The subproject comprises of the following interventions:

(List of awarded interventions, indicating the number of units)

As the subproject end user, the above mentioned Proponent Group shall assume full responsibility of the operation, management, maintenance, and sustainability of the enterprise and its components in accordance with the approved Business Plan, articles of the Implementation Management Agreement (IMA) and Enterprise Operations Manual (EOM).

Given this ____th day of _____, _____ (month and year) at _____ (location of awarding).

RPCO I-REAP Component Head

RPCO Project Director

Attested:

Head/Representative of the Proponent Group

Annex 36 - Sample Deed of Donation

DEED OF DONATION

KNOW ALL MEN BY THESE PRESENTS:

This **Deed of Donation** executed and entered into by and between:

The **Department of Agriculture**, an Executive Department of the Republic of the Philippines, with principal address at Elliptical Road, Diliman, Quezon City, represented herein by **Director** _____, Project Director, Project Support Office – _____, herein referred to as the “**DONOR**”

-and-

The _____, an organization registered with _____ with office address at _____ represented by its **Chairperson**, _____ and hereafter referred to as “**DONEE**”

WITNESSETH

WHEREAS, Republic Act No. 8435, otherwise known as the Agriculture and Fisheries Modernization Act (AFMA) of 1997 sets out the Government’s policies in the agriculture sector in attaining equitable distribution of opportunities, income and wealth, expanding productivity, and sustaining increase in production of goods and services thereby raising the quality of life of the people, especially the underprivileged;

WHEREAS, the DONOR gives foremost consideration to poverty alleviation and social equity through the development and implementation of projects and projects that provide the poor sectors of the community especially those engaged in subsistence agriculture with equitable access to resources, income opportunities, support services, and most especially rural infrastructures particularly in areas where productivity is low and the incidence of poverty is high;

WHEREAS, the Government of the Philippines (GOP) has obtained a second additional loan from the International Bank for Reconstruction and Development - World Bank (IBRD - WB) with IBRD Loan No. _____ amounting to U. S. Dollar TWO HUNDRED EIGHTY MILLION ONLY (US\$280,000,000) for the purpose of further scaling up the original Philippine Rural Development Project (PRDP) in supporting the Government’s effort to reduce poverty among the rural communities of eighty one (81) provinces in the country, and a grant fund from the European Union with Grant Number _____ amounting to Euro EIGHTEEN MILLION THREE HUNDRED THOUSAND ONLY (EUR18,300,000) to expand PRDP’s engagement in EU’s focus areas in Mindanao;

WHEREAS, all funds concerning the implementation of Subcomponent 3.1: Rural Agri-fishery Enterprise and Productivity Enhancement (Enterprise Project Fund) under Component 3: Enterprise Development of PRDP will be coursed through and maintained by the Project Support Office (PSO) and will be made available to participating Proponent Groups (PGs);

WHEREAS, the **DONOR’s** functions relative to the Project are done through its National Project Coordination Office (NPCO) and the concerned Project Support Office (PSO) and Regional Project Coordination Office (RPCO);

WHEREAS, the **DONEE** manifested its interest to participate in the Project, and submitted to the DONOR, through its RPCO, pertinent documentary requirements for its proposed sub project;

WHEREAS, the _____ has issued a No Objection Letter (NOL) 1 on _____, as approval for funding of the proposed subproject, which is the basis of this Deed of Donation (DOD);

WHEREAS, the **DONOR** and the **DONEE** have committed to perform actions as set out in this Deed of Donation (DOD) hereinafter referred to as the Agreement to ensure the successful implementation of the approved subproject, and thus achieve the Project's desired objectives;

WHEREAS, the **DONEE** through Board Resolution No. _____ dated _____ has authorized the Chairperson to sign this Agreement and commit the **DONEE** to the provisions herein;

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties thereto agree as follows:

1. That the **DONOR** is the Owner of the following as described:

| Particular | Specifications | Quantity | Amount |
|------------|----------------|----------|--------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

2. That the **DONEE** is a bonafide beneficiary of PRDP and is eligible to accept donation, particularly the foregoing equipment and facilities, necessary for the successful implementation of the subproject as per approved business plan.
3. That in consideration of maximizing the use of government facilities for public purpose, and as an act of liberality and generosity, the **DONOR** hereby voluntarily and freely gives, transfers and conveys, by way of donation, unto said **DONEE** the above mentioned machineries, tools, equipment and facilities;
4. That the **DONOR** further conveys that this donation is not made with the object of defrauding its creditors;
5. That the **DONEE**, to the best extent possible, shall commit to maintain and sustain the operability of the above-described donated machineries, tools, equipment and facilities to ensure the sustainability of its subproject;
6. That the **DONEE** hereby receives and accepts the donation made in its favor, and it hereby expresses its appreciation and gratefulness for the kindness and generosity of the **DONOR**.

MISCELLANEOUS PROVISIONS

In the case that the subproject did not operate at its best as evidenced by monitoring reports conducted and submitted by DA-PRDP PSO/RPCO and failure to submit reports required by the Project, the **DONOR** has the right to pull out all donated machineries, tools, equipment and facilities and also cancel the subproject as stipulated in the signed Implementation Management Agreement between the **DONOR** and **DONEE** and the provisions stated therein in Article ____ Remedies shall be applied.

IN WITNESS WHEREOF, the parties through their duly authorized representative have hereunto affixed their signatures on this _____ day of _____, 20____.

DONOR:
DA-PRDP
by:

DONEE:
PG Name
by:

Project Director

Chairperson

SIGNED IN THE PRESENCE OF:

IREAP Component Head, PSO/RPCO

IREAP-PPMIU

ACKNOWLEDGEMENT

Republic of the Philippines)
 _____) SS

Before me this _____ day of _____, 20__ in the _____, personally appeared whom I identified through competent evidence of identity that presented to me as follows:

| NAME | CTC NO. | DATE/PLACE OF ISSUE |
|-------|---------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

and they acknowledge before me that they are the true representatives of the respective organizations, the parties to this document and they acknowledge before me that the same is true, free and voluntary act and deed of organizations they represent.

WITNESS MY HAND SEAL, this _____ day of _____ 202_ at
 _____ Philippines.

NOTARY PUBLIC

Doc. No.
 Page. No.
 Book No.
 Series of 20__.

Annex 37 - Enterprise Operations Manual Outline

I. Introduction

A. Overview of the Manual Content

Brief discussion on the content, coverage and scope of the OM

B. Purpose of the OM

Brief description of the primary reason for crafting the OM; answer to the questions: What is the importance of the OM? Who will use the OM

II. Project Background

Discuss the background of the subproject or the enterprise (lift from the business overview section of the business plan)

III. General Information

A. Brief History

- Cite the name of the organization, date organized and registered.
- Mention the registering agency
- How many are the initial number of membership and present number of members
- Reasons or Objectives why you organized
- Name of the organization who assisted the group in organizing, if there's any

NOTE: If the enterprise is composed of cluster of proponent groups, provide brief history for each proponent group and give the reason why the proponent groups were organized or clustered

B. Vision and Mission Statement

C. Goals and Objectives

D. Core Values

E. Members/ Stakeholders and Partners

List down all members/stakeholders and partners (both government and non-government)

F. Area Coverage of Enterprise

Describe the extent of areas covered by the enterprise operation

G. Enterprise Cluster Mapping

Show in map the area coverage of the enterprise

IV. Production or Operations Component (*this section provides step by step instructions for key operations procedures*)

1. Sourcing of Raw Materials

2. Criteria for selecting or accrediting suppliers (who are the suppliers, qualifications, hectarage, volume)
3. Quality Requirements for the raw materials (specifications, quality standards i.e. GAP, organic, halal, etc. technology requirement, etc)
4. Frequency and timing of procurement of raw materials (production planning and schedule, planting and harvesting calendar, etc)
5. Place of sale (indicate where the raw materials will be sold i.e. buying station, collection/consolidation center, pick-up or delivered, etc).

NOTE: If there is specific farm/production practices that will be required to produce the raw materials, this should be included as part of the policies and procedures (eg package of technology, recommended practices, GAP or IPM, etc

2. Raw Material Handling/ Receiving

Describe how receiving of raw materials will be done e.g. recording, grading, classifying, sorting, weighing, etc (maybe presented using process flow)

3. Raw Materials Inventory

- Describe how the raw materials will be stored, place for storage and how long
- Describe the process for ordering of raw materials will be done

4. Machinery and Equipment

a. Fixed Assets/Property and Equipment

- Definition
- Composition
- Usage

b. Safe Keeping, Repair and Maintenance

- Care and Safe Keeping
 - ❖ When and where the mobile assets must be kept
 - ❖ Cleaning, safety and sanitation of facilities and equipment before and after using (SSOP)
- Repairs and Maintenance
 - ❖ Approval of Requisition Form (who will prepare and approve)
 - ❖ Purchase or repair request
 - ❖ Price quotation of replaceable parts (if any)
 - ❖ Summary of Price Quotation
 - ❖ Purchase Order

c. Tagging/marking

- Name of Property
 - Acquisition Cost
 - Date of Acquisition
 - Name of Supplier
- d. Registration and Insurance Coverage
 - e. Disposal or Sale of Property and Equipment
 - f. Opening and Closing Procedures
 - g. Security Procedure (Locks and Keys Control)

5. Quality Control (for raw materials and finished product)

Present the set of standards as basis for QC

6. Production schedule (PERT CPM)

- a. Farmer level (cherries to parchment)
- b. Enterprise level (parchment to green beans)
 - ❖ List all activities required related to processing
 - ❖ Identify volume capacity per batch per machine/equipment and the required time needed to complete the process
 - ❖ Calculate the total batches needed to meet the required volume to be marketed.

7. Packaging and Labeling

Describe what type of packaging materials will be used, label and number of kilos per type of packaging material

8. Storage and Product Inventory

- First In-First Out (FIFO) Policy
- Last In-First Out (LIFO) Policy
- Type of Storage Facility/Materials

9. Waste Disposal and Management

- Describe how the solid and liquid waste disposal and management per type of waste, including storage and disposal of hazardous chemicals
- Refer to the SA/EA of the Business Plan and ESMP t

10. The premises (opening, closing, set-up, lay-out, security, cleaning, compliance)

11. Emergency Procedures – Enumerate or discuss procedures to follow by PG management to address problems in the operation, such as:

- System crash
- Assigned employee become unavailable
- Others

NOTE:

The Enterprise is recommended to observe the following regulatory policies relating to food, food production and food safety:

- *BFAD A.O. 153 s. 2004 REVISED GUIDELINES ON CURRENT GOOD MANUFACTURING PRACTICE IN MANUFACTURING, PACKING, REPACKING, OR HOLDING FOOD*
- *Food Safety Act of 2013 (RA 10611)*
- *Codex Alimentarius (collection of internationally recognized standards, codes of practice, guidelines, and other recommendations relating to food, food production, and food safety)*

12. Community and Occupational Safety and Health

- Management for the safety of the community, workers and farmer or fisherfolk beneficiaries during operation of the enterprise, including during disasters and calamities
- PG to Refer to DOLE-OSH, SA/EA of the Business Plan, and ESMP
- PG to adhere with the Disaster Risk and Reduction Management Protocols of the Local Government Unit

V. Marketing/Trading Procedures (systematic flow goods/products)

1. Products

a. Identify the products and its Specifications

b. Releasing

- Process Flow
- Documentation
- Delivery/Shipping (date, time and location)

1.1 Payment and Collection

- Process Flow
- Cash Payment
- Check Payment
- Term Payment
- Consignment
- Documentation

1.2 Refund and Exchange (if there's any)

1.3 Ordering Procedures

- Process Flow

- Documentation

2. Services

- Service/Rental Fees (if there's any)
- Mode of Payment

3. Memorandum of Agreement (MOA) or Supply Agreement

- Farmer-Supplier and Cluster Agreement
- Cluster-Lead PG Agreement
- PG and Buyer Agreement

4. Customer Complaints Handling

5. List/Directory of Buyers with Volume Requirements and Specifications

- Name
- Address/Location
- Contact Person/s, numbers and email address
- Volume Requirements
- Specifications Required
- Frequency of Delivery
- Marketing Arrangements
- Others

VI. Organization and Administration *(this section will discuss the human resource policies and organizational management of the enterprise)*

1. Business Organizational Structure
2. Functions of each business section or unit
3. Business staffing, qualifications and duties and responsibilities
4. Staff remunerations (salaries and wages, benefits and incentives)
5. Hiring and Firing Policies
6. Merit and Promotion Policies
7. Organizational and Staff Development policies
8. Organizational assessment and planning
9. Community consultation
10. Trainings and capability building activities
11. Grievance Redress Mechanism

Documents Management – Briefly describe the process of data or documents storage, as to location, person in-charge, and procedure to observe by anybody who want to borrow subject documents, to include the following:

1. Insurance Policy
2. Proof of Ownership
3. Warranty
4. Organization's Document (*i.e* CBL, Cert. of Registration, Members' Masterlist, etc)
5. Permits and Licenses

6. Supplies and Materials
7. Brochures, Handouts, Leaflets and others
8. Others

VII. Finance Component

1. General Guidelines
2. Capital
3. Fund Usage
4. Funding Sourcing
5. Preparation, Approval and Release of Budget
 - Monthly
 - Semi-Annual
 - Annually
6. Budgeting
7. Cash Collections/Receipts
8. Cash Disbursement
9. Petty Cash Fund
10. Inventory Management

VII. Finance Component

11. Assets Management (describe activities to be done in relation to assets management)

- Recordings/Accounting of Properties and Equipment
 - ❖ Name of Property and Equipment
 - ❖ Acquisition Cost
 - ❖ Date of Acquisition
 - ❖ Estimated Economic Life
 - ❖ Annual Depreciation
 - ❖ Property Number
 - ❖ Priority Number

11. Assets Management

- Increase in Value (if any)
- Condition of Asset (serviceable or unserviceable)
- If issued or MRed, Name of Employee
- Remarks

Reporting and Monitoring (schedule/frequency)

12.Audit (Internal & External)

13.Allocation and Distribution of Income

VIII. Monitoring and Evaluation Component:

Describe the monitoring and evaluation system or process that will be used to monitor the progress implementation and achievement of outputs and outcomes particularly the increase in income, which will include the *output/outcome indicators, data gathering tools/techniques, frequency of monitoring, etc.*

1. Production

1.1 Farmer-Producers/Suppliers

1.2 Type of Crops

1.3 Date Planted

1.4 Schedule of Harvest

1.5 Volume of Harvest

1.6 Quality (i.e. class A, B & C)

2. Sales and Purchases

2.1 Total Amount of Sales

2.2 Total Amount of Purchase

3. Increase and Decrease in Revenue

4. Prices

5. Competitors

6. Membership

6.1 Total Membership

6.2 Active

6.3 Inactive

6.4 Resigned

7. Compliance to Social and Environmental Safeguards

IX. Sustainability Component

- State how the present enterprise activities will be expanded, upscaled and sustained to benefit other members of the PG or lead PG and its cluster-members
 - Possible linkage and networking with barangay, municipal, regional, national, international and other service provider – government and non-government organizations/institutions
1. Scaling Up – discuss the plans and the strategy to scale up the enterprise
 2. Expansion (increase in area coverage, size/volume, membership, market, etc)
 3. Capability-Building for Officers and Personnel
 - 3.1 Training (list of trainings, schedule, budget required, sources of budget/funds,etc)
 - 3.2 Study Tour
1. Research and Development (new technologies to improve present/existing product/s or create a new products/s or goods or services
 2. Linkage-building/Networking (tapping of other agencies i.e. government and non-government agencies In improving the enterprise

**Annex 38– Semi-Annual Operation and Maintenance Audit of
Completed PHF-MPC with SD**
(Annex E of I-BUILD Operations Manual)
Department of Agriculture
RFO ____

