



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT

TERMS OF REFERENCE (TOR)

FINANCE UNIT HEAD
Project Support Office (PSO)

BACKGROUND

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development (IBRD or the "Bank"), specifically under Loan Agreement for IBRD Loan No. 8421-PH dated September 8, 2014 in an amount equivalent to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND UNITED STATES DOLLARS (US\$501,250,000) for the purpose of part-financing the Philippine Rural Development Project (PRDP), and another loan from the same Bank in the amount of ONE HUNDRED AND SEVENTY MILLION UNITED STATES DOLLARS (\$170,000,000), under Loan Agreement for IBRD Loan No. 8816-PH dated March 2, 2018, for the purpose of providing additional financing to scale up the original Project.

The development objective of the Project is to increase rural incomes and enhance farm and fishery productivity in targeted areas in all the 16 regions of the country. It is envisaged to promote more inclusive rural development by supporting smallholders and fisher-folk to increase their marketable surpluses, and by improving access to markets. The PRDP would also support reforms in the planning, resource programming and implementation practices of the DA. It will facilitate the integration and financing of priority local investments derived from the DA's agricultural and fisheries modernization plans which have been developed using a value chain approach, and through a consultative process with local stakeholders. The Project will be implemented over a period of six years (2014 to 2020).

Specific investments and interventions are implemented under four (4) central components of the Project enumerated and briefly described as follows:

Component 1: Local and National Levels Planning (I-PLAN). This component supports the implementation and mainstreaming of the DA's AFMP planning framework, thereby providing an operational platform for integrated technical support service delivery at the local and national levels. At the regional and local levels, regional AFMPs are being developed taking into account spatial and value chain analysis and using tools for vulnerability and suitability assessment, participatory resource analysis. The local AFMPs shall build on the success of local governments in the implementation of their own development plans.



Component 2: Infrastructure Development (I-BUILD). A network of strategic rural infrastructure is being established, linking priority value chains in targeted Project areas that are identified through the regional AFMPs. By the end of the Project, the component will be able to establish an improved access to strategic and climate-resilient rural infrastructure and facilities that primarily benefit target beneficiaries. These rural infrastructures include farm-to-market roads (FMRs), bridges, communal irrigation systems (CIS), potable water systems (PWS), production and post-production facilities and other infrastructure such as fish landings, fish sanctuary/Protected Area guardhouses, among others.

Component 3: Enterprise Development (I-REAP). This aims to strengthen and develop viable rural agro- industries through investments in the appropriate segments of efficient value chains of key agricultural and fishery products in targeted Project areas. Specifically, I-REAP is designed to: (i) increase productivity and marketability of agriculture and fishery products through increased access to information and support services; and (ii) increase farm and fishery household incomes through engagement in value-adding activities.

Component 4: Project Implementation Support (I-SUPPORT). Providing overall operational support to the implementation is the I-SUPPORT component that ensures efficient and effective delivery of the Project transactions in terms of financial management, procurement, monitoring & evaluation, geotagging, social and environmental safeguards and grievance redress mechanism. It leads in the introduction of innovations and reforms towards more effective and efficient administrative support system in Project implementation, mainly working through the existing DA bureaucracy. At the national level, the National Project Coordination Office (NPCO) is established at the DA Central Office to steer the overall implementation of the Project. Four (4) Project Support Offices (PSOs) have been established to support the implementation in the main islands of the country (2 in Luzon, 1 in Visayas and 1 in Mindanao). A Regional Project Coordination Office (RPCO) is formed and functioning in each Regional Office of the DA to focus on the implementation of the Project in the region.

SCOPE OF THE ASSIGNMENT

The Finance Unit Head shall manage the day to day financial operations of the Project and he/she shall oversee and supervise the preparation of the Annual Workplan and Budget of PSO and other financial reports to ensure timely submission to NPCO and to World Bank.

DUTIES AND RESPONSIBILITIES

Reporting directly to the Project Director and in close coordination with the Deputy Project Director. The Finance Unit Head is expected to carry out the following task related to financial management particularly on subproject implementation:

1. Maintain the day to day financial operations of PSO and see to it funds are available;
2. Review and recommend an accounting and financial management information and reporting system for Philippine Rural Development Project (PRDP) in accordance with the Bank's guidelines;
3. Provide inputs and assists in updating the Financial Management Guidelines for PRDP;

- 4. Attend to and monitor the over-all disbursements of PRDP and ensure that the disbursement schedules as approved by the Bank and PRDP are complied/followed; revise and update such schedules if necessary;
- 5. Conduct of PRDP Orientation/Training, particularly in the financial aspect of the Program;
- 6. Prepares/Consolidates the annual financial report of PRDP;
- 7. Ensures efficient flow of funds from sourcing to disbursement;
- 8. Ensures that project funds are properly accounted and reported on time;
- 9. Reviews and recommend for approval the disbursements and withdrawal applications for Statement of Expenditures (SOEs) and/or Interim Financial Reports (IFR);
- 10. Reviews the liquidation reports and supporting documents submitted by the RPCOs and Local Government Units (LGUs);
- 11. Monitors and maintain records of fund releases and liquidations per subproject with the LGUs and operational fund of the RPCOs;
- 12. Monitors the fund balance of RPCOs and LGUs ;
- 13. Reviews and consolidates the monthly Consolidated Statement of Receipts and Expenditures (CSRE) submitted by the RPCOs;
- 14. Supervises the accounts of PSOs, RPCOs and LGUs;
- 15. Provides technical assistance to, RPCOs and LGUs on matters of financial management of PRDP;
- 16. Provides recommendation on the problems encountered by the PSOs, RPCOs and LGUs concerning financial management;
- 17. Supervises over-all performance of the Finance staff on the regular preparation and/or submission of financial and accounting reports to DA and other national oversight agencies;
- 18. Performs other functions as may be directed by the Program Director and/or Supervisors such as providing technical advice on financial management for PRDP;

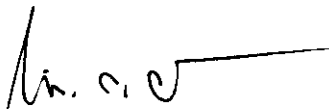
REQUIRED EDUCATION AND QUALIFICATION

- a. Education and Relevant Experiences
- b. He/she must have advanced degree in public administration, business administration, organizational development, public finance management or related fields and must be a Certified Public Accountant (CPA).
- c. He/she must have at least ten (10) years of demonstrated work experience as a financial management specialist; and must have good knowledge of the financial management policies and procedures of the Government of the Philippines, multilateral financial institutions (e.g., World Bank) as well as of the institutional, technical, and commercial aspects of financial management
- d. Preferably has five (5) years' experience working with Foreign Assisted Projects (FAPs); Experience in WB- assisted projects is an advantage.

Knowledge, Competencies and Skills

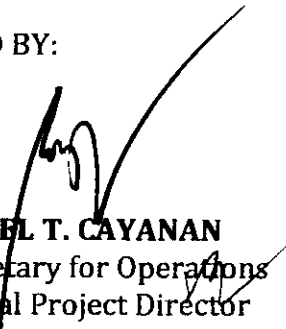
1. Good knowledge of the financial management policies and procedures of the Government of the Philippines, multilateral financial institutions (e.g., World Bank) as well as of the institutional, technical, and commercial aspects of financial management.
2. Experience in WB- assisted projects is an advantage.
3. Has attended forty (40) hours relevant training/workshop/seminar;
4. Proficiency in computer skills (Microsoft Office);
5. Communicate effectively orally and in writing
6. Team Player
7. Able to work under pressure
8. Willing to travel if necessary

PREPARED BY:



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