

SAGONG PILIPINAS

*Masaganang Agrikultura,  
Mamulat na Ekonomiya*



Republic of the Philippines  
Department of Agriculture  
PHILIPPINE RURAL DEVELOPMENT PROJECT  
Project Support Office Mindanao  
Alvarez Building, Angliongto Sr. Avenue, Lanang, Davao City  
(082) 235-8665 | prdp.psomin5@gmail.com

## TERMS OF REFERENCE (TOR)

### COMPLIANCE OFFICER Project Support Office-Mindanao

#### 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.





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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.





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## 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 concern 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. Preferably a Licensed Lawyer
2. At least three (3) years' experience in a law office or legal office and or offices of any government agencies.



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3. At least three (3) years' experience in the field of compliance monitoring, policy and governance.

#### **B. Knowledge, Competencies and Skills**

1. Ability to monitor compliance.
2. Ability to be discrete and ensure that confidential information remains confidential.
3. Must have substantial knowledge about Government and Foreign Assisted Projects.
4. Must have working knowledge on the Government Procurement Reform Act (RA9184).
5. Strong interpersonal communication skills.
6. Efficient writing skills in compliance monitoring and associated outputs.

APPROVED BY:

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