Semi-Annual Operation and Maintenance Audit of Completed PHF-MPC with SD

| | |
|--------------------------|-------------------------|
| Sub-Project Name : | Date of Inspection : |
| Barangay: | Physical Indicator : |
| Municipality : | Sub-Project Total Cost: |
| Province : | Date of Completion : |
| Congressional District : | Date of Turn-Over : |

I. Functionality (40%)

| Item Description | Fully Functional | Functional | Partially Functional | Not functional | Numerical Rating |
|------------------------|------------------|------------|----------------------|----------------|------------------|
| | 1 | 2 | 3 | 4 | |
| Level of Functionality | | | | | |
| Weighted Rating (40%) | | | | | |

II. Physical Status (30%)

| Item Description | Level | Level | Level | Level | Numerical Rating |
|-----------------------|-------|-------|-------|-------|------------------|
| | 1 | 2 | 3 | 4 | |
| I. Building Structure | | | | | |
| A. Floor | | | | | |
| 1. Cracks | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| 2. Settlement/deflection | | | | | |
| 3. Scaling | | | | | |
| B. Structural Frame | | | | | |
| 1. Column | | | | | |
| 1.1 Cracks | | | | | |
| 1.2 Buckling | | | | | |
| 1.3 Peeling of plaster | | | | | |
| 2. Beam | | | | | |
| 2.1 Cracks | | | | | |
| 2.2 Deflection | | | | | |
| 2.3 Peeling of plaster | | | | | |
| 3. Wall | | | | | |
| 3.1 Cracks | | | | | |
| 3.2 Peeling of plaster | | | | | |
| C. Roof and Roofing Accessories | | | | | |
| 1. Roof (GI/Slab) | | | | | |
| 2. Truss | | | | | |
| 3. Purlins | | | | | |
| 4. Accessories | | | | | |
| 4.1 Gutter/side flashing | | | | | |

| | | | | | |
|--|--|--|--|--|--|
| 4.2 Downspout | | | | | |
| 4.3 Flashing | | | | | |
| 4.4 Air vent (roof, ceiling, wall) | | | | | |
| 4.5 Ceiling | | | | | |
| D. Perimeter Fence | | | | | |
| 1. Gate | | | | | |
| E. Electrical System | | | | | |
| 1. Circuit breaker | | | | | |
| 2. Wires/cable | | | | | |
| 3. Fixtures (lamp/ switch/ outlet) | | | | | |
| F. Office | | | | | |
| 1. Doors | | | | | |
| 2. Windows | | | | | |
| 3. Ceiling | | | | | |
| 4. Comfort room | | | | | |
| 4.1 Plumbing system | | | | | |
| 4.2 Wall and floor tiles | | | | | |
| 4.3 Fixtures (lavatory, water closet, faucet, etc) | | | | | |
| 5. Electrical system | | | | | |
| 5.1 Wires/cable | | | | | |

| | | | | | |
|---|--|--|--|--|--|
| 5.2 Fixtures (lamp/switch/ outlet) | | | | | |
| G. Painting | | | | | |
| 1. Paint on concrete surface | | | | | |
| 2. Paint on steel surface | | | | | |
| 3. Paint on wooden surface | | | | | |
| 4. Paint on roof and accessories | | | | | |
| H. Signboard | | | | | |
| I. Solar Drier | | | | | |
| A. Pavement/slab | | | | | |
| 1. Cracks | | | | | |
| 2. Settlement/deflection | | | | | |
| 3. Scaling | | | | | |
| B. Drainage | | | | | |
| C. Pavement shoulder | | | | | |
| D. Environment within the Site Premises | | | | | |
| 1. Cleanliness | | | | | |
| 2. Water ponding | | | | | |
| II. Post-harvest Equipment | | | | | |
| Total | | | | | |
| Average Rating | | | | | |

| | | |
|--|-----------------------|--|
| | Weighted Rating (30%) | |
|--|-----------------------|--|

III. Social and Institutional Status (30%)

| | | | | | |
|---|--|--|--|--|--|
| A. Provincial/Municipal and Barangay LGUs and Community Organizations | | | | | |
| 1. Organizational status | | | | | |
| 2. Meetings/Trainings attended/conducted | | | | | |
| 3. O&M activities conducted/initiated | | | | | |
| 4. Participation of IOMG during inspection | | | | | |
| 5. Office set-up | | | | | |
| B. Operation & Maintenance Fund | | | | | |
| 1. O & M fund | | | | | |
| 2. O & M fund utilization | | | | | |
| 3. Improvement/ enhancement introduced | | | | | |
| C. Operation & Maintenance Plans and Policies | | | | | |
| 1. O & M Plan | | | | | |
| 2. Policies & Ordinances | | | | | |
| D. Other Support | | | | | |
| 1. Support of Municipal LGU | | | | | |
| 2. Support of Barangay LGU | | | | | |
| 3. Others (CDF, Provincial LGU) | | | | | |

| | |
|-----------------------|--|
| Total | |
| Average Rating | |
| Weighted Rating (30%) | |

| | | |
|-------------------|--|--|
| Overall Rating | | |
| Equivalent Rating | | |

General Observations:

Recommendations:

Raters:

Annex 39– Environmental and Social Safeguards Compliance Monitoring Checklist (I-REAP Enterprise Operations)

INSTRUCTIONS: The SES personnel shall accomplish the FORM. Check (/) the appropriate column to indicate level of compliance with the environmental management measures listed below. If compliance could not be determined for a particular environmental management measure, mark the column as “NA” or Not Applicable. Give additional information or remarks, if any. Use the back page of this FORM for additional space to write on. Accomplished Form should be signed by the SES personnel and should be posted in the field office.

Subproject Name: _____

Subproject Location: _____

Name of Proponent Group: _____

Type of Project: _____

Subproject Cost: _____

Date Monitor/Inspection: _____

Subproject Status: _____

| SES ITEM | | COMPLIANT | | | Additional Information/ Remarks |
|-----------------------------------|---|-----------|----|--|------------------------------------|
| | | YES | NO | | |
| A. Enterprise Office Requirements | | | | | |
| 1 | Site Acquisition documents properly filed (i.e. Land Title; Usufruct; Lease Contract; Deed of Sale/Deed of Donation; Certification of Municipal Waters, Zoning Certification/Ordinance) | | | | |
| 2 | Standard (Sanitation) Operating Procedures prepared and posted | | | | |
| 3 | SES Monitoring Checklist posted | | | | |

| | | | | | |
|--|---|--|--|--|--|
| 4 | Approved written policies, systems and procedures of the PG are in place | | | | |
| 5 | Transparency mechanism in place (i.e. full disclosure bulletin board) | | | | |
| 6 | Conducted regular/periodic monitoring and maintenance of the building and equipment based on the O&M plan | | | | |
| 7 | ESMP (with Chance Finds Procedure) and approved DOLE-OSH plan properly posted | | | | |
| 8 | GRM Tarpaulin (with GRM Process flow poster) installed and feedback box available at the PG Offices and other strategic areas | | | | |
| 9 | Copy of DENR and other partner agencies related clearances/permits properly posted (i.e. sanitary permit, BFAD etc.) | | | | |
| 10 | Monitoring of enterprise operation posted | | | | |
| TOTALS | | | | | |
| B. Social Safeguards (Social Inclusiveness and equitable benefit-sharing and GRM) | | | | | |
| 1 | Meaningful participation of members in decision-making processes of the Cooperative/Association | | | | |
| | 1.a) Women participation | | | | |
| | 1.b) Indigenous Peoples/Community participation | | | | |
| 2 | Open membership and fair stockholder policy implemented | | | | |
| 3 | Plan for expansion of membership tied up to the grant implemented | | | | |

| | | | | | |
|-----------------------|---|--|--|--|--|
| 4 | Equal (income of enterprise equally distributed) and equitable sharing (patronage refund) implemented among members of the PG/s | | | | |
| 5 | Tangible benefits to the workers of the enterprise, including any plan to increase wage, fringe benefits and any plan to increase the number of workers implemented | | | | |
| 6 | No economic displacement of existing similar or exactly the same enterprise/business in the area | | | | |
| 7 | Increase in member-farmers and/or fishers incomes *to be monitored according to business cycle when increase in income will happen | | | | |
| 8 | Non-members benefited from the enterprise | | | | |
| 9 | Target beneficiaries received the farm interventions as per Business Plan (i.e. farm, livestock, poultry inputs; machineries/equipment and enterprise activities) | | | | |
| 10 | Measures to detect and address crop/animal/fisheries diseases are in place (i.e. detecting red tide infestation in the area) to address threat to production and impacts to community safety and health | | | | |
| 11 | Functional GRM Hotline | | | | |
| 12 | Complaints and grievances documented, properly addressed, and resolved | | | | |
| 13 | SES findings and observations disseminated to all PG members | | | | |
| 14 | Land title donated/sold has been transferred to the PG | | | | |
| TOTALS | | | | | |
| C. Generic ESMP items | | | | | |

| C.1 Environmental Safeguards | | | | | |
|------------------------------------|---|--|--|--|--|
| 1 | PG and LGU and DENR closely monitored land boundaries and immediately act on any encroachment to existing forests/natural habitat | | | | |
| 2 | Strictly complied with land conversion policies/designation of areas for mariculture/aquaculture/for water-based enterprise taking into consideration carrying capacity of the area | | | | |
| | 2.a) Proliferation of insects, flies, rodents and other pests properly addressed | | | | |
| | 2.b) Land pollution due to excessive/abuse use of fertilizers and pesticides avoided/mitigated | | | | |
| | 2.c) Air pollution/air quality degradation (i.e. manure odor; dust/dirt/suspended particulates; use of bagasse as fuel for cooking muscovado) controlled/mitigated | | | | |
| | 2.d) Noise pollution (i.e. noise from equipment and machine during operation) regulated | | | | |
| 3 | Observed water conservation measures to mitigate competition in water use and water resources | | | | |
| 4 | Proper waste water management observed (i.e. waste treatment facility) | | | | |
| 5 | Proper solid waste/animal waste management (i.e. regular disposal, segregation and composting) | | | | |
| 6 | Farmers adopted/applied IPM/GAP/GMP/GAHP/GAqP/HACCP/Organic Agriculture | | | | |
| C.2 Occupational Safety and Health | | | | | |
| 1 | Emergency response procedures established. | | | | |

| | | | | | |
|----|---|--|--|--|--|
| 2 | Emergency Hotlines posted | | | | |
| 3 | First aid kit and medicine supplies provided | | | | |
| 4 | Accident Report documented | | | | |
| 5 | Workers are properly wearing PPE | | | | |
| 6 | Workers provided with potable water | | | | |
| 7 | Workers have access to adequate and prescribed pit latrines, toilet and sanitary facility. | | | | |
| 8 | Regular Potability Test Conducted | | | | |
| 9 | Work place is well ventilated with appropriate lighting | | | | |
| 10 | Workers are properly compensated based on the approved wage rate in the area. | | | | |
| 11 | Safety and warning signages to inform and make the workers aware of possible danger installed | | | | |
| 12 | Fire hydrant/extinguishers properly displayed, available, functional and regularly monitored | | | | |
| 13 | No children/minor are employed | | | | |
| 14 | Awareness campaign on healthy and safe work place or signages against transmittable diseases (e.g. HIV, vector-borne diseases, and other communicable/transmissible diseases, anti-smoking campaign, drug- free working environment) displayed in the PG office and operation sites | | | | |

| | | | | | |
|--|--|--|--|--|--|
| C.3. Local Government Unit | | | | | |
| 1 | Complaints and grievances documented, properly addressed, and resolved | | | | |
| 2 | Farmers trained under the DA-KASAKALIKASAN Integrated Pest Management for pesticides use (for the enterprise commodity) | | | | |
| 3 | Provided personnel/staff/members with the necessary training (i.e. management, financial, organizational, DRRM and other related training activities) and technical assistance from LGU, line government agencies and non-government organizations | | | | |
| 4 | Functional GRM Hotline | | | | |
| 5 | GRM Tarpaulin (with GRM Process flow poster) installed and feedback box available at all levels | | | | |
| 6 | Indigenous Peoples Plan (IP Plan) implemented | | | | |
| TOTALS | | | | | |
| D. Subproject specific ESMP items (list down specific ESMP items to be monitored especially on community safety) based on the filled-up per subproject visited | | | | | |
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| TOTALS | | | | | |

| | | | |
|--|---------------------------|--------------------------|--|
| | Monitored / Inspected by: | Noted By: | |
| <hr/> MLGU/PLGU-SES <hr/> RPCO - SES <hr/> PSO - SES <hr/> NPCO - SES | | <hr/> Proponent Group | |

Annex 40– Revised Supplemental Guidelines on the Utilization of Savings from Financing I-REAP Subprojects

A. Rationale

In response to the results of the consultations with implementers and the result of the successive natural calamities³⁹ that hit the country, these revised supplemental guidelines⁴⁰ for financing I-REAP subprojects is being issued to provide details on the utilization of savings from the funds downloaded to the Local Government Unit (LGU) and the Proponent Group (PG).

As the implementation of the I-REAP subprojects progresses, and upon complete procurement of all goods and works of the approved subprojects, there had been several cases when the subproject acquired savings out of the funds downloaded to the LGU or the PG.

The procedures provided in these guidelines shall only be applicable to completed I-REAP subprojects, which means all goods and works stated in the approved Procurement Plan have been procured, delivered/constructed and paid. It is expected that this will contribute to a more efficient and continuous operation of approved enterprises.

B. Scope and Purpose

This issuance shall supplement the provisions of existing I-REAP guidelines and manual. It shall provide further guidelines to the project implementers on the utilization of the I-REAP funds downloaded to the LGU and the PG to implement the approved I-REAP subprojects. The guidelines should not disregard quality review of the business plans especially in estimating the costs of the items to be procured for the approved subproject.

C. Determining Unutilized Fund

Savings is determined after the LGU and/or the PG procured and paid all items identified in the approved Procurement Plan for each I-REAP subproject, both goods and works. This fund would mean savings from procurement for I-REAP subprojects. This should be identified and clearly stated in the Statement of Receipts and Expenditures (SRE) to be submitted by the LGU for the last tranche downloaded by the PSO.

³⁹ The combined damage to the agriculture sector of the three consecutive typhoons that hit the country (Quinta, Rolly and Ulysses) was valued at Php12 Billion already, which greatly affected the agricultural and fishery areas of Luzon.

⁴⁰ The first supplemental guideline was issued No Objection Letter by World Bank on February 13, 2019 while this revised supplemental guidelines was issued No Objection Letter by World Bank on January 14, 2021

D. Eligible Expenditures or Usage of Fund

The savings can only be used to finance additional equipment and facilities or enhancement of the procured equipment and facilities that would improve productivity and efficiency of operations of the approved subproject. It could also be used to finance repair and replacement of the damaged assets such as equipment, facilities and structures caused by natural calamities and disasters and as additional working capital of the Proponent Groups to start again the operation of the enterprise subproject. It may also be used by the PG in availing technical assistance relevant to the subproject from any reputable business development service providers. Utilization of the savings should comply with the required financing mix for I-REAP subprojects. Any cost above the savings should be for the account of the LGU or the PG.

E. Procedures for Accessing the Fund**1. Submission of Letter Request and Proposal**

The PG and the LGU shall submit a letter request to the Regional Project Coordination Office (RPCO) for the proposed utilization of savings. The request shall be accompanied by a simple proposal (**Annex A**) indicating the purpose or where the fund will be used and a justification for the request. The justification should cover how the provision of the request will contribute in increasing productivity and efficiency of the operations of the enterprise or how it will help the Proponent Group recover from the effects of natural calamities and disasters and start again and continue the operation of its enterprise. It should also provide justification on how this will benefit the farmers or fishers beneficiaries. A simple financial analysis should be prepared to determine economic and financial benefits of the proposal.

2. Evaluation and Approval of the Request

The RPCO shall evaluate the merit of the request and the proposal. If found eligible, it shall issue the No Objection Letter 1 to the request for the use of the savings. Should the request be denied or disapproved, the savings will be automatically refunded or returned to the PSO.

