PRDP SCALE UP
Institutional Development Unit

OPERATIONS MANUAL

(FINAL DRAFT)
22 June 2023

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i. ABBREVIATIONS

AA	Attached Agencies
ABEMIS	Agricultural and Biosystems Engineering Management Information System
NAFMIP	Agriculture and Fisheries Modernization and Industrialization Plan
AGT	Applied Geotagging
AMAD	Agribusiness and Marketing Assistance Division
AMAS	Agribusiness and Marketing Assistance Service
BAFE	Bureau of Agricultural and Fisheries Engineering
CNA	Capacity Needs Assessment
CDP	Capacity Development Plan
COSH	Community and Occupational Safety and Health
CRVA	Climate Resilience and Vulnerability Analysis
DA	Department of Agriculture
DAR	Department of Agrarian Reform
DED	Detailed Engineering Design
DILG	Department of Interior and Local Government
DOT	Department of Tourism
DPWH	Department of Public Works and Highways
DRRM	Disaster Risk Reduction and Management
DTI	Department of Trade and Industry
EOMS	Enterprise Operations Monitoring System
ESMP	Environmental and Social Management Plan
EVSA	Enhanced Vulnerability and Suitability Analysis
FCA	Farmers Cooperatives and Associations
FOS	Field Operations Service
FOSS	Free and Open Source Software
FOD	Field Operations Division
GAP	Good Agricultural Practice
GAHP	Good Animal Husbandry Practices
GAqP	Good Aquaculture Practices
GGU	Geo-mapping and Governance Unit
GIS	Geographic Information System
GMP	Good Manufacturing Practice
GPS	Global Positioning System
GRM	Grievance Redress Mechanism
IBUILD	Intensified Building Up of Infrastructure and Logistics for Development
ICT	Information and Communication Technology
ICTS	Information and Communication Technology Service
IDU	Institutional Development Unit
InfoACE	Information Advocacy Communication and Education
IP	Indigenous People
IPLAN	Investments in Planning at the Local and National Levels
IQMDS	Infrastructure Quality Monitoring and Durability System
IREAP	Investments in Rural Enterprises and Agri-Fishery Productivity
ISUPPORT	Implementation Support
KM	Knowledge Management
LGU	Local Government Unit

M&E	Monitoring and Evaluation
MEL	Monitoring, Evaluation and Learning
MIS	Management Information System
MO	Memorandum Order
MTQC	Materials Testing and Quality Control
NAFMIP	National Agriculture and Fisheries Modernization and Industrialization Plan
NPAB	National Project Advisory Board
NPCO	National Project Coordination Office
NPSC	National Project Steering Council
ODK	Open Data Kit
OM	Operations Manual
OMAS	Operations and Maintenance Audit System
O&M	Operations and Maintenance
OU	Operating Unit
PBP	Plan and Budget Proposal
PDS	Project Development Service
PG	Proponent Group
PMED	Planning, Monitoring and Evaluation Division
PMS	Planning and Monitoring Service
POW	Program of Works
PRDP	Philippine Rural Development Project
PSO	Project Support Office
RAFMIP	Regional Agriculture and Fisheries Modernization and Industrialization Plan
RFO	Regional Field Office
RMC	Regional Management Committee
RPAB	Regional Project Advisory Board
RPCO	Regional Project Coordination Office
SES	Social and Environmental Safeguards
SESU	Social and environmental Safeguards Unit
TNA	Training Needs Assessment
TWG	Technical Working Group
VCA	Value Chain Analysis
WB	World Bank

1. INTRODUCTION

1.1 Rationale and Purpose of the Manual

The Philippine Rural Development Project (PRDP) is designed to contribute in achieving the national goals of inclusive growth, job creation and poverty reduction. It builds on existing policy frameworks, principles and lessons learned from past programs of the Department of Agriculture (DA). The PRDP was initially a six-year initiative (2013-2018), and later extended until 2022 to continue with its objectives in increasing income and productivity of farmers from sixteen (16) target regions of the country. The project seeks to achieve this objective by improving farmers' and other industry players' accessibility 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 project, namely: 1) Local Planning (IPLAN); 2) Infrastructure Development (I-BUILD); 3) Enterprise Development (I-REAP); and 4) Project Support (I-SUPPORT).

The Philippine Rural Development Project is expected to be completed at the end of 2023. The successor project - Philippine Rural development Project Scale-Up was approved on 02 June 2023. In endorsing the approval of PRDP Scale-Up, the Investment Coordinating Committee Technical Board (ICC-TB) instructed the preparation by DA of a medium-term plan/strategy of integrating the PRDP in its regular programs and projects and annual budgets, noting that the country is projected to achieve upper middle-income status by 2024 or 2025. The establishment of the Institutional Development Unit (IDU) will facilitate the transitioning of PRDP as a regular program under the DA after the Scale-Up is completed. The IDU shall be handled by designated regular DA personnel at the DA CO and RFOs. The IDU shall: (a) organize and conduct training needs assessment of the various target offices; (2) prepare capacity development plans (based on capacity needs); (c) coordinate/facilitate the implementation of capacity development activities; and (d) organize monthly assessments and monitoring to determine the progress of mainstreaming and institutionalization.

Part of the DA-PRDP design is the development of science-based tools and innovations for efficient, transparent and cost-effective project implementation. Moreover, the project will encompass the mainstreaming and harmonizing of these tools, innovations and modalities with DA's other programs and projects. These would focus on integrating and institutionalizing new ways of doing business within the Department. Along this line, the Project has developed several innovations, technologies and protocols across components to be organized together to become part of the harmonized manual for integration into DA's regular processes to enhance its administrative and operation system.

