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)

Associate Monitoring and Evaluation (M&E) Officer
Regional Project Coordination Office (RPCO)

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 management of the PRDP is be supported by Results-Based Monitoring and Evaluation (RBME) Guidelines[1]. This intends to enable the management at various levels of project organization to track over time the progress and results as well as the decisions that need to be rendered as the Project progresses. This is a critical segment under Component 4 of the Project that is aimed at aligning implementation with the achieving development outcomes indicated in the project results framework and arrangement for monitoring[2].

The engagement of the Associate M&E Officer at the RPCO shall play critical role in providing assistance to the M&E Officer and Head of the RPCO M&E Unit in performing their respective assignments. The said assistance has been deemed to be necessary considering the complexity of the project implementation and the wide range of data that need to be gathered in order to prepare prescribed M&E reports (including feedback report to the management) as well as in carrying out other activities of the RPCO M&E unit.

DUTIES AND RESPONSIBILITIES

Under the direct supervision of the RPCO M&E Unit Head, the RPCO Associate M&E Officer shall perform the following tasks:

---

[1] The RBME system was made by the DA Central Office during the development of the PRDP (1st Quarter 2013). The system was formulated building on the M&E system working in the MRDP-2 and in collaboration with the DA Regional Field Units (RFUs). It has been enhanced based on the feedback and recommendations obtained from the PSOs, RPCOs and pilot PLGUs during orientation / training on the PRDP RBME system.

[2] The PRDP Results Framework and Arrangement for Monitoring contains the Project Development Objectives (PDOs) and the intermediate outcomes in each component of the project. The latter is used as basis to determine / measure success of implementation by component while the former is used as basis to determine / measure the overall success of implementing the PRDP.

Associate Officer shall perform the following tasks:

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 writing, conduct of Citizens Monitoring and others (as may be instructed by the RPCO M&E Unit Head);

3. Take part in mentoring the concerned personnel at the RPCO on 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 (RFO);

6. Assist the members of the RPCO M&E unit in various administrative matters such as preparation of travel documents, travel and expenses vouchers, requirement for the salary, and others; and

7. Other tasks that may be instructed by the RPCO M&E Unit head.

REQUIRED EDUCATION AND QUALIFICATION

A. Education and Relevant Experiences

1. Graduate of social science / information technology / agriculture sector related; and

2. At least one year of relevant experience in handling M&E works in foreign assisted project/s (FAP/s).

B. Knowledge, Competencies and Skills

1. Experience in providing M&E technical assistance as part of international donor-funded projects applying international best practices; World Bank experience is a plus;

2. Good communication and writing skills.

PREPARED BY:

LANA MAY S. RACINES
M&E Unit Head

APPROVED BY:

CARLENE C. COLLADO, CPA
Regional Executive Director
PRDP RPCO Project Director