3. Implementation

The NOL 1 and the approved Procurement Plan shall be the basis in the implementation of the proposal, following the PRDP Procurement Guidelines. The fund shall also be liquidated following the PRDP Financial Management Guidelines.

**Proposal Template for The Utilization of Savings from the Project Fund of
Approved Enterprise Development (I-REAP)
Subprojects**

Section 1: Subproject Details

Please provide summary details about your organisation in the table below.

| | |
|--|---|
| Name of Subproject | |
| Proponent Group/s | |
| Location | |
| Total Amount of Business Plan | |
| ● Total Enterprise Project Cost (including infrastructure) | |
| ● PG Equity | |
| Date Started | |
| Date Completed | |
| Amount and Purpose of the Savings | (indicate the amount of the saving purpose where savings be used) |

Section 2: Proposal Details (maximum of 5 pages only)

Please complete all sections below to outline the proposal.

| | |
|--------------------------------|---|
| A. Background | Briefly discuss the existing subproject approved by PRDP and the status of enterprise operation and actual accomplishments vis-à-vis the business plan targets. |
| B. Rationale/ Justification | Briefly discuss the reason for requesting the use of the savings. Why is it needed? What is/are the objective/s? |

| | |
|--|---|
| <p>C. Impact to Enterprise Operation</p> | <p>Discuss how the request for the use of the savings will contribute in increasing the productivity and efficiency of the enterprise operations. For savings to be used in the purchase of additional equipment or facility, show data (in tabular form) on the impact of the equipment or facility to the operation of the enterprise on productivity/capacity, efficiency, market reach, sales, operating cost, etc. Provide before and after scenario-Year 1).</p> <p>For savings to be used in the repair and replacement of damaged assets (equipment, facilities, and structure) brought by natural calamities and disasters and as additional working capital to start again the enterprise operation, provide data and information on (i) the detailed nature of the damages, detailed cost of repair and replacement, and detailed breakdown of working capital required to re-start activity; (ii) how the enterprise will ensure that they will be protected against natural calamities and disasters in the future (e.g., insurance policy, establishment of O&M funds and calamity funds, etc.); (iii) and a timeline for its implementation.</p> |
| <p>D. Benefits to Farmers/Fishers</p> | <p>Describe how the request will benefit the target subproject beneficiaries. <i>(Discuss how the provision of the equipment/facility will be beneficial to the farmers/fishers. Show data (in tabular form) the impact on farmers productivity, income, climate resiliency, etc. Provide before and after scenario- Year 1)</i></p> <p>For savings to be used in the repair and replacement of damaged assets (equipment, facilities and structure) brought by natural calamities and disasters and as additional working capital to start again the enterprise operation, there is no need to provide before and after scenario</p> |
| <p>E. Financial Analysis</p> | <p>Prepare One Year Income Statement and Monthly and Annual Cash Flow</p> |

Annex 41 - Registry of the Enterprise Development Subproject Proposal

Registry of the Enterprise Development Subproject Proposal

Basic Requirement: The RPCO designated staff shall enter a certain subproject proposal in the system once the proponent group attended the Workshop on Business Planning. The following are the basic information that should be encoded upon registration:

- SP Name
- Proponent Group
- Location
- Cost

Timing of Registry of SP in the MIS: The registry shall be made on the first working day following the provision of the Workshop on Business Planning to the proponent LGU and enterprise groups.

How to Register New Subprojects in the MIS

The procedures and the corresponding screenshots to register the subproject in the system are discussed below.

Step 1: Access the PRDP Web-based M&E System through the URL Address: <http://prdp-mis.da.gov.ph/> . You'll be directed to the MIS log-in page. For user access, coordinate with your respective PSO M&E counterparts.

Step 2: In the System Home Page, click the “**Enterprise > ®Register**” menu tab located at the upper portion of the MIS.

Step 3: Supply the information required in the I-REAP Subproject Set-up page. The Subproject ID^[1] will be automatically created / assigned by the system.

Step 4: After providing the required information, click the button **Save** to register the subproject including its ID number in the system.

Step 5: To exit or move out of the system, simply click the “Logout” tab.

Registry / Reporting the status of the Enterprise Development Subproject

After registering the subproject in the system, the RPCO designated user can already register the status of the subproject. The progress or movement of the subproject from attendance to Workshop on Business Planning to the completion of Procurement (Issuance of Notice to Proceed) shall be registered real time or within the day a certain process is realized. During implementation, the registry of the physical progress shall be done monthly not later than the end of the month.

While use reporting of the progress is primarily lodged at the RPCOs, the PSOs and NPCO (particularly the I-REAP Component) are required to access the system to check the information entered by the RPCOs and provide correction, clarification and other information as necessary. The steps to register progress in the system using the Data Capture Form (DCF) are explained below.

Registry / Reporting of Status of Subproject (From Attendance to Workshop on Business Planning to Procurement)

Step 1: Access the PRDP Web-based M&E System by simply typing in an internet browser the URL Address: <http://prdp-mis.da.gov.ph/>

Step 2: In the System User Entry Page, enter your Username and Password.

Step 3: In the System Home Page, click **Enterprise** menu tabs located at the upper portion.

Step 4: In the Drop-down Menu, click **Loan Tab under the Subprojects**. Then, the list of all subprojects already registered in the system will appear.

Step 5: Click the button of the Subproject ID of the subproject to be updated or provided with new status. Then, sub-menus will pop-up to select the subject of updating.

Step 6: To update the status, click the **“Physical Progress”** Menu. The sub-drop down menu to appear will depend on the current status of the subproject. For instance, if the subproject is in the pre-implementation (Development) stage (no NOL 1 yet), click the sub-drop down menu **“Pre-Implementation”**. Then, the DCF will appear.

Step 7: In the DCF, put the date of realizing or completing a certain process / milestone to reflect the current status of the subproject. Cite the factors affecting the progress (positive / negative) if any and the corresponding recommendations. Put remarks as necessary.

Registry/Reporting of Status of Subproject Implementation (After Procurement)

Step 1: Repeat Steps 1 to 5 illustrated above.

Step 2: In Step 5, click in the Sub-drop down menu the **“Implementation”** button. Then, subproject packages (if any) will appear.

Step 3: To register updates or status of implementation, click SP ID corresponding to a package of the subproject to be provided with updates. Then click the **“Items**

(Download)” button. Open the MS-Excel file downloaded and supply updates (e.g., items delivered).

Step 4: To reflect the progress in the system, upload the MS-Excel file provided with updates. This is done by clicking SP ID corresponding to a package of the subproject to be provided with updates. Then click the **“Upload Items”** button. Select the MS-Excel file saved in the computer and click Upload.

Registry/Reporting of Status of Operation of the Completed Subprojects

Step 1: Repeat Steps 1 to 5 illustrated above.

Step 2: In Step 5, click in the Sub-drop down menu the **“Profile”** button. Then, click the **Basic info** and scroll down to the **“Status of Operation”** and provide the necessary information.

Step 3: After providing the required information, click the button **Save Changes**.

Step 4: To exit or move out of the system, simply click the **“Logout”** tab.

While users of the I-REAP Module of the system are at large staff from the I-REAP Component, the M&E Units personnel at the RPCOs, PSOs and NPCO shall have the overall responsibility to coordinate and ensure efficient use of the system in their respective offices and provide feedback using the information contained in the system. Their specific tasks are as follows.

- (i) Monitor and coordinate compliance of the designated persons to report progress through the web-based M&E system. Should the designated staff for certain circumstances cannot access or register progress in the system, the RCPO M&E unit staff may register the progress based on the information provided by the I-REAP designated user.
- (ii) Monitor the quality of the information provided in the system (e.g., citing reasons whenever delay in the progress is incurred as well as the recommendations and / or actions being undertaken). The NPCO M&E Unit shall coordinate with the concerned user from the I-REAP Component to provide the data lacking or need to be clarified in the system.
- (iii) Evaluate the progress of the I-REAP subprojects in the Region using the reports or data sets that are automatically generated by the system. A feedback containing an aggregate assessment on the status of I-REAP subprojects, outstanding issues and concerns including measures being or need to be undertaken shall be provided to the management and the I-REAP Component as bases for Project steering and making decisions. Apart from the Monthly and Quarterly Progress

Reports^[2] regularly produced by the M&E unit, concise weekly reports shall be prepared focusing on outstanding issues the management needs to be aware of, in order to relay decisions and instructions to operating units

Note: For more complete details regarding the registration and status updating of SP with illustrations, refer to RBME Guidelines.

[1] The Subproject ID can no longer be deleted or altered once the User saves entries in the Subproject Set-up Page. The said ID shall be carried by the subproject up to its completion.

[2] The Monthly Report is required by the DA-SPCMAD to form part of its consolidated reports of the DA Foreign Assisted Projects (FAPs) being submitted to the Office of the Secretary and oversight agencies.

PHILIPPINE RURAL DEVELOPMENT PROJECT
ENTERPRISE DEVELOPMENT COMPONENT

RETROFITTED SECOND ADDITIONAL FINANCING
WITH EU CO-FINANCING GRANT
OPERATIONS MANUAL

APPENDIX:

GUIDELINES ON THE USE OF
**ENTERPRISE
OPERATIONS
MONITORING
SYSTEM**



JUNE 2021

Appendix:

Guidelines on the Use of Enterprise Operations Monitoring System

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About this Document

This document is designed to give the audience an understanding of the Enterprise Operations Monitoring framework and guide the target users of the PRPD MIS - PG Module on the concepts and definition of the variables and forms developed. In addition, this document will also serve as a guide in understanding the various reports that can be generated in the MIS-PG Module and relationships among forms and variables.

Enterprise Operations Monitoring Objectives, Conceptual Framework and System Design

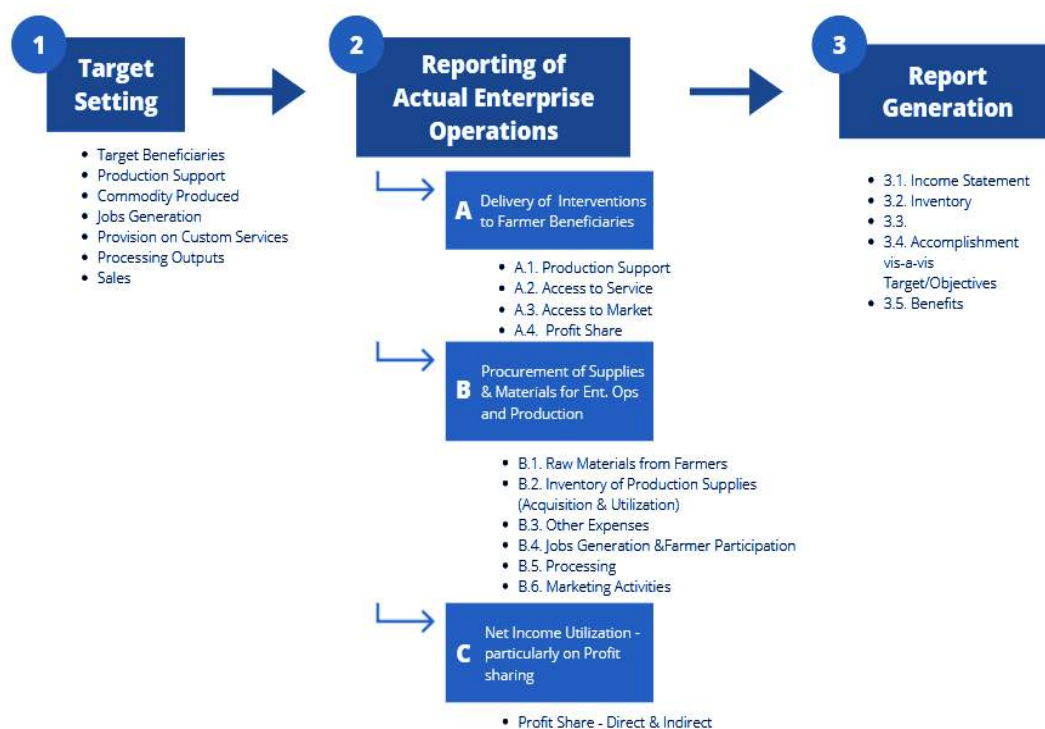
Objectives

The IREAP Enterprise Operations Monitoring System is developed primarily to:

1. Generally, in tracking the progress of enterprise's operations and evaluation of its immediate impacts;
2. At the PRDP level, this serves as an immediate reference of the project management on the progress of the implementation and operation of the PRDP supported enterprises and serve as a tool in feedbacking to the PRDP management whether the desired outcomes and the overall development objectives of the Project are likely or unlikely to be achieved given the situations and lessons (positive and/or negative). As the enterprise progresses the management may use the data collected as bases to introduce adjustment in handling the subprojects to be more sustainable; and
3. At the PG level, this serves as a tool for monitoring day-to-day transactions of the enterprise. PG will be able to generate several reports/ documents such as income statement, sales report, inventories of assets and products, buyers directory, members profile and many more. It can also be used by the PG as reference in decision-making for the operations of the enterprise.

Conceptual Framework and Overall System Design

Figure 1.



1. Target Setting

This consists of seven (7) forms, the data for these forms are based from the approved Business Plan and shall be filled for one-time only.

2. Farmer Beneficiary Data Entry

There are two major types of beneficiaries under IREAP - (a) Direct and (2) Indirect Beneficiaries.

Direct Beneficiaries - Direct beneficiaries are the farmer members and non-members of the lead proponent group and cluster PGs that were identified to be producing and supplying the raw materials and availed custom service facilities of the PRDP supported enterprise. Direct beneficiaries are further categorized based on the types of interventions that they have received or availed:

- a. **Production Support** - are farm inputs received by the farmer beneficiaries for free from the project.
Ex. Seed/seedlings and fertilizer. . Please refer to Form 4
- b. **Access to Service** - refers to the services provided by the project to the farmer-beneficiaries such as land preparation, harvesting, milling, hauling, storage and threshing through the enterprise common service facilities. . Please refer to Form 8.
- c. **Access to Market**- refers to the direct access of the farmer beneficiaries to the buyer or market, such as where farmer-beneficiaries sell their produce to PRDP supported enterprises. Also, it refers to the mark-up/premium price per unit provided by the project in buying the produce of the farmers compared to other buyers (if applicable) which is multiplied to the volume sold/ produced by the farmers to the enterprise. Please refer to Form 6.
- d. **Profit Share**- is the income earned by the farmer-beneficiaries by participating in the PRDP supporting enterprise either through dividend and patronage refund earning or through other schemes of income distributions. Please refer to Form 23
- e. **PG Members receiving dividends and/or patronage refund** - Please refer to Form 23

Indirect Beneficiaries - Indirect beneficiaries are members and non-members of the proponent group that are indirectly involved in the enterprise operation such as enterprise management, sales and marketing, financial management and hired part-time and on-call laborers. Indirect beneficiaries are further categorized based on the types of interventions that they have received or availed:

- a. **Personnel Employed**- refers to the personnel being employed by the enterprise such as permanent or on-call and paid or volunteer either direct or indirect labor.

Permanent employees are those working for the enterprise on a full time and regular basis and receiving regular compensation and benefits.

On-call/part-time personnel are those working for the enterprise on an irregular basis, usually paid every engagement.

- b. **Personnel Employed** - . Please refer to Form 7.
- c. **Management** - employees who are not directly involved in the production and processing of the products. Please refer to Form 7.

3. Analysis and Report Generation

List of Auto-generated reports based on the data captured in the MIS-PG Module. Please see Section ____ Reports Generated for a more-detailed list of reports.