1.2 Use and Users of the Manual

This manual seeks to provide a comprehensive and step-by-step guide for the implementation of mainstreaming/institutionalization activities.

This manual was prepared for use of DA personnel including its attached agencies critical in the mainstreaming implementation. Any proposed changes to the manual as a result of experiences in the field and lessons learned will be adopted and incorporated in subsequent editions of the manual.

1.3 Contents of the Manual

The manual contains the following major parts: Mainstreaming/Institutional Development, Implementation Structure, and Implementation Procedure.

1.4 Scope and Limitations

This manual contains only the implementation guidelines of the Institutional Development Unit.

2. MAINSTREAMING/INSTITUTIONAL DEVELOPMENT

2.1 Background

The PRDP envisions an improved delivery of services across the Department of Agriculture offices, bureaus, and agencies. In support of this vision, PRDP developed various innovations and specified ten (10) innovations that are viable for mainstreaming. These innovations are as follows:

1. Operations Manual for Infrastructure Support in Partnership with LGUs;
2. Climate proofed technical planning parameters for rural infrastructure;
3. Operation Planning and Budgeting Guidelines requiring the use of PCIPs as the platform for planning and budgeting technical and program support through a process that links the NAFMIP with the more strategically focused RAFMIP and Local Government Priorities;
4. Enhanced Vulnerability and Suitability Analysis (EVSA) as the tool for identifying the edaphic and climatic suitability of cropping areas according to commodity;
5. Value Chain Analysis (VCA) as the tool for identifying the interventions required to strengthen the value chain for commodities confirmed as suitable through EVSA;
6. Methodology for Business Planning in support to Proponent Group Enterprise development;
7. Geo-mapping to enhance the monitoring, governance and quality of investments supported by the DA;
8. Social and Environmental Safeguards Manual based on enhance procedures and experience developed under PRDP;
9. Grievance/Citizen Monitoring and Feedback System; and
10. National Farm to Market Road Network Plan.

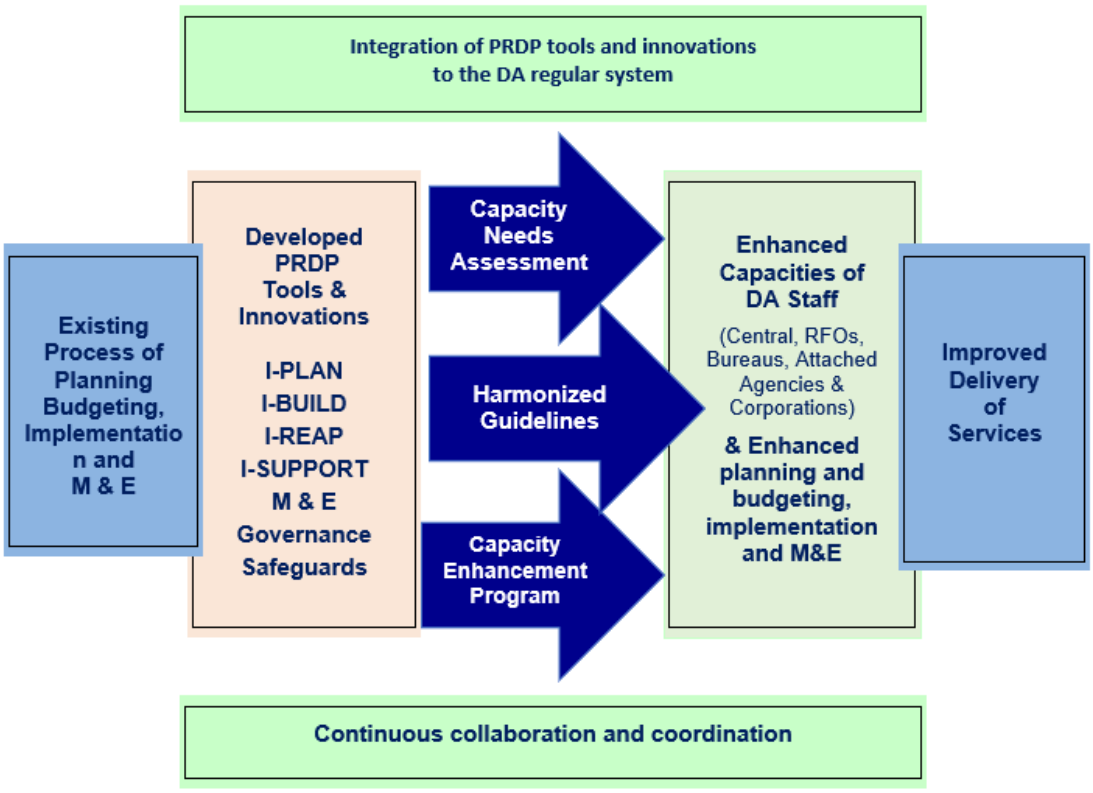
These ten tools and innovations were enrolled for mainstreaming/integration into the DA Regular System, and re-stated as actions for mainstreaming/integration as shown in Section 2.4.1.

2.2 Mainstreaming/Integration Goals and Objectives

The goal is to integrate and institutionalize the enhanced operational procedures, standards, and tools for local and national planning, program support, infrastructure and enterprise support developed under PRDP into the regular operations of the Department of Agriculture's Central/Regional Offices, Bureaus, and Attached Agencies/Corporations, in order to improve the delivery of its services.

2.3 The Mainstreaming Framework

Figure 1. Framework for the Integration and Institutionalization of PRDP Tools and Innovations to the Department of Agriculture Regular System



2.4. Strategies and Activities

2.4.1 General Strategy

To facilitate the mainstreaming/integration of the tools/innovations developed through PRDP into the DA regular system, these tools/innovations categorized to align with the functions of the DA Offices designated to lead the mainