



Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**

**TERMS OF REFERENCE (TOR)**

**COMPLIANCE OFFICER**  
**Project Support Office (PSO)**

**BACKGROUND**

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development – World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND UNITED STATES DOLLARS (US\$501,250,000.00) for the purpose of financing the Philippine Rural Development Project (PRDP). An additional Financing (AF) amounting to ONE HUNDRED SEVENTY MILLION UNITED STATES DOLLARS (US\$170,000,000.00) 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 of 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 special 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 government in the implementation of their own development plans.

**Component 2: Infrastructure Development (I-BUILF).** 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 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 agriculture 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 and 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 Compliance Officer will be engaged to oversee the full compliance of the Project, Management & Employees with the rules and regulations of regulatory agencies and that company policies are being followed.

## **DUTIES AND RESPONSIBILITIES**

Reporting directly to the Deputy Project Director, the Compliance Officer will serve as a channel of communications to receive and direct compliance issues to appropriate resources for investigation and resolution and as final internal resource with which concerned parties may communicate after other formal channels and resources have been exhausted. The Compliance Officer is expected to carry out the following tasks:

1. Develops, initiates, maintains, and revises policies and procedures for the general operation of the Project and its activities to prevent illegal, unethical or improper conduct;
2. Develops and periodically reviews and updates standards of conduct to ensure continuing currency and relevance in providing guidance to management employees;
3. Collaborates with other components and units to direct compliance issues to appropriate existing channels for investigation and resolution, and shall consult with DA Legal Office as needed to resolve difficult legal compliance issues;
4. Responds to alleged violations of rules, regulations, policies, procedures, and standards of conduct by evaluating or recommending the initiation of investigative procedures;
5. Develops and oversees system for uniform handling of such violation;
6. Acts as an independent review and evaluation body to ensure that compliance issues/concerns within Project are being appropriately evaluated, investigated and resolved;
7. Ensures proper reporting of violations to duly authorized enforcement agencies as appropriate and/or required; and
8. Performs other tasks as Unit Head, Project Director/Deputy Project Director may assign.

## **REQUIRED EDUCATION AND QUALIFICATION**


### **a) Education and Relevant Experiences**

1. Bachelor's degree in any governance and/or legal related courses.
2. At least three (3) years experience in a law office or legal office or offices of any government agencies.
3. At least three (3) years experience in the field of compliance monitoring, policy and governance.

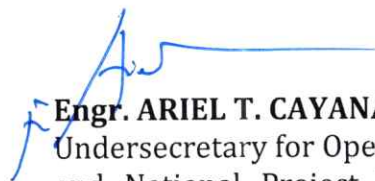
**b) Knowledge, Competencies and Skills**

1. Must have substantial knowledge about PRDP and its structure.
2. Must have working knowledge on the PRDP Procurement Guidelines.
3. Ability to monitor compliance.
4. Strong interpersonal communication skills.
5. Efficient writing skills in compliance monitoring and associated outputs.

**Prepared by:**

  
**ATTY. BENITO V. DANGAZO**  
Legal Unit Head  
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**Approved by:**

  
**Engr. ARIEL T. CAYANAN**  
Undersecretary for Operations  
and National Project Director *ln*  
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