Forms and Relationships Diagram

List of Forms and Frequency of Reporting

- For prior years (2020 and earlier), data should be at least an annual breakdown of data provided.
- Provide reporting period
- Add information on forms that have the same timing of collection and reporting

Target Setting

| Form Number | Form Name | Description | Frequency | Data Source |
|----------------|--------------------|---|-------------------|---------------|
| Target Setting | | | | |
| 1 | Beneficiary | The Beneficiary target setting form shows information on the expected number of direct beneficiaries classified according to sex based on the business plan. This data is auto-generated from the PRDP MIS > Enterprise > SP ID > Profile > Proponent Groups | One-time (Annual) | Business Plan |
| 2 | Production Support | This form shows the target number of beneficiaries or recipients of the production inputs to be provided by PRDP to the farmer members. | One-time | Business Plan |
| 3 | Commodity Produced | This form shows the target commodity, area and volume of production that the PG will produce based on the business plan. This covers communal-based farming or communal production only | One-time (Annual) | Business Plan |
| 4 | Job Generation | This form captures the number of personnel involved in PG's farming activities, processing, enterprise management, administrative, sales and marketing, and financial management indicated in the business plan. | One-time | Business Plan |
| 5 | Custom Services | This form shows the type of custom services to be provided to the members of the PG as specified in the business plan. | One-time | Business Plan |
| 6 | Processing Output | This shows the list and the target number of the product form of the PG indicated in the business plan. | One-time (Annual) | Business Plan |

| | | | | |
|---|-------|--|-------------------|---------------|
| 7 | Sales | This captures the total target number of commodity and product form sold to the buyer by the Proponent Group showed in the business plan | One-time (Annual) | Business Plan |
|---|-------|--|-------------------|---------------|

Form 1. Beneficiary

The Beneficiary target setting form shows information on the expected number of beneficiaries classified according to sex based on the business plan.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|-------------------------|--|-------------|---------------------|---|----------------|--|
| Number of Beneficiaries | This will be auto-generated from the MIS | | No | | | |

Form 2. Production Support Provided to the Farmer Beneficiaries

This form shows the target number of beneficiaries or recipients of the production inputs to be provided by PRDP to the farmer members.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|-------------------------|----------------------------|-------------|---------------------|---|----------------|--|
| Number of Beneficiaries | This is linked with Form 1 | | No | | | |

| | | | | | | | | |
|--|---|--|------------|--|--|--|--|--|
| Items | This refers to the specific production inputs, material and tools to be provided by PRDP to the farmer beneficiaries. Select from the dropdown list | | Yes | | | | | |
| Production Support-Quantity | This refers to the number of the production inputs, materials and tools received by the farmer beneficiary | | | | | | | |
| Production Support-Unit Measure | This refers to the unit of measure used for each production inputs, materials and tools. Select from the dropdown list | | Yes | | | | | |
| Area Planted (for crops)-Area | This refers to the total area to be planted or covered by the production support provided by PRDP | | | | | | | |

Form 3. Commodity Produced by the Enterprise

This form shows the target commodity, area and volume of production that the PG will produce based on the business plan. This covers communal-based farming.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|-------------------------|--|-------------|---------------------|---|----------------|--|
| Commodity Sector | These are the crops, fisheries and livestock that are supported by the PRDP. Information will be auto-generated from the Form 1 | | Yes | | | |
| Commodity Name | Name of the commodity produced by the enterprise. Select the name of the commodity in the dropdown list | | Yes | | | |
| Variety/Breed | Refers to the variety or breed of the commodity procured | | | | | |

| | | | | | | | |
|---|---|--|--|--|--|--|--|
| For Crops/Fishery- Area Planted | Total area planted to the commodity (applicable to crops and fishery sector) | | | | | | |
| For Crops/Fishery- Area Harvested | Total area harvested to the commodity (applicable to crops and fishery sector) | | | | | | |
| For Livestock/Poultry- Number of Heads | Refers to the total number of heads used for production | | | | | | |
| For Livestock/Poultry- Unit Measure | Refers to the unit measure for the quantity identified on the livestock/poultry | | | | | | |
| Volume-Quantity | Refers to the total volume of total harvest | | | | | | |

| | | | | | | | |
|----------------------------|--|--|------------|--|--|--|--|
| Volume-Unit Measure | Unit measure in the quantity of total harvest for the cropping period identified. | | Yes | | | | |
| Year | Refers to the corresponding year for the production target. This will cover all the target years stipulated in the BP. For the pilot testing, the first entry for the year and the corresponding data will be the cumulative target since the start of the enterprise operations. | | | | | | |

Form 4. Job Generation

This form captures the number of personnel involved in PG's farming activities, processing, enterprise management, administrative, sales and marketing, and financial management indicated in the business plan.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|---|--|--------------------|----------------------------|--|-----------------------|---|
| Number of Personnel-Farming Activity | Refers to the number of personnel engaged in farming activity. This include all direct labor used in land preparation up to harvesting, and all direct labor used in | | No | | | |

| | | | | | | | |
|--|---|--|--|--|--|--|--|
| | providing the services to the farmer beneficiaries | | | | | | |
| Number of Personnel-Processing | Refers to the number of personnel engaged in processing. This include all direct labor used in postharvest activities up to the transformation of the commodity/product into its final form/finished product form | | | | | | |
| Number of Personnel-Enterprise Management | This refers to the number of personnel engaged in Enterprise Management . This include all officers and managers involved in overseeing and in the decision making relating to the operation of the enterprise | | | | | | |
| Number of Personnel-Administrative | This refers to the number of personnel engaged in administrative staff. All staff providing administrative support to the enterprise | | | | | | |
| Number of Personnel-Sales and Marketing | This refers to the number of personnel engaged in sales and marketing. This includes all staff providing support in marketing the product of the enterprise | | | | | | |

| | | | | | | |
|---|--|--|--|--|--|--|
| Number of Personnel-Financial Management | This refers to the number of personnel engaged in Financial management. These are all staff providing support in the financial management/aspect of the enterprise | | | | | |
|---|--|--|--|--|--|--|

Form 5. Custom Services

This form shows the type of custom services to be provided to the members of the PG as specified in the business plan.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|---|--|--------------------|----------------------------|--|-----------------------|---|
| Service Provided-Type of Service | Services provided by the project to the farmer-beneficiaries such as land preparation, harvesting, drying, milling, hauling, storage and threshing through the enterprise common service facilities. Select from the dropdown list. | | Yes | | | |
| Service Provided-Quantity | Refers to the quantity of service provided to the farmers. | | | | | |

| | | | | | | | |
|--------------------------------------|--|--|------------|--|--|--|--|
| Service Provided-Unit Measure | Use hectare for land preparation while kilogram for harvesting, hauling, milling, storage and threshing. Use hours/days for time-based arrangements. | | Yes | | | | |
| Year | Refers to the corresponding year that the service is targeted to be provided as stipulated in the BP. | | | | | | |

Form 6. Processing Output

This form lists and describes the product/s of the enterprise as indicated in the business plan.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|----------------------------|---|--------------------|----------------------------|--|-----------------------|---|
| Name of Product | End product of the processing. This also refers to the processed product that will be available for sale | | No | | | |
| Description | Refers to the product specifications which should include at least the packaging size, weight, grade, and classification. | | | | | |
| Product Form-Volume | The total volume produced for the specific products. | | | | | |

| | | | | | | | |
|----------------------------------|---|--|------------|--|--|--|--|
| Product Form-Unit Measure | Refers to the unit measure used Select from the dropdown list | | Yes | | | | |
| Year | Refers to the corresponding year that the service is targeted to be provided as stipulated in the BP. | | | | | | |

Form 7. Sales

This captures the total target number of commodity and product form sold to the buyer by the Proponent Group showed in the business plan

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|------------------------------|---|--------------------|----------------------------|--|-----------------------|---|
| Commodity-if raw form | Name of the commodity produced by the enterprise. Select the name of the commodity in the dropdown list | | Yes | | | |
| Variety/Breed | Indicate the variety or breed of the commodity procured | | | | | |

| | | | | | | | |
|---------------------------------|---|--|------------|--|--|--|--|
| Product Form-Name | This refers to the finished product sold by the enterprise whether in raw or processed form. Select from the dropdown list for the different product forms | | Yes | | | | |
| Product Form-Description | This refers to the details or specification of the finished product including the variety, breed, packaging, size, etc. Information will be auto-generated from the processing output form | | | | | | |
| Volume-Quantity | This will capture the quantity of product sold to the buyer. Number of packs / heads / product, whichever is applicable | | | | | | |
| Volume-Unit measure | Refers to the unit measure used Select from the dropdown list | | Yes | | | | |
| Year | Refers to the corresponding year that the service is targeted to be provided as stipulated in the BP. | | | | | | |

Actual Enterprise Operation

| Form Number | Form Name | Description | Frequency | Data Source |
|-----------------------------|---------------------|--|--|--------------------|
| Actual Enterprise Operation | | | | |
| <u>Form 1</u> | Enterprise Profile | <p>This form captures the information on the subproject's basic profile, contact details and income statement.</p> <p>For the subproject's basic profile, all these are in the current MIS except for Commodity Sector and Contact Information, which will only be encoded once. While for the information on Income Statement, the first entry should be cumulative from the start of the enterprise's operation to present.</p> | Monthly- Income Statement | MIS/ Enterprise |
| | | <p>This form captures the basic information of all the beneficiaries (direct and indirect) of the PRDP-supported Enterprise.</p> <p>Direct beneficiaries are those who:</p> <ol style="list-style-type: none"> 1. sells their produce to the enterprise (member of the lead PG and cluster PG or non-member) 2. avails of the custom services provided by the Enterprise 3. receives production support from the enterprise <p>Indirect beneficiaries are those who:</p> <ol style="list-style-type: none"> 1. Are members of the PG who are not selling produce or availing services of the enterprise but receives dividend share/patronage refund from the enterprise operation 2. hired by the enterprise for a permanent or part-time/ on-call job | <p>This form should be filled out "real-time" or every time there is a new person who will be engaged in the Enterprise as either direct or indirect beneficiary.</p> <p>Each beneficiaries will be provided with a unique</p> | Beneficiaries |
| <u>Form 2</u> | Beneficiary Profile | | | |

| | | | | |
|----------------------|-------------------------------|---|--|-----------------------------|
| | | Please refer to the Overall System Design - Farmer Beneficiary Data Entry section for more details. | identifier which will be generated automatically by the system | |
| | | | For the pilot, all the direct and indirect beneficiaries currently engaged in the sample PGs should be encoded. This identifier per beneficiary will be manually encoded | |
| | | This form captures the total production and income of the farmer/fisher-beneficiary for the commodity being supported by the enterprise. This includes details of the commodity produced, area of production, total production cost, total harvest, losses, harvest utilization, and output sold to buyers other than the enterprise. For fishery-seaweeds/aquaculture, the total area of production will be reflected in the form but for fishery-marine catch, the input of information is directly on the total harvest without filling up the total area of production. Kindly refer to the Guide in Reporting Production and Income. | This DCF should be filled-out upon selling the commodity/product to the enterprise A more detailed table on the frequency of reporting per commodity sector is presented in Annex 1 Guide in Reporting | Farmer/Fisher-Beneficiaries |
| <u>Form 3</u> | Farmers Production and Income | For farmers that plant more than one variety per cycle and the harvest is categorized based on various qualities, the entry for the production data is once while the segregation will happen on the column of market sold to other buyers only. | | |

| | | | | |
|---------------|--------------------|---|---|-----------------------------|
| | | The beneficiary who received production support should also accomplish Form 3 | Production and Income | |
| | | | The first entry for this form for each beneficiary is when the production support is provided. Succeeding entries will be encoded upon selling the produce to the enterprises. Refer to Annex 1 for the detailed frequency of reporting per commodity sector. | Enterprise |
| <u>Form 4</u> | Production Support | <p>This form captures the list of beneficiaries who received production support/interventions from the PRDP-supported enterprise. This refers to the list of materials used in production such as farm inputs.</p> <p>Data on total harvest will cover the area planted where the production support received was used/applied.</p> <p><i>*This form will only be used by Enterprises that provide production support to its farmer/fisher beneficiaries.</i></p> | For the pilot PG, all farmers who have received production support and all harvests and all supply made to the enterprises should be encoded | Farmer/Fisher-Beneficiaries |

| | | | | |
|----------------|-------------------------------|---|--|------------|
| | | | | |
| <u>Form 5</u> | Commodity Produced | This form captures the production data of the enterprise-managed farms/communal farms. In addition to this, this will also capture data of enterprises where raw materials were procured through other PGs business lines. | Every harvest/Production period | Enterprise |
| <u>Form 6</u> | Commodity Procured | This form captures the procurement of raw materials of the enterprise from the farmers/fishers. This refers to the commodity supported by the PRDP, whether procured in fresh or processed form. | Every time the commodity is procured | Enterprise |
| <u>Form 7</u> | Job Generation | This form captures the jobs generated by the enterprise. This refers to the personnel hired by the enterprise, whether permanent or part-time/on-call. This includes information on the sector and type of engagement, as well as the salary/wage received by the personnel hired. | Monthly | Enterprise |
| | | This does not include engagement of officers and members of the PG who are receiving honorarium | | |
| <u>Form 8</u> | Custom Services Provided | This form captures the information on the types of custom services being provided by the Enterprise. This includes the unit price paid for the service provided. <i>*This form will only be used by Enterprises providing custom services.</i> | Every time custom service is provided | Enterprise |
| <u>Form 9</u> | Acquisition of Goods | This form captures information on the acquisition of direct materials such as ingredients and packaging materials needed to produce the product but excluding the raw materials procured from the farmers. It also includes other supplies and materials being used for marketing purposes. | Every time the goods are acquired | Enterprise |
| <u>Form 10</u> | Utilization of Procured Goods | This form captures information on the utilization of other supplies and materials acquired for marketing purposes (from Form 9). | Every time the supplies and materials are utilized | Enterprise |
| <u>Form 11</u> | Other Operating Expenses | This form captures information on the operating expenses incurred by the enterprise during the reporting period. This covers the operating expenses such as | Every time the expenses are | Enterprise |

| | | | | |
|----------------|-------------------------------------|--|---|------------|
| | | utilities, fuel and lubricants, permits and licenses, supplies and materials, repair and maintenance cost, rental and lease, tax expense etc. This also includes payment of honorarium to the officers and members of the PG. | incurred Every time the honorarium is given | |
| <u>Form 12</u> | Processing Input | This form captures the inputs used in the processing of the products to be marketed by the enterprise. This records the volume of all the direct materials (ingredients and packaging, from form 9) used for processing, including the commodity produced by the enterprise (from form 5) and the raw materials procured from the farmer/fisher beneficiaries (from form 6), whichever is/are applicable. <i>*This form will only be used by Enterprise who are engaged in processing</i> | Every time processing input is used | Enterprise |
| <u>Form 13</u> | Processing Output | This form captures the information of the final product produced from the inputs in Form 11. Final product refers to the final form (packaged, if applicable) to be marketed by the Enterprise. Batch number shall be consistent with the processing batch (Form 11) of which the product is derived. <i>*This form will only be used by Enterprise who are engaged in processing</i> | Every time the final product is produced and is available for marketing | Enterprise |
| <u>Form 14</u> | Buyers Profile | This form captures the information of all the buyers of the Enterprise, whether individual or institution. This includes information of the presence of a formal marketing agreement and the payment terms. | Every time a new buyer engages with the Enterprise | Buyers |
| <u>Form 15</u> | Sales Transaction of the Enterprise | This form captures all the products being sold by the Enterprise to the specific buyer, including the main product, fresh or processed (from Form 5, 6, and/or 12), and all other products produced by the enterprise. | Every time a product is sold | Enterprise |
| <u>Form 16</u> | List of Trainings Aailed | This form captures the list of the training, seminars and workshops received by the PG members from PRDP, other government and private institutions, and individuals. | Every time a training, seminar or workshop is availed | Enterprise |
| <u>Form 17</u> | List of Personnel | This form captures the list of personnel trained in the specific training in Form 15. | Every time a | Enterprise |

| | | | | |
|----------------|--|---|---|------------|
| | Trained | | training, seminar or workshop is attended | |
| <u>Form 18</u> | Loan and Credit Assistance Availed | This form captures the information of the loan and credit assistance applied for and availed by the Enterprise. This includes details of payment terms, collateral and interest rates. | Every time the loan/credit assistance is approved | Enterprise |
| <u>Form 19</u> | Credit Loan and Credit Assistance Received | This form captures the tranches of loan received by the enterprise. | Every time the loan/credit assistance is received | |
| <u>Form 20</u> | Acquired Machinery/Equipment, Facilities, and Infrastructure | This form captures the details of all the machinery/equipment, facilities and infrastructure acquired by the Enterprise. This includes the specifications, operational capacity, purpose, manner of acquisition, funding source, and acquisition cost of the machinery/equipment, facilities, and infrastructure. | Every time a machinery/equipment, facility, and/or infrastructure is acquired | Enterprise |
| <u>Form 21</u> | Assets Insurance | This form captures information of the insured assets in Form 18. This includes details of the insurance provider, insurance coverages, and terms of payment. | Every time an asset is insured | Enterprise |
| <u>Form 22</u> | Commodity Insurance | The object of insurance shall be the standing crop planted on the farmland specified on the insurance application, which the assured farmer has an insurable interest on. | Every time a commodity is insured | Enterprise |
| <u>Form 23</u> | Profit-Sharing | This form captures the income earned by the farmer-beneficiaries by participating in the PRDP supporting enterprise either through dividend and patronage refund earning or through other schemes of income distributions | Annually | Enterprise |

