



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
4th Floor, DA Building, Elliptical Road, Diliman
Quezon City 1100, Philippines

TERMS OF REFERENCE (TOR)

(PROJECT DEVELOPMENT ASSOCIATE)

BACKGROUND

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

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

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

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

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

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

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

SCOPE OF THE ASSIGNMENT

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

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



Department of Agriculture

PHILIPPINE RURAL DEVELOPMENT PROJECT

Regional Project Coordination Office-10

TERMS OF REFERENCE (TOR)

Project Development Associate (PDA)

RPCO 10 IPLAN Component

OBJECTIVES AND SCOPE OF SERVICES TO BE PROVIDED:

The **Project Development Associate** for I-PLAN Component will directly report to the I-PLAN Component Head/Alternate Component Head to assist in various planning activities, extend technical support and perform administrative function.

Job description/duties and responsibilities:

1. Assists in the implementation of PRDP I-PLAN activities such as conduct of value chain analyses (VCAs) and provincial commodity investment plans (PCIPs).
2. Assists the IPLAN Planning Officer and the M&E in the IMS data management and report generation/updating/encoding session of IPLAN Planners Portal and LGU Module.
3. Responsible for the administrative concerns and records management needs of IPLAN Component.
4. Acts as liaison of the I-PLAN Component in Region 10.
5. Assists the IPLAN personnel in the WFP preparation, review and field validation of IBUILD and IREAP sub-projects.
6. Participates and coordinates meetings, workshops and seminars with other components, units, LGUs and other agencies concerned.
7. Prepares and facilitates financial & procurement documentary requirements, transmittal, memorandum, presentation material, communications, post-travel

Enabling Communities. Expanding Opportunities.

Antonio Luna St., Cagayan de Oro City
856-2753-55/ 856-6871 | daprdprco10@gmail.com



Department of Agriculture

PHILIPPINE RURAL DEVELOPMENT PROJECT

Regional Project Coordination Office-10

reports & highlights of activity, TEV of IPLAN personnel, disbursement vouchers, financial reports and updates for I-PLAN RPCO 10.

8. Performs other functions as maybe assigned by the Component Head/IPLAN Personnel.

REQUIRED QUALIFICATIONS:

A. Education:

Must be a graduate of Agribusiness Management, Agricultural Economics or related fields.

B. Job Experience

At least one (1) year in project data review/consolidation/encoding in the system, planning, review and field validation of proposed project and data at the LGU level, briefing/consultation with LGUs and other office, preparation and facilitation of activity design/purchase request/request for quotations/disbursement vouchers and reports, project implementation, administrative & records management and business plan & feasibility study writing.

C. Skill and Knowledge

Must be computer literate and knowledgeable in MS Word, Excel, PowerPoint and Adobe Photoshop.

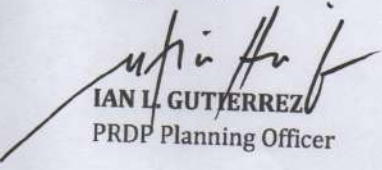
Enabling Communities, Expanding Opportunities

Antonio Luna St., Cagayan de Oro City
856-2753-55/ 856-6871 | daprdprco10@gmail.com

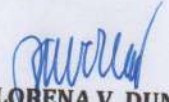


Department of Agriculture
**PHILIPPINE RURAL
DEVELOPMENT PROJECT**
Regional Project Coordination Office-10

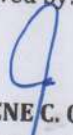
Prepared by:


IAN L. GUTIERREZ
PRDP Planning Officer

Noted:


LORENA V. DUNA
PRDP IPLAN Head

Approved by:


CARLENE C. COLLADO, CPA
RPCO Project Director

Enabling Communities, Expanding Opportunities.

Antonio Luna St., Cagayan de Oro City
856-2753-55/ 856-6871 | daprdprco10@gmail.com