



Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
Project Support Office-Mindanao Cluster  
A. Angliongto Sr. Ave. Lanang Davao City  
Philippines

## **TERMS OF REFERENCE (TOR)**

### **ADMINISTRATIVE OFFICER I** **Office of the Project Director** **Project Support Office (PSO)**

#### **BACKGROUND**

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development (the "Bank") in an amount equivalent to US \$ FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND ONLY (US\$501,250,000) 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 IBRD Loan No. 8421 and 8816-PH dated September 8, 2014 and March 2, 2018, respectively, toward the cost of the Philippine Rural Development Project (hereafter "PRDP" or "Project"). Further, the Government of the Philippines (GOP) has received a grant from the "Global Environment Facility" (GEF) thru the Bank (documented as GEF Trust Grant Number TF017788), acting as implementing entity of the GEF, to assist in financing pertinent components of the Project.

The IBRD-WB approved the two-year extension of both aforementioned loans and the GEF grant until May 31, 2023, 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.

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 (4<sup>th</sup>-6<sup>th</sup> class LGUs), lower capacity, more conflict-affected areas, and larger number of indigenous people.

The PRDP, which is designed to support government's efforts to reduce poverty among the rural communities of around eighty (80) provinces in the country, is being implemented by the Department of Agriculture (DA) specifically to increase agricultural productivity and improve the living standard of the people of the Philippines, through the building or enhancement of the capacity of Local Government Units (LGUs) in providing basic services, supporting the construction of basic infrastructure, and providing employment and income-earning opportunities within the country.

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 Office of the Project Director serves as the executive office in providing instructions for the overall management and directions of the Project to ensure efficient and effective carrying out the day-to-day transactions including oversight, supervision,

monitoring and evaluation of the activities of different components/units at the PSO level. The Administrative Officer I will be engaged to provide necessary administrative and technical support to ensure affective, efficient and timely delivery of actions expected from the Office of the Project Director.

## **DUTIES AND RESPONSIBILITIES**

Reporting directly to the Project Director, the Administrative Officer I will serve as the primary point contact person for internal and external offices, institutions and clients on all matters concerning the Office of the Project Director. He/She is specifically expected to undertake the following:

1. Receive and entertain visitors and guests of the Project Director;
2. Answers queries on the schedule/availability of the Project Director for meetings and other events;
3. Respond to requests for project information and follow ups from LGUs, Proponent Groups and other government and non-government agencies.
4. Arranges travels and meetings of the Project Director by developing itineraries and agenda, and meeting venues;
5. Travels and attends meetings with the Project Director and prepares minutes, action lists and provides administrative support, if necessary;
6. Prepares initial drafts of project brief scene setter correspondences, and documents coming from the Office of the Project Director.
7. Receive and review Project documents requiring the signature/initial/action of the Project Director.
8. File and archive confidential and important Project documents.
9. Coordinate with other partner agencies for Project-related correspondences, activities and concerns.
10. Performs other functions as may be directed by the Project Director from time to time.

## **REQUIRED EDUCATION AND QUALIFICATION**

### **A. Education and Relevant Experiences**

1. Bachelor's Degree in Social Sciences, Mass Communication, Development Communication, Communication Arts, Journalism, Education or other related field;
2. Preferably with one (1) year experience on technical and administrative works;
3. Has experience in internal and external communications, rural development and/or institutional development;
4. Preferably with experience in working with foreign assisted and special project implemented by government/non-government agencies.

**B. Knowledge, Competencies and Skills**

1. Proficient in written and oral communications;
2. Computer literate with proficiency in MS word, excel, and powerpoint;
3. Proven organizational skills and ability to manage multiple tasks simultaneously;
4. Strong interpersonal communication skills;
5. Demonstrates the principle of completed staff work;
6. Ability to prioritize, organize, monitor and work efficiently on documents and tasks while maintaining quality of work, and deliver outputs within established deadline and timeline;
7. Ability to be discrete and able to keep confidential information.

**Approved by:**



**ABEL JAMES I. MONTEAGUDO**  
DA-RFO XI Regional Executive Director and  
PRDP PSO Mindanao Project Director