Variables and Definition

Form 1. ENTERPRISE PROFILE

The Enterprise data capture form shows the information on the subproject's basic profile, contact details and income statement. For the subproject's basic profile, all these are in the current MIS except for Commodity Sector and Contact Information, which will only be encoded once. While for the information on Income Statement, the first entry should be cumulative from the start of the enterprise's operation to present.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|------------------|--|-------------------|---------------------|---|------------------------|--|
| Subproject ID | Information will be auto-generated from the MIS | | No | SG | | |
| Subproject Title | Information will be auto-generated from the MIS | | No | SG | | |
| Subproject Cost | Information will be auto-generated from the MIS. | | No | SG | | |
| Commodity Sector | These are the crops, fisheries and livestock that are supported by the PRDP. | Crops | Yes | UI | Form 3, 4, 5, 6 and 22 | Same information |
| Contact Person | A representative from the proponent group can provide all the details of the subprojects. Indicate the complete details: First Name, Middle Initial and Last Name. | Juan A. Dela Cruz | No | UI | | |
| Position | Designation of the contact person in the subproject. | Chairperson | No | UI | | |
| Contact Number | Either landline or mobile numbers to reach the officers and members of the subproject. For landline, indicate the area code and landline number. | +63-82-(22370000) | No | UI | | |

| | | | | | | |
|-------------------------------|--|-----------------|----|----|-------------------|---|
| | | 0917000 0000 | | | | |
| Start of Enterprise Operation | This refers to the date when the first intervention delivered was first utilized/distributed to the farmer beneficiaries. | | | | | |
| Gross Income | Total income generated from all the products and services provided by the enterprise. Indicate actual cumulative amount. | Peso | No | SG | Form 8 and 15 | This should be consistent with the total reported sales in Form __ and income derived from services offered by the enterprise in Form __ for a particular period. |
| Cost of Goods Sold | Direct costs of producing the goods sold by the enterprise such as materials and direct labor. | | No | SG | Form 6, 9, and 11 | |
| Gross Profit | The gross profit of an enterprise is the total sales less the total cost of the goods sold. Indicate actual cumulative amount. | | No | SG | Same form | |
| Operating Expenses | Expenditures that the enterprise incur to engage in activities not directly associated with the production of goods or services including but not limiting to permits and licenses, maintenance cost, marketing expense and fuel cost, salaries and wages, utilities and depreciation expenses | | No | SG | Form 9 and 10 | |
| Net Income | Amount of revenue left after subtracting all expenses, taxes and costs. | | No | SG | Same Form | |

| | | | | | | |
|-------------------|---|--|----|----|--|--|
| Dividend Share | Profit distributed to its members as an enterprise earns a profit or surplus. | | No | UI | | |
| Retained Earnings | Amount of net income left over for the enterprise after it has paid out dividends to its members. | | No | UI | | |

Form 2. BENEFICIARY PROFILE

This form captures the basic information of all the beneficiaries of the PRDP-supported Enterprise.

This includes everyone who:

1. receives dividend share/patronage refund from the enterprise operation
2. sells their produce to the enterprise
3. receives production support from the enterprise
4. avails of the custom services provided by the Enterprise; and
5. is hired by the enterprise for a permanent or part-time/ on-call job

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|-------------------|--|--------------------|---------------------|---|---------------------------------------|--|
| Unique Identifier | Unique ID given to each beneficiary | (SPID-Surname-001) | No | UI | Link to Form 3, 4, 5, 6, 7, 16 and 20 | First Entry |
| Beneficiary Name | First name, middle initial, and last name of the beneficiary | Juan C Dela Cruz | No | UI | | |
| Name of Tribe | If beneficiary is an Indigenous Person (IP) The World Bank defines "Indigenous People" as a distinct, vulnerable, social, and cultural group possession the following characteristics in varying degrees: • Self-identification as members of a distinct indigenous cultural group and recognition | | No | UI | | |

| | | | | | | |
|--|--|-----------|-----|----|--|--|
| | <p>of this identity by others;</p> <ul style="list-style-type: none"> • Collective attachment to geographically distinct habitats or ancestral territories in the project area and to the natural resources in these habitats and territories; • Customary cultural, economic, social, or political institutions that are separate from those of the dominant society and culture; and • An indigenous language, often different from the official language of the country or region. | | | | | |
| PG Member | Refer to the members of the proponent group who are involved in the PRDP supported enterprise. | Yes or No | Yes | UI | | |
| PG Member Position | If holding a position to the PG involved in the PRDP supported enterprise | | No | UI | | |
| Name of the Farmer/Fisher Association/ Cooperative | Indicate the complete name of the group | | No | UI | | |

Form 3. FARMER'S PRODUCTION AND INCOME

This form captures the total production and income of the farmer/fisher-beneficiary for the commodity being supported by the enterprise. This includes details of the commodity produced, area of production, total production cost, total harvest, losses, harvest utilization, and output sold to buyers other than the enterprise. For fishery-seaweeds/aquaculture, the total area of production will be reflected in the form but for fishery-marine catch, the input of information is directly on the total harvest without filling up the total area of production. For farmers that plant more than one variety per cycle and the harvest is categorized based on various qualities, the entry for the production data is once while the segregation will happen on the column of market sold to other buyers only. Kindly refer to the Guide in Reporting Production and Income.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|-------------------|---|--------------------|---------------------|---|------------------|--|
| Unique Identifier | Unique ID given to each beneficiary | (SPID-Surname-001) | Yes | UI | Linked to Form 2 | If first transaction, input in Form 2 first |
| Commodity Sector | These are the crops, fisheries and livestock that are supported by the PRDP. | Crop | Yes | UI | Linked to Form 1 | Same Information |
| Commodity Name | Name of the commodity being produced by the farmer. Include only the commodity that is being supported by the PRDP enterprise | | Yes | UI | | |
| Variety | Variety or breed of the commodity produced | | No | UI | | |

| | | | | | | |
|-----------------------|---|---------|----|----|--|--|
| Area Planted | Total area planted if commodity is a crop | hectare | No | UI | | |
| Area Harvested | Refers to the area harvested at the specific harvest period if the commodity is a crop | hectare | No | UI | | |
| Total Number of Heads | This refers to the total number of livestock/poultry used in production | | No | | | |
| Total Cost | This covers all cash and non-cash costs incurred by the farmer in producing and selling the commodity/product. The non-cash cost valuation will be based on the prevailing market price. (Example: Labor is based on the prevailing wage rate; seeds or other planting material based on prevailing price; harvested commodity based on the farmgate price; etc) | | | | | |
| Total Production Cost | This refers to the total cost of producing the identified commodity from land preparation up to harvesting. | | No | UI | | |
| Postharvest Cost | This refers to the total cost incurred after harvesting / producing the commodity. May include costs for drying, grading, sorting, hauling from the farm to the consolidation area, drying, hulling/milling, storage, further processing and other costs. | | No | UI | | |

| | | | | | | | |
|--|--|--|-----|----|--|--|--|
| Total Harvest-Product Form | Refers to the form of product harvested on a specific period. Kindly select from the dropdown list | | Yes | | | | |
| Total Harvest-Quantity | This refers to the total volume harvested | | No | UI | | | |
| Total Harvest-Unit Measure | Unit Measurement used for the quantity identified. | | Yes | UI | | | |
| Postharvest Losses – Quantity | Refer to losses after harvesting the commodity. May include losses from storage, hauling, etc. | | No | UI | | | |
| Postharvest Losses- Unit Measure | Unit of measure used for the quantity of postharvest losses identified. | | Yes | UI | | | |
| Harvest Utilization | Refers to the distribution of the total volume harvested by the farmer and how it is being utilized or used for payment, trading/marketing, home consumption and others. | | | | | | |
| Harvest Utilization- Machine Rental Fee-Quantity | Volume of the harvest utilized as payment for Machine Rental Fee | | No | | | | |

| | | | | | | |
|---|---|-----|--|--|--|--|
| Harvest Utilization- Machine Rental Fee- Unit Measure | Unit of measure used in the quantity of harvest utilized as payment for Machine Rental Fee. | Yes | | | | |
| Harvest Utilization- Other Fees- Quantity | Volume of the harvest utilized as payment for Other Fees | No | | | | |
| Harvest Utilization- Other Fees- Unit Measure | Unit of measure used in the quantity of harvest utilized as payment for Other Fees identified. | Yes | | | | |
| Harvest Utilization- Shares- Quantity | Volume of the harvest utilized as payment for shares (includes labor share, lessor share, etc) | No | | | | |
| Harvest Utilization- Shares- Unit Measure | Unit of measure used in the quantity of harvest utilized as payment for shares (includes labor share, lessor share, etc). | Yes | | | | |

| | | | | | | | |
|---|--|--|-----|--|--|--|--|
| Harvest Utilization- Stored for Seed Bank/ Breeder- Quantity | Volume of the harvest stored for seed bank/ breeder | | No | | | | |
| Harvest Utilization- Stored for Seed Bank/ Breeder - Unit Measure | Unit of measure used in the quantity of harvest stored for seed bank/ breeder. | | Yes | | | | |
| Harvest Utilization- Kept for Consumption- Quantity | Volume of the harvest utilized/ kept for home consumption | | No | | | | |
| Harvest Utilization- Kept for Consumption- Unit Measure | Unit of measure used in the quantity of harvest utilized/ kept for home consumption. | | Yes | | | | |
| Harvest Utilization- Others - Quantity | Volume of the harvest utilized for other purpose not identified above | | No | | | | |

| | | | | | | | |
|---|--|---|-----|--|--|--|--|
| Harvest Utilization- Others - Unit Measure | Unit of measure used in the quantity of harvest utilized for other use. | | Yes | | | | |
| Marketed Output Sold to Other Buyers-Specific ation | Specification is the quality of the commodity/product in terms of size, weight, grade, classes, etc. | Raw, dried, etc Small, medium, class A, reject, etc. | No | | | | |
| Marketed Output Sold to Other Buyers - Quantity | Volume of output sold to buyers other than the PRDP supported enterprise | | No | | | | |
| Marketed Output Sold to Other Buyers – Unit Measure | Unit of measure used in the quantity of output sold to buyers other than the PRDP supported enterprise. | | Yes | | | | |
| Marketed Output Sold to Other Buyers – Price per Unit | Price per unit of marketed output sold to other buyers | | No | | | | |
| Production Period From | This refers to the crop production cycle of the commodity supported by PRDP. The start of the production period is the date of planting. | mm/dd/yyyy | No | | | | |

| | | | | | | |
|----------------------|--|------------|----|--|--|--|
| Production Period To | This refers to the end of the production period which represents the date of the last of the harvesting. | mm/dd/yyyy | No | | | |
|----------------------|--|------------|----|--|--|--|

Form 4. PRODUCTION SUPPORT

This form captures the list of beneficiaries who received production support/interventions from the PRDP-supported enterprise. This refers to the list of materials used in production such as farm inputs.

Data on total harvest will cover the area planted where the production support received was used/applied.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|------------------|---|------------------------|---------------------|---|----------------|--|
| Beneficiary ID | Unique ID given to each beneficiary Information will be auto-generated from the Form 2 | sample: Osayan-0001 | No | SG | Form 2 | |
| Commodity Sector | These are the crops, fisheries and livestock that are supported by the PRDP. Information will be auto-generated from the Form 1 | Crops | No | | Form 1 | |
| Commodity Name | Name of the commodity being produced by the farmer. Include only the commodity that is the same as the commodity being supported by the IREAP enterprise. | | Yes | | | |

| | | | | | |
|--------------------------------------|--|-----|--|--|--|
| | This will be filled out once only. | | | | |
| Variety | Variety or breed of the commodity produced | No | | | |
| Production Support Provided – Inputs | <p>This refers to the type of production support provided by PRDP directly to the farmer beneficiaries. Refer to the dropdown list for the different type of inputs</p> <p>Planting Materials i.e seeds and seedlings, propagules</p> <p>Animal Stocks - refers to the animals provided by the PRDP i.e. fingerlings, chicks, piglets, breeder stocks, etc</p> <p>Production site establishment materials - This refers to materials provided for construction of production structures and establishment of production areas including nets, bamboos, uv resistant plastic films, etc (applicable to livestock/poultry, fishery and crops)</p> <p>Crop care production materials and tools- refers to the materials and tools provided by PRDP for crop management such as fertilizers, planting mix, pruning shears, shovels, etc.</p> <p>Animal care materials and tools - refers to the materials and tools provided by PRDP</p> | Yes | | | |

| | | | | | | |
|---|--|-----|--|--|--|--|
| | for animal management such as feeds, biologics, mineral blocks, feeders/waterers, shovels, etc. | | | | | |
| Production Support Provided –Description/ Specifics | This refers to the detailed description or specifics of the production inputs provided by PRDP directly to the farmer beneficiaries | No | | | | |
| Production Support Provided– Quantity | This refers to the number or volume of production input provided by PRDP directly to the farmer beneficiaries | No | | | | |
| Production Support Provided– Unit Measure | Unit measure in the quantity of production input received from the PRDP supported enterprise. | Yes | | | | |
| Area Planted | This refers to the total area planted for the PRDP supported commodity, which is equivalent to the area to be planted by the production inputs provided by PRDP. | No | | | | |
| Area Harvested | This refers to the total area harvested for the PRDP supported commodity, which is equivalent to the area planted by the production inputs provided by PRDP. | No | | | | |
| Total Harvest – Quantity | This refers to the total volume harvested from the total area harvested (Column K) | No | | | | |

| | | | | | | |
|------------------------------|--|------------|-----|--|--|--|
| Total Harvest – Unit Measure | Unit measure in the quantity of total harvest for the cropping period identified. | | Yes | | | |
| Production Period – From | This refers to the crop production cycle of the commodity supported by PRDP. The start of the production period is the date of planting. | mm/dd/yyyy | No | | | |
| Production Period - To | This refers to the end of the production period which represents the date of the last of the harvesting. | mm/dd/yyyy | No | | | |

