

TERMS OF REFERENCE

JOB TITLE	: One (1) Associate Monitoring and Evaluation (M&E) Officer
OFFICIAL STATION	: RPCO 10, Cagayan de Oro City
REPORTING RESPONSIBILITY	: Shall report directly to the PRDP RPCO 10 Project Director and/or M&E Unit Head
JOB TYPE	: Consultancy
NATURE OF JOB	: Office and Fieldwork
MONTHLY SALARY	: Php 47,520.00/pax

Background:

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development – World Bank (IBRD-WB), amounting to FIVE HUNDRED MILLION DOLLARS (US\$500,000) for the purpose of financing the Philippine Rural Development Program (PRDP) to support the Government's effort to reduce poverty among the rural communities in the country.

The PRDP is a six-year initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2. Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4.)Implementation Support to PRDP (I-Support).

Job Description:

The Associate M&E Officer at the RPCO shall provide assistance to the M&E Officer and Head of the RPCO M&E Unit in performing their respective assignments as well as in carrying out other activities of the RPCO M&E Unit

Duties and Responsibilities:

1. Assist in the continuing development of a web-based M&E system by determining enhancements the system has to contain considering his/her assessment in the uptake of the system as well as feedback and recommendations from the management and components and units of the RPCO;
2. Provide technical support to the M&E Officer and Head of the RPCO M&E unit in performing their respective assignments e.g. preparing M&E reports, feedback to the management, conduct of RAEB, preparation of RAEB reports, conduct of thematic evaluation studies and the corresponding report

3. Take part in mentoring the concerned personnel at the RPCO on the use of the PRDP M&E system (Web-based) ;
4. Participate in problem solving sessions based on M&E findings;
5. Assist the M&E Officer in the monitoring and evaluation of progress of the mainstreaming of PRDP tools and innovations in the planning and service delivery system of the DA regional field office;
6. Assist the members of the RPCO M&E unit in various administrative matters such as preparation of travel documents, travel and expense vouchers, requirement for the salary, and others;
7. Other tasks that may be instructed by the RPCO M&E Unit head.

Qualification Standards:

Education (50%)

A Graduate of any four (4) or five (5) year course, preferably related to communications and/or civil or agricultural engineering or economics

Experience (30%)

At least two (2) years' experience in providing internal and external communications support, and project management of foreign-assisted and/or locally funded projects implemented by government agencies and non-governmental organizations

Knowledge, Skills and Abilities (20%)

1. Proficient in MS applications, web-based information systems
2. With at least 40 hours relevant trainings
3. Familiarity with foreign-assisted projects like PRDP and/or rural infrastructure projects
4. Proven Skills (Leadership, awards and citations)

Recommending Approval:



LANA MAY S. RACINES
Chief, MES/M&E, Unit Head

Approved by:



CARLENE C. COLLADO, CPA
OIC-Regional Executive Director