Form 5. COMMODITY PRODUCED

This form captures the production data of the enterprise-managed farms/ communal farms.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|------------------|---|-------------|---------------------|---|----------------|--|
| Commodity Sector | These are the crops, fisheries and livestock that are supported by the PRDP. | | No | | Form 1 | Same information |
| | Information will be auto-generated from the Form 1 | | | | | |
| Commodity Name | Name of the commodity produced by the enterprise. Select the name of the commodity in the dropdown list | | Yes | | | |

| | | | | | | | |
|---------------------------------------|--|--|-----|--|--|--|--|
| Variety / Breed | Variety or breed of the commodity produced | | No | | | | |
| Area Planted | Total area planted to the commodity | | No | | | | |
| Area Harvested | Refers to the total area harvested | | No | | | | |
| For Livestock/Poultry Number of Heads | This refers to the total number of livestock/poultry used in production | | No | | | | |
| For Livestock/Poultry Unit Measure | Unit of measure used for the quantity identified | | Yes | | | | |
| Total Harvest-Product Form | Refers to the form of product harvested on a specific period. Kindly select from the dropdown list | | Yes | | | | |
| Volume-Quantity | Volume of total harvest | | No | | | | |
| Volume - Unit Measure | Unit measure in the quantity of total harvest for the cropping period identified. | | Yes | | | | |
| Postharvest Losses-Quantity | Refer to losses after harvesting the commodity. May include losses from storage, hauling, etc. | | No | | | | |

| | | | | | | |
|---------------------------------|--|------------|-----|--|--|--|
| Postharvest Losses-Unit Measure | Unit of measure used for the quantity of postharvest losses identified. | | Yes | | | |
| Production Period – From | This refers to the crop production cycle of the commodity supported by PRDP. The start of the production period is the date of planting. | mm/dd/yyyy | No | | | |
| Production Period - To | This refers to the end of the production period which represents the date of the last of the harvesting. | mm/dd/yyyy | No | | | |

Form 6. COMMODITY PROCURED

This form captures the procurement of raw materials of the enterprise from the farmers/fishers. This refers to the commodity supported by the PRDP, whether procured in fresh or processed form.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|----------------|---|------------------------|---------------------|---|----------------|--|
| Beneficiary ID | Unique ID given to each beneficiary Information will be auto-generated from the Form 2 | sample: Osayan-0001 | No | SG | Form 2 | Same information |

| | | | | | | |
|--|--|---------------------------------------|-----|--|--------|------------------|
| Commodity Sector | These are the crops, fisheries and livestock that are supported by the PRDP. | | Yes | | Form 1 | Same information |
| | Information will be auto-generated from Form 1. If there are new commodities, this should be encoded first in Form 1 | | | | | |
| Commodity Name | Name of the commodity procured from the farmer. Select the name of the commodity in the dropdown list | | Yes | | | |
| Variety / Breed | Variety or breed of the commodity procured | | No | | | |
| Product Form | Refers to form of the commodity procured by the enterprise from the farmers | Sample: raw, dried, etc | Yes | | | |
| Specification | Specification is the quality of the commodity/product in terms of size, weight, grade, classes, etc | Small, medium, large, Class A, Reject | No. | | | |
| Volume Procured by the Enterprise – Quantity | Volume of the commodity procured from the farmer | | No | | | |
| Volume Procured by Enterprise – Unit Measure | Unit of measure used in the quantity of the commodity procured. | | Yes | | | |
| Unit Buying Price | Refers to the buying price per unit of commodity procured | | No | | | |

| | | | | | | |
|------|--|------------|----|--|--|--|
| Date | Date of the commodity was procured from the farmer | mm/dd/yyyy | No | | | |
|------|--|------------|----|--|--|--|

Form 7. JOBS GENERATION

This form captures the jobs generated by the enterprise. This refers to the personnel hired by the enterprise, whether permanent or part-time/on-call. This includes information on the sector and type of engagement, as well as the salary/wage received by the personnel hired.

This does not include engagement of officers and members of the PG who are receiving honorarium

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|----------------|--|------------------------|---------------------|---|----------------|--|
| Beneficiary ID | Unique ID given to each beneficiary | sample: Osayan-0001 | No | SG | Form 2 | |
| Sector | Can either be direct labor (farming activity, processing), custom servicing, or indirect labor (enterprise management, admin staff, sales and marketing, financial management) For further guide, the categories are defined as follows: <ul style="list-style-type: none"> Farming activity - this include all direct labor used in land preparation up to harvesting | | Yes | | | |

| | | | | | | |
|---------------|--|-----|--|--|--|--|
| | <ul style="list-style-type: none"> • Custom servicing - this include all direct labor used in providing the services to the farmer beneficiaries • Processing - this include all direct labor used in postharvest activities up to the transformation of the commodity/product into its final form/finished product form • Enterprise Management - this include all officers and managers involved in overseeing and in the decision making relating to the operation of the enterprise • Administrative staff - all staff providing administrative support to the enterprise • Sales and marketing - all staff providing support in marketing the product of the enterprise • Financial management - all staff providing support in the financial management/aspect of the enterprise | | | | | |
| Type of Skill | <p>This refers to the type of skill whether skilled or unskilled.</p> <p>The categories are defined as follows</p> <ul style="list-style-type: none"> • Skilled labor - refers to workforce that require certain amount of skills, education or training (e.g. | Yes | | | | |

| | | | | | | |
|------------------------------|---|-----|--|--|--|--|
| | <p>managers, accounting, equipment operators, etc)</p> <ul style="list-style-type: none"> Unskilled labor- are those that do not require a certain set of skills or formal education (e.g. farm laborers, cashier, clerk, helpers, etc) | | | | | |
| | Select from the dropdown list. | | | | | |
| Job Nature | <p>Can either be permanent or on-call.</p> <p>Permanent labor are those working for the enterprise on a full time and regular basis and receiving regular compensation and benefits.</p> <p>On-call/Part-time are those working for the enterprise on an irregular basis, usually paid every engagement.</p> | Yes | | | | |
| Salary / Wage – If Permanent | <p>Refers to the actual net salary incurred for services rendered by employees directly involved in providing services including overtime pay. The absences/late, mandatory deductions such as SSS, Philhealth, Pag-ibig and taxes are already deducted from the gross salary of the employee</p> <p>E.g The employee has a gross salary of P50,000.00 per month less absences//late amounting to P5,000.00 and mandatory deductions for the SSS, Pagibig, Philhealth and Taxes amounting to P5,000.00. The</p> | No | | | | |

| | | | | | | |
|---------------|--|------------|----|--|--|--|
| | amount to be recorded under this form is P40,000.00 | | | | | |
| Date Received | Refers to the actual date the salary/ wage was received | mm/dd/yyyy | No | | | |
| Date | Refers to the specific date of engagement covered for the month. | | | | | |
| Date – From | Starting date of engagement | mm/dd/yyyy | No | | | |
| Date – To | End date of engagement | mm/dd/yyyy | No | | | |

Refer to the table below for samples of positions per category

| Farming Activity | Custom Servicing | Processing | Enterprise Management | Admin Staff | Sales and Marketing | Financial Management |
|---------------------------|--------------------------|---|----------------------------|----------------|---------------------------|----------------------|
| Farm technician (Crops) | Tractor operator | Processing laborer (cooking, mixing, curing, etc.) | General/Project Manager | Secretary | Marketing agent | Treasurer |
| Farm technician (Animals) | Harvester operator | Pre-processing laborer (washing, dehusking, deshelling, etc.) | Assistant Manager | Security Guard | Driver | Bookkeeper |
| Tractor operator | Heavy equipment operator | Machine Operator | Operations Manager/Officer | Clerk | Driver helper | Cashier |
| Driver | Mill operator | Drying laborer | Marketing Manager/Officer | Encoder | Business relation officer | |

| | | | | | | |
|--|--------------------------|---|---------------------------|-------------------|--|--|
| Boat Operator | Boat Operator | Fermentary laborer | Safety Officer | Auditor | | |
| Harvester operator | Plant Operator | Packaging laborer | Pollution Control Officer | Procurement staff | | |
| Machine operator | Assistant Plant Operator | Sorter | Admin Supervisor | Admin staff | | |
| Laborer (Planting) | Machine operator | Quality control officer/ Quaity checker | Finance supervisor | | | |
| Laborer (Crop management) | Driver | Butcher | Cluster coordinator | | | |
| Laborer (Planting and crop management) | Laborer | | Sales supervisor | | | |
| Laborer/caretaker (Animal management) | Warehouseman | | | | | |
| Laborer (harvesting) | | | | | | |

Form 8. CUSTOM SERVICES

This form captures the information on the types of custom services being provided by the Enterprise specifically indicated in the business plan.. This includes the unit price paid for the service provided.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|-----------------------------------|---|------------------------|----------------------------|--|-----------------------|---|
| Unique Identifier | Unique ID given to each beneficiary | sample: Osayan-0001 | No | SG | Form 2 | |
| Service Provided– Type of Service | Services provided by the project to the farmer-beneficiaries such as land preparation, harvesting, drying, milling, hauling, storage and threshing through the enterprise common service facilities. Select from the dropdown list. | | Yes | | | |
| Service Provided– Quantity | Refers to the quantity of service provided to the farmers | | No | | | |
| Service Provided – Unit Measure | Use hectare for land preparation while kilogram for harvesting, hauling, milling, storage and threshing. Use hours/days for time-based arrangements. | | Yes | | | |
| Service Provided – Unit Cost | This refers to the unit cost per type of service | | No | | | |

| | | | | | | |
|---------------|---|--|----|--|--|--|
| Date Provided | Actual date when the service was provided | | No | | | |
|---------------|---|--|----|--|--|--|

Form 9. ACQUISITION OF GOODS

This form captures information on the acquisition of direct materials such as ingredients and packaging materials needed to produce the product but excluding the raw materials procured from the farmers. It also includes other supplies and materials being used in the production and selling of the product. This will serve as the inventory system for supplies and materials used in the production of the product of the enterprise.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|----------|--|-------------|---------------------|---|----------------|--|
| Category | List of all the expenditures(generic term) that will be incurred by the enterprise in producing the finished product. Select from the dropdown list Ingredients- refers to items as stated also in Form 9 which are used/ utilized for the production of the final product but not pertaining to the main raw material during the reporting period. Packaging and Labelling materials - refers to items as stated also in Form 9 which are used/ utilized for the production of the final product during the reporting period. Other Supplies and Materials - refers to items used/ utilized for the production of | | Yes | | | |

| | | | | | | |
|------------------|--|------------------|--|--|--|--|
| | the final product which are not identified under the ingredients and packaging and labelling materials during the reporting period. E.g. twines, packaging tape and the likes. | | | | | |
| Item Description | Refers to the specific name of the item expenditure category. This should also include specifications and detailed description of the item. | No | | | | |
| Quantity | Number/quantity of items procured For items procured in packs, the quantity to be recorded will be the total quantity (pcs, kgs, liter, etc) per pack multiplied by the number of packs procured. | No | | | | |
| Unit Measure | Unit of measure used in the quantity of items procured. Note: the unit measure for all items should be consistent in forms 10 and 11 | Yes | | | | |
| Unit Price | Price per unit of the item procured For items procured in packs, the unit price to be recorded will be the cost per unit | No | | | | |
| Date Procured | Date the good was procured | mm/dd/yyyy No | | | | |

Form 10. Utilization of Procured Goods

This form captures information on the utilization of the ingredients and packaging materials used in the production of the product excluding the raw materials procured from the farmers. These also include other supplies and materials used in the production and selling of the product. (from Form 9).

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|----------|---|-------------|---------------------|---|----------------|--|
| Item | <p>List all the expenditures (generic term) incurred by the enterprise in producing the finished product. Select from the dropdown list</p> <p>Ingredients- refers to items as stated also in Form 9 which are used/ utilized for the production of the final product but not pertaining to the main raw material during the reporting period.</p> <p>Packaging and Labelling materials - refers to items as stated also in Form 9 which are used/ utilized for the production of the final product during the reporting period.</p> <p>Other Supplies and Materials - refers to items as stated also in Form 9 which are used/ utilized for the production of the final product which are not identified under the ingredients and packaging and labelling</p> | | Yes | | Form 9 | |

| | | | | | | |
|---------------|---|-----|------------|--|--|--|
| | materials during the reporting period. E.g. twines, packaging tape and the likes. | | | | | |
| Description | Refers to the specific name of the item expenditure category. This should also include specifications and detailed description of the item. E.g. Supplies - carton boxes, twines, packaging tape and the likes (The ingredient and other materials used for the production of the final product are not included) Note: One item per row. Refer also to the items reflected in Form 9. | No | | | | |
| Quantity | Number of items utilized | No | | | | |
| Unit Measure | Unit of measure used in the quantity of items utilized. This has to be the same as the unit measure used in Form 9. | Yes | | | | |
| Unit Price | Average price of the supplies and materials used | No | SG | | | |
| Date Utilized | Specific date the good was utilized | No | mm/dd/yyyy | | | |

Form 11. Other Operating Expense

This form captures information on the operating expenses incurred by the enterprise during the reporting period. This covers the operating expenses such as utilities, fuel and lubricants, permits and licenses, supplies and materials, repair and maintenance cost, rental and lease, tax expense etc. This includes payment of honorarium to the officers and members of the PG. This form will represent the operating expenses of the enterprise except for cost of direct raw materials, direct labor and salaries and wages.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|----------|--|-------------|---------------------|---|----------------|--|
| Item | List all the expenditures (generic term) incurred by the enterprise in producing the finished product. Select from the dropdown list Employee Benefits- this refers to the benefits given to employees directly involved in providing services other than salaries and wages such as but not limited to 13th month pay, bonus, allowances, and subsistence allowances including human resource development SSS, Philhealth, Pag-ibig Contribution- this account refers to the cooperative's share in the employees' contribution to SSS, Philhealth, and Pag-ibig. Communication Expense - refers to the amount incurred for transmission of messages such as courier, telephone, email, | | Yes | | | |

| | | | | | | |
|--|--|--|--|--|--|--|
| | fax, internet, messengerial, and all other means of communication used in the delivery of service. | | | | | |
| | Gas, Oil, and Lubricants - this account refers to amounts incurred for gasoline, fuel and lubricants for the cooperative's machineries and equipment used in the delivery of service. | | | | | |
| | Honorarium - refers to the amount of money provided to the officers and/or members of the PG working for the enterprise as additional duty/responsibility and not hired during the reporting period. | | | | | |
| | Insurance - refers to expenses incurred to insure the equipment used in providing services | | | | | |
| | Interest - refers to the payment of the interest incurred from loans of the PG for the operation of the enterprise during the reporting period | | | | | |
| | Supplies - refers to the expenses incurred for various supplies used for service activities | | | | | |
| | Permit and licenses - refers to legal documents in compliance of the enterprise to laws and regulations to operate the | | | | | |

| | | | | | | |
|--|---|--|--|--|--|--|
| | <p>business or assets legally being paid to government entities during the reporting period</p> <p>Product/Service Marketing and Promotion Expense - refers to the expenses incurred for the promotion and marketing of the product of the enterprise such as advertisement, participation to trade fairs and other events and the likes during the reporting period</p> <p>Rentals - this account refers to expenses incurred for the building/office space or facilities leased by the cooperative for the generation of service income</p> <p>Training and Seminars - refers to the amount incurred for officers and staff directly involved in providing services for attending training and seminars/conducting seminars including expenses related thereto after exhausting the CETF.</p> <p>Travel and Transportation- - this refers to the amount incurred for fares, toll fees, board and lodging, per diem, and meal allowance of the officers, employees directly involved in providing services while on official travel.</p> | | | | | |
|--|---|--|--|--|--|--|

| | | | | | | |
|-------------|---|----|--|--|--|--|
| | <p>Depreciation - this account refers to the amount provided for wear and tear of building, machineries, and equipment used in the delivery of service.</p> <p>Repair and maintenance - this account refers to expenses incurred in the repair and maintenance of machineries and equipment used in the delivery of service except major repairs that prolong the life of the asset</p> <p>Power, light, and water - refers to the cost of electricity and water incurred in the generation of service income</p> <p>Miscellaneous- this refers to the expenses incurred by the cooperative not classified under any of the specified expenses account</p> <p>Tax, Fees, and Charges -refers to the expenses incurred for taxes, fees, and charges due to government entities, both national and local.</p> | | | | | |
| Description | Refers to the specific name of the item expenditure category. This should also include specifications and detailed description of the item. | No | | | | |

| | | | | | | |
|-----------------|---|------------|----|--|--|--|
| Amount | Total amount paid for the said item during the reporting period | | No | | | |
| Date of Payment | Specific date the good was utilized | mm/dd/yyyy | No | | | |

Form 12. PROCESSING INPUT

This form captures the inputs used in the processing of the products to be marketed by the enterprise. This records the volume of all the direct materials (ingredients and packaging, from form 9) used for processing, including the commodity produced by the enterprise (from form 5) and the raw materials procured from the farmer/fisher beneficiaries (from form 6), whichever is/are applicable. This form represents the inventory of the materials input used in processing the finished product.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|--------------|--|-------------|------------------------------------|--|----------------|--|
| Batch Number | Refers to the batch number of processing | | No | Yes | | |
| | | | | But for pilot testing, manually input the batch number | | |
| Input | Refers to the materials (direct raw materials, ingredients, packaging and labeling) needed to produce the product. | | SG Commodity Procure and Form 9 | SG Commodity Procure and Form 9 | | |

| | | | | | | |
|-------------------------|--|------------|-----|--|--|--|
| Quantity | Refers to the number volume of inputs used for processing | | No | | | |
| Unit Measure | Unit measure used for the volume of inputs used for processing | | Yes | | | |
| Date Started Processing | Refers to the specific date the processing started | mm/dd/yyyy | No | | | |

Form 13. PROCESSING OUTPUT

This form captures the information of the final product produced from the inputs in Form 11-Processing Input. Final product refers to the final form (packaged, if applicable) to be marketed by the Enterprise.

Batch number shall be consistent with the processing batch (Form 11-Processing Input) of which the product is derived.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|--------------------------------|--|-------------|---------------------|---|----------------|--|
| Batch Number | Refers to the batch number of the corresponding processing in Form 11. | | No | | | Form 11 |
| Product Form – Name of Product | End product of the processing. This also refers to the processed product that will be available for sale | | Yes | | | |

| | | | | | | |
|--------------------------------|---|------------|-----|--|--|--|
| Product Form -Description | Refers to the product specifications which should include at least the packaging size, weight, grade, and classification. | | No | | | |
| Volume Produced -Quantity | The total volume produced for the specific products. | | No | | | |
| Volume Produced – Unit Measure | Refers to the unit measure used | | Yes | | | |
| Date Completed Processing | Refers to the specific date the processing was completed | mm/dd/yyyy | No | | | |

Form 14. BUYER'S PROFILE

This form captures the information on all the buyers of the Enterprise, whether individual or institution and regular or walk-in.. This includes information of the presence of a formal marketing agreement and the payment terms. This form will represent the total sales generated by the enterprise.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|-------------------------|---|-------------|---------------------|---|----------------|--|
| Buyer Unique Identifier | Every buyer will be assigned a unique ID. For walk-in buyers, only one ID will be assigned. This ID will be used when encoding data for all walk-in buyers. | | No | | | |

| | | | | | | |
|---------------------|---|-----------|-----|--|--|--|
| | | | | | | |
| Name of Buyer | This refers to the complete name of the buyer whether individual or institutional.. | | No | | | |
| Classification | This refers to whether the buyer is classified as an individual or an institution. Select from the dropdown list Individual - these are individual or groups operating their business for less than ten years Institution - these are groups or individuals with operations already established for at least ten years | | Yes | | | |
| Type of Buyer | Refers to the type of buyer such as trader/consolidator, processor, exporter, supermarket, hotels and restaurants, walk-in, government, wholesaler, and retailer. Select from the dropdown list | | Yes | | | |
| Marketing Agreement | This will capture the buyer with formal marketing agreement with the PG. The marketing agreement could be in the form of a written contract and purchase order, and similar instrumentalities Select from the dropdown list | Yes or No | Yes | | | |

| | | | | | | | |
|--------------------------|---|------------|-----|--|--|--|--|
| Agreement Form | This refers to the marketing agreement that could be in the form of a written contract and purchase order, and similar instrumentalities This is only applicable to buyers with formal marketing agreement. Select from the dropdown list | | Yes | | | | |
| Agreement Duration- From | This refers to the start date of the agreement as stipulated in the contract with the buyer. | mm/dd/yyyy | No | | | | |
| Agreement Duration- To | This refers to the end date of the agreement as stipulated in the contract with the buyer. | mm/dd/yyyy | No | | | | |
| Volume of Contract | Refers to the total volume of product to be bought by the buyer as stipulated in the contract with the buyer. | | No | | | | |
| Value of Contract | Refers to the total amount of product to be bought by the buyer as stipulated in the contract with the buyer. | | No | | | | |
| Payment Terms | Agreed payment terms with the buyer. It can be through Cash on Delivery, Consignment, Credit, or Advance Payment. Select from the dropdown list | | Yes | | | | |

| | | | | | | |
|----------------|--|--|----|--|--|--|
| Address | Indicate the complete office address of the buyer. | | No | | | |
| | Province, Municipality/City, Barangay | | | | | |
| Contact Number | Indicate the official contact number of the buyer. | | No | | | |

Form 15. TOTAL SALES OF THE ENTERPRISE

This form captures all the products being sold by the Enterprise to the specific buyer. This will capture the total sales of the enterprise. This form will be linked to Forms 5, 6, and/or 12).

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|-------------------------|---|-------------|---------------------|---|----------------|--|
| Buyer Unique Identifier | Unique ID given to each buyer (refer to Form 13) | | No | | | |
| Product Form – Name | This refers to the finished product sold by the enterprise whether in raw or processed form. Select from the dropdown list for the different product forms | | Yes | | | Commodity Procured, Commodity Produced, Processing output form |

| | | | | | | | |
|---------------------------|---|------------|-----|--|--|--|------------------------|
| Product Form -Description | This refers to the details or specification of the finished product including the variety, breed, packaging, size, etc. Information will be auto-generated from the processing output form | | No | | | | Processing output form |
| Volume – Quantity | This will capture the quantity of product sold to the buyer. Number of packs / heads / product, whichever is applicable | | No | | | | |
| Volume – Unit Measure | Refers to the unit measure used | | Yes | | | | |
| Unit Price | Refers to the price per unit of the product being sold | | No | | | | |
| Amount of Sales | This is the total amount of the product sold to the buyer. This is auto generated. | | No | | | | |
| Date of Transaction | Refers to the specific date the product was sold | mm/dd/yyyy | No | | | | |

Form 16. LIST OF TRAININGS AVAILABLE

This form captures the list of the training, seminars and workshops received by the PG staff and members from PRDP, other government and private institutions, and individuals that are related to the operations of the PRDP supported enterprise. Prior availed/attended training should be included as long as it is related to the operations of the PRDP supported enterprise, that may be 10 years earlier up to present.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|--|---|--------------------|----------------------------|--|-----------------------|---|
| Trainings Availed – Unique Identifier | Each training title will be assigned a unique ID | | No | | | |
| Trainings Availed – Title / Description | Refers to formal or informal learning activities that provide knowledge and skills to the PGs and its members to improve the operation to its supported enterprise. Select from the dropdown list the training and seminar attended by the PG. In the case where the training is not on the dropdown list, select “Others” and encode the title of the training in Column D. | | Yes | | | |
| Skill Set | This refers to the knowledge, skills and attitude gained from the training attended. Select from the dropdown list | | Yes | | | |

| | | | | | | |
|--|---|-----|--|--|--|--|
| | <p>Technical - refers to the abilities and knowledge needed to perform specific tasks for the operation of the enterprise such as technology, mechanical, mathematical and scientific related activities.</p> <p>Leadership/Managerial - refers to the attributes or abilities of the officers, managers and supervisors to perform their duties and responsibilities to the enterprise. This includes skills on planning, communication, decision making, delegation, problem solving and motivating skills.</p> | | | | | |
| <p>Training Provider-Category</p> | <p>Training Provider refers to the institutions that provided funding for the training activity.</p> <p>These are categorized into the following: PRDP, PG, Government Agencies and Private Institutions</p> <p>Government Agencies - include DA agencies, other than PRDP, other national and local government agencies and SUCs.</p> <p>Private Institutions - include private universities and colleges, non-government institutions, private learning and educational sites and private sector</p> | Yes | | | | |

| | | | | | | |
|----------------------------|---|----|------------|--|--|--|
| | Select from the dropdown list | | | | | |
| Training Provider- Name | Indicate the full name of the institution who funded the training, whether that institution conducted the training or not. | No | | | | |
| Training Cost- Own Expense | The cost incurred in attending the training such as accommodation, travelling expense, registration fee and other costs shouldered by the PG | No | | | | |
| Training Cost - Sponsored | The cost incurred in attending the training such as accommodation, travelling expense, registration fee and other costs sponsored by the third party. | No | | | | |
| Training Date | Indicate the training to be considered are trainings attended or received in the last 10 years | | | | | |
| Training Date- From | Inclusive date of the trainings attended Starting date of training | No | mm/dd/yyyy | | | |
| Training Date - To | End date of training | No | mm/dd/yyyy | | | |
| Year | If the inclusive date of the training is not applicable, indicate only the Year conducted | No | yyyy | | | |

| | | | | | | |
|---------|---|--|--|--|--|--|
| Remarks | Indicate PG participation in the training i.e. facilitator, assisted, resource person, etc. | | | | | |
|---------|---|--|--|--|--|--|

Form 17. LIST OF PERSONNEL TRAINED

This form captures the list of PG members and officers trained in the specific training in Form 15.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|--|---|-------------|---------------------|---|----------------|--|
| Trainings Aailed – Unique Identifier | Unique ID given to each training aailed (Refer to Form 15) | | No | | Form 16 | Form 16 |
| Personnel Trained –Beneficiary Unique Identifier | Refers to the PG members who attended the training. This will be linked to the Beneficiary Form. It should be ensured that the PG member is in the list of the beneficiaries (using Beneficiary Form 2) before encoding the data in this Form | | No | | Form 2 | |
| Trainings Aailed – Title / Description | Refers to formal or informal learning activities that provide knowledge and skills to the PGs and its members to improve the operation to its supported enterprise. | | Yes | | Form 16 | |

| | | | | | | |
|-------------------------|--|------------|----|--|--|--|
| | Select from the dropdown list the training and seminar attended by the PG. In the case where the training is not on the dropdown list, select "Others" and encode the title of the training in Column D. | | | | | |
| Date Attended – From | This refers to the inclusive date of attendance by the PG officer or member. "From" means the first day of attendance | mm/dd/yyyy | No | | | |
| Date Attended - To | This refers to the inclusive date of attendance by the PG officer or member. "To" means the last day of attendance. | mm/dd/yyyy | No | | | |
| Year | In case the specific date is not available, provide at least the year it was conducted | yyyy | No | | | |

Form 18. LOAN AND CREDIT ASSISTANCE AVAILABLE

This form captures the information of the loan and credit assistance applied for and availed by the PG to support the operation of the PRDP supported enterprise.. This includes details of payment terms, collateral and interest rates.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|---------------------|--|--------------------|----------------------------|--|-----------------------|---|
| Loan ID | Unique ID given per loan or credit assistance approved | LBP-001 | | SG | Form 19 | |
| Type of Institution | Indicate if Government Financing Institution, Micro Financing Institution and/or Private/ Commercial Banks that have provided loan to the PG. Select from the dropdown list | | Yes | | | |
| Name of Institution | Indicate the complete name of the financial institution that provided the loan to the PG | | No | | | |
| Purpose | Indicate the reason for the application of loan and its purpose for the enterprise operation. | | No | | | |

| | | | | | | |
|---|--|------------|-----|--|--|--|
| Loan Amount/ Credit Assistance – Applied | Indicate the loan amount to be used by the PG on PRDP supported enterprise. | | No | | | |
| Loan Amount / Credit Assistance – Approved | Indicate the loan amount approved by the financial institution to the PG. | | No | | | |
| Payment Terms – Amount of Amortization | Refers to the amount of the regular amortization | | No | | | |
| Payment Terms – Terms of Payment | Select from the dropdown list whether the loan is paid monthly, quarterly, semi-annually, annually | | Yes | | | |
| Payment Terms – Payment Period | Indicates the duration of the loan | | No | | | |
| Interest Rate (%) | Indicate the interest rate of the loan | | No | | | |
| Collateral | Select from the dropdown list “Yes” if the financial institution required a collateral and “No” if not required. | | Yes | | | |
| Date – Applied | Indicate when the loan was applied | mm/dd/yyyy | No | | | |

| | | | | | | |
|-----------------|---|--|----|--|--|--|
| | | | | | | |
| Date – Approved | Indicate when the loan was approved | mm/dd/yyyy | No | | | |
| Remarks | Provide a brief but detailed narrative description of the stages of the loan process. | Submitted to Landbank all the loan requirements. | | | | |

Form 19. Loan and Credit Received

This form captures the tranches of loans received by the enterprise.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|---------------|--|-------------|---------------------|---|----------------|--|
| Loan ID | Refers to the corresponding loan and credit assistance availed in Form 17. | LBP-001 | Yes | SG | Form 18 | |
| | This may be entered multiple times depending on the number of loan/ credit tranches. | | | | | |
| Loan Received | This is the actual amount received from the approved amount of loan. | | No | | | |

| | | | | | | |
|---------|---|------------|----|--|--|--|
| Date | Indicate when the loan was released/ received. | mm/dd/yyyy | No | | | |
| Remarks | | | No | | | |

Form 20. ACQUIRED MACHINERY/EQUIPMENT, VEHICLES, AND INFRASTRUCTURE

This form captures the details of all the machinery/equipment, facilities and infrastructure acquired by the PG related to the operation of the PRDP supported enterprise. This includes the specifications, operational capacity, purpose, manner of acquisition, funding source, and acquisition cost of the machinery/equipment, facilities, and infrastructure.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|---------------|--|-------------|------------------------|---|----------------|--|
| Unique ID | Each specific machinery/equipment, vehicle or infrastructure will be assigned a unique ID | | | | | |
| Type of Asset | Identify if the asset is a (a) Machinery/Equipment, (b) Vehicle, (c) Infrastructure Select from the dropdown list Machinery/Equipment Vehicle | | Yes | | | |

| | | | | | | |
|----------------|---|--|--|--|--|--|
| | Infrastructure Improvement of Infrastructure Furniture and Fixtures | | | | | |
| Name | Indicate the name of machinery/equipment, vehicles or infrastructure | | | | | |
| Specifications | <p>Indicate the complete specifications of the machine/equipment, vehicle or infrastructure including but not limited to:</p> <p>Machinery/Equipment - dimensions, machine type (portable, stationary, batch type, continuous flow, single pass, multi-pass)</p> <p>Vehicle - vehicle type, gross vehicle weight, engine specifications, body type, dimensions.</p> <p>Infrastructure - dimensions/floor area, no. of storeys, sections, FDA compliance, construction materials (wooden, semi-concrete, concrete)</p> <p>Improvement of Infrastructure-this refers to the improvement that can expand the useful life of an infrastructure for more than a year. The cost of improvement will reflect on the acquisition cost.</p> <p>Furniture and Fixtures-are items that are not permanently affixed to a building and are consequently easily removable from their respective locations.</p> | | | | | |

| | | | | | | |
|----------------------------|---|--|--|--|--|--|
| Rated Power (HP/kW Rating) | Indicate the power rating of the machine or equipment. This is applicable only for machines/equipment/facilities powered by a prime mover, either an electric motor or engine. This can be expressed in hp or kW . | | | | | |
| Input Capacity | This is applicable only for continuous flow processing equipment/machinery. It is the amount of input materials that the machine/equipment can process per unit time which can be expressed in kg/hr, li/hr, etc. | | | | | |
| Output Capacity | This is applicable only for continuous flow processing equipment/facilities. It is the amount of output material that the machine/equipment produces per unit time (kg/hr, li/hr, pcs/hr, etc). In case of land preparation or field harvesting equipment, it is the area that the machine/equipment can serve per unit time (ha/hr). | | | | | |
| Batch Load/ Capacity | This is applicable only for batch type equipment, storage facilities/equipment, and vehicles. It refers to the amount of material a machine/equipment can process per batch or is the amount of material a container/vessel/vehicle can hold/contain/carry per load. Examples of machines, equipment, and facilities with capacities under this category include batch type dryers, fermentation boxes, hauling trucks, containers, storage structures etc. | | | | | |

| | | | | | | |
|-----------------------|---|-----|--|--|--|--|
| | For vehicles, it is the payload capacity. Capacity can be expressed in kg, li, etc. | | | | | |
| Purpose/Use | Specific purpose of the equipment/facility/infrastructure on farm operations or enterprise operations activities. Select from the dropdown list the purpose of the asset in the operations. | Yes | | | | |
| Manner of Acquisition | Indicate if the facility is self-financed or acquired through other sources. Select from the dropdown list | Yes | | | | |
| Type of Funder/Donor | Indicate the type of the institution that funded the asset. Select from the dropdown list | Yes | | | | |
| Name of Funder/Donor | Indicate the complete name of the institution of the funder/donor that provided the asset. | | | | | |
| Modality | Indicate whether the facility is given through loan or donation. Select from the dropdown list | Yes | | | | |
| Acquisition Cost | Indicate the cost of the facility acquired | | | | | |

| | | | | | | |
|---------------|---|------------|--|--|--|--|
| Date Acquired | Indicate the specific date of the acquisition | mm/dd/yyyy | | | | |
|---------------|---|------------|--|--|--|--|

Form 21. ASSETS INSURANCE

This form captures information of the insured assets in Form 18. This includes details of the insurance provider, insurance coverages, and terms of payment.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|---|---|-------------|---------------------|---|----------------|--|
| Unique ID | Each specific machinery/equipment, vehicle or infrastructure will be assigned a unique ID | | No | | Form 20 | |
| Name/Description | Indicate the specific name of the asset. This is the same on the name of asset indicated in the Facilities form | | No | | Form 20 | |
| Financial Institution – Type of Institution | This refers to the type of financial institution whether it is government or private. Select from the dropdown list | | Yes | | | |
| Financial Institution – Name of Institution | This refers to the complete name of the institution | | No | | | |

| | | | | | | | |
|---|---|------------|-----|--|--|--|--|
| Total Amount Insured | Indicate the total amount insure coverage | | No | | | | |
| Terms of Premium Payment - Amount | Refers to the amount of the regular payment of insurance premium | | No | | | | |
| Terms of Premium Payment - Terms of Payment | Indicate the terms of payment whether it is paid on per month/quarter/semi-annual/annual basis Select from the dropdown list | | Yes | | | | |
| Period Covered – From | Indicate the month and year when the insurance started. | mm/dd/yyyy | No | | | | |
| Period Covered – To | Indicate the month and year when the insurance ended | mm/dd/yyyy | No | | | | |

Form 22. COMMODITY INSURANCE

The object of insurance shall be the standing crop planted on the farmland specified on the insurance application, which the assured farmer has an insurable interest on.

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|--------------------------------|---|--------------------|----------------------------|--|-----------------------|---|
| Beneficiary ID (if applicable) | Refers to the Unique ID assigned to each beneficiary in Form 2. Please leave blank if commodity insured is planted in communal farms or the PG is the one that applied for the commodity insurance | | No | | Form 2 | |
| Commodity Sector | Commodity sector includes crops, livestock, and fisheries Information will be auto-generated by the System. For the pilot testing, select from the dropdown list | | Yes | | | |
| Commodity | Indicate the name of the commodity Information will be auto-generated by the System. Select from the dropdown list | | Yes | | | Commodity Procured Commodity Produced |
| Type of Insurance | Type of Insurance for Rice and Corn | | Yes | | | |

| | | | | | | | |
|--|--|-----|--|--|--|--|--|
| | <p>A. Multi-risk Cover- this is a comprehensive coverage against crop loss caused by natural disasters</p> <p>B. Natural disaster cover- this is a limited coverage against crop loss caused by natural disasters</p> <p>Type of insurance for LIVESTOCK</p> <p>A. Non-commercial mortality insurance coverage</p> <p>B. Commercial mortality insurance coverage</p> <p>C. Special cover for livestock dispersal</p> <p>For high value crops and fisheries,</p> <p>A. Multi-risk Cover- this is a comprehensive coverage against crop loss caused by natural disasters</p> | | | | | | |
| Insurance Provider – Type of Institution | <p>This refers to the type of financial institution whether it is government or private.</p> <p>Select from the dropdown list</p> | Yes | | | | | |
| Insurance Provider – Name of Institution | <p>This refers to the complete name of the institution</p> | No | | | | | |
| Total Amount Insured | <p>Refers to the total amount of the insurance coverage</p> | No | | | | | |

| | | | | | | |
|---|---|------------|-----|--|--|--|
| Terms of Premium Payment - Amount | Refers to the amount of the regular payment of insurance premium | | No | | | |
| Terms of Premium Payment - Terms of Payment | Indicate the terms of payment whether it is paid on per month/quarter/annual basis Select from the dropdown list | | Yes | | | |
| Period Covered – From | Indicate the month and year when the insurance started. | mm/dd/yyyy | No | | | |
| Period Covered - To | Indicate the month and year when the insurance ended | mm/dd/yyyy | No | | | |

Form 23. PROFIT-SHARING FORM

This captures the income earned by the farmer-beneficiaries by participating in the PRDP supporting enterprise either through dividend and patronage refund earning or through other schemes of income distributions

| Variable | Description | Data Format | With Drop Down List | User Input (UI) or System Generated (SG)? | Linked to Form | Relationships to Other Forms (Use Form Code) |
|--------------------------------|---|-------------|---------------------|---|----------------|--|
| Beneficiary ID (if applicable) | Refers to the Unique ID assigned to each beneficiary in Form 2. | | No | | Form 2 | |

| | | | | | | | |
|-----------------|---|--|-----|--|--|--|--|
| Type of Benefit | This refers to the share received as part of the net surplus made available to the members of the PG Type of benefits include: A. Dividend- this refers to the amount returned to all the members of the PG out of its profit B. Patronage refund/Rebate - this refers to the amount returned to individual patrons in proportion to their individual patronage of the PGs products and services C. Premium Pricing- income from mark-up price gets by a member | | Yes | | | | |
| Amount | Indicate the amount received considered as benefit from the enterprise | | No | | | | |
| Date | Indicate the exact data when the benefit receive | | | | | | |

Reports Generated

| Report Code | Report Name | Description | Data Source (Forms) |
|-------------|--|--|---------------------|
| 1 | Incremental net income received by the farmers with PRDP support | This report will show the increase in net income of farmer beneficiaries as a result of PRDP interventions, by commodity sector, commodity name, by province, region, cluster, national | |
| 2 | Income Statement | Refers to the financial statement of the enterprise showing the profit or loss from its operation during its reporting period. E.g. Monthly. | |
| 3 | Job Generation | This is the summary report of the jobs generated by the enterprise per sector, type of engagement, type of skill and nature of job by enterprise operations activity, by commodity sector, by commodity name, by province, by region by cluster, national | Form 7 |
| 4 | Gender Participation | This report will show the number and percentage of male and female participation in the different enterprise operations activities such as farming, postharvest, processing, enterprise management, administrative, financial and marketing, by commodity sector, by commodity, by province, by region, by cluster, national | |
| 5 | Technical Assistance Provided to the PG | This report will show the number of PGs provided with trainings | Forms 16 & 17 |
| 6 | Market Linkage | This report will show the number of subprojects linked to markets by nature of market agreement, by commodity name, volume of marketed output, by province, by region by cluster, national | Forms 14 & 15 |
| 7 | Utilization of Facilities and Equipment | | |
| 8 | PGs linked with credit and insurance | This report will show the number of PGs with access to credit and insurance, by province, by region, by cluster, national | |
| 9 | Beneficiaries of I-REAP subprojects | This report will show the number of direct and indirect beneficiaries of I-REAP | |

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| | | | |
|----|---|--|--------|
| | | subprojects by sex, by commodity sector, by commodity, by province, by region, by cluster, national | |
| 10 | Farmers reached with agricultural assets/services | This report will show the number of farmers reached with agricultural assets/services disaggregated by sex, by commodity sector, by commodity name, by province, by region, by cluster, national | Form 4 |

Guide in Reporting Production and Productivity

This section provides guidance on the frequency and timing of reporting production data.

| Sector | Commodity Group | Frequency | Remarks |
|-----------|--|--|---------|
| Crops | All Crops | Every after harvesting and marketing of the produce | |
| Livestock | Dairy (cattle, carabao, goat) | Daily recording of the production and marketing at the farmer level and monthly reporting to the enterprise Daily recording and reporting at the communal farm. | |
| | Live Animals intended for meat, breeding and fattening purposes (swine, cattle, carabao, goat) | Every marketing of the animals. | |
| Poultry | Layers (chicken, ducks, quail) | Daily recording of the production and marketing at the farmer level and monthly reporting to the enterprise Daily recording and reporting at the communal farm. | |
| | Live Animals intended for meat, breeding and fattening purposes (chicken, ducks, quail) | Every marketing of the animals. | |
| Fishery | Fish Capture (Live groupers, Tuna, etc.) | Every marketing of the product. | |
| | Aquaculture (Bangus, Tilapia, aquasilviculture, shellfish) | Every after harvesting and marketing of the produce | |
| | Seaweeds | Every after harvesting and marketing of the produce | |

Unit of Measure to be used in each of the product form

CROPS

Kilogram

- | | | |
|----------------------------|--------------------------------|---|
| · Abaca | · Mandarin Orange | · Coconut Shell |
| · Arrowroot | · Mungbean | · Coconut Husk |
| · Banana | · Onion | · Copra Cake |
| · Bell Pepper | · Peanut | · Dried Ampalaya |
| · Bitter Melon (Amplaya) | · Pili | · Dried Mango (Pack) |
| · Bottle Gourd (Upo) | · Pineapple | · Dried Sweet Potato Chips |
| · Broccoli | · Potato Sweet | · Dried Sweet Potato Chips (For Feeds) |
| · Cacao | · Potato White | · Durian Processed |
| · Cabbage (Repolyo) | · Rice | · Fermented Cacao Beans |
| · Calamansi | · Siling Haba | · Fermented Dried Beans |
| · Carrots | · Silkworm (Temporary Housing) | · Lanzones Processed |
| · Cashew | · Squash | · Mangosteen Processed |
| · Cassava | · String Beans (Sitaw) | · Green Coffee Beans |
| · Cauliflower | · Sweet Potato (CPM) | · Pili Processed |
| · Celery | · Taro (Gabi) | · Potato Tubers/ Tuberlets/ Potato Cuttings |
| · Chayote (Sayote) | · Tomato | · Roasted Coffee (Ground) |
| · Chinese Cabbage (Pechay) | · Ube | · Roasted Coffee (Whole) |
| · Citrus | · Winged Beans (Sigarilyas) | · Rubber Crumb |
| · Coffee | · Abaca Fiber | · Rubber Sheet |
| · Corn | · Atchara | · Muscovado Sugar |
| · Durian | · Baled Abaca Fiber | · Packed Heirloom Rice Grains |
| · Dragon Fruit | · Baled Coco Coir | · Squash Canton |
| · Eggplant | · Banana Chips | · Squash Miki |
| · Garlic | · Cassava Chips | · Squash Pretzel |
| · Ginger | · Cassava Granules | · Tablea |
| · Jackfruit | · Coconut Coir | · Vegetable Noodles/ Organic Vegetables |
| · Lady's Finger (Okra) | · Coconut Fiber | |
| · Lanzones | · Coconut Peat | |
| · Mango | · Coconut Sugar | |
| · Mangosteen | | |

Piece

- Abaca Suckers (planting Materials)
- Fruiting Bag
- Tomato Candy

Liter

- | | |
|---|-----------------------|
| · Coconut (Refine, Bleach and Deodorized Oil) | · Crude Oil |
| · Coco Water | · Coco Vinegar |
| · Oil Palm | · Tuba |
| · Virgin Coconut Oil | · Coconut Cooking Oil |

- Honey
- Coconut Wine (Bahalina)
- Mango Juice
- Mango Vinegar
- Mango Wine

Meter/ Roll

- Coconut Geonet
- Geonets

LIVESTOCK

Kilogram

- Beef choice cuts
- Carabao choice cuts
- Pork choice cuts
- Dried/ smoke pork meat (etag-salted meat), kinuday (smoke meat)
- Milk bars

Piece

- Ice Cream
- Pastillas

Head

- Cattle – Yearling
- Cattle – Fattened
- Cattle – Culls
- Carabo -Yearling
- Carabao – Fattened
- Carabao -Culls
- Goat – Kid
- Goat – Bucks/ Does for Breeding
- Goat – Carcass
- Goat – Culls
- Fattened Goat
- Piglets
- Fattened Live Swine
- Hog Carcass
- Swine – Culled
- Dairy Carabao
- Dairy Cattle

Liter

- Dairy Milk
- Cattle- Fresh Milk
- Yoghurt
- Goat – Fresh Milk
- Goat - Milk
- Carabao – Fresh Milk
- Flavored Milk
- Pasteurized Milk

POULTRY

Kilogram

- Dressed Chicken
- Dressed duck
- Fattened Duck
- Duckling (Baby Duck)

Piece

- Duck Fresh Egg
- Balut
- Penoy
- Salted Eggs

Head

- Chicks
- Live Chicken
- Chicken – Ready-to-breed Stocks

FISHERIES AND AQUACULTURE

Kilogram

- Seaweeds (Propagules)
- Seaweeds (Fresh)
- Seaweeds (RDS)
- Bangus (Grow-out)
- Bangus (Fingerlings)
- Crablets
- Fresh Fish (marine catch)
- Mussels
- Oyster
- Seaweeds

- Tilapia (Grow-outs)
- Tilapia Fingerlings (temporary housing)
- Tuna
- Blue Swimming Crab (Fisheries)
- Live Grouper
- Boneless bangus
- Sardines (dried salted)
- Seaweed cracker
- Smoke fish
- Tuna processed

OTHER COMMODITIES/ PRODUCTS

Kilogram

- Vermicompost/ Vermicast
- Salt

Piece

- Block Ice

Form 3. Commodity Produced

[illegible]

Form 4. Job Generation

[illegible]

Form 7. Sales

[illegible]

B. Enterprise Operations

Form 1. Enterprise Profile

A. ENTERPRISE

SubprojectID :

Subproject Title :

Subproject Cost :

| | |
|-------|------------|
| INFRA | ENTERPRISE |
| | |

Commodity Sector :

Livestock

Commodity

Swine

B. CONTACT

Contact Person :

| | |
|-------|------|
| First | Last |
| | |

Position :
(eg. Chairperson)

Contact Number :

Start of Enterprise :
Operations :

C. INCOME STATEMENT

Gross Income :

Cost of Goods Sold :

Gross Profit :

Operating Expenses :

Net Income (loss) :

***Distribution of Net
Income***

Dividend Sharing :

Retained Earnings :

Form 5. Commodity Produced

[illegible]

Form 7. Jobs Generation

[illegible]

Form 9. Acquisition of Goods

[illegible]

Form 12. Processing Input

[illegible]

Form 13. Processing Output

| BATCH NUMBER (Unique ID Number) | PRODUCT FORM | | | Volume Produced | | DATE COMPLETED PROCESSING | REMARKS |
|------------------------------------|-----------------|-----------------------|----------|-----------------|-----|------------------------------|---------|
| | NAME OF PRODUCT | PRODUCT SPECIFICATION | QUANTITY | UNIT MEASURE | | | |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | |
| | | | | | | | |
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Form 16. List of Trainings

[illegible]

Form 17. List of Personnels Trained

[illegible]

Form 23. Profit-Sharing

[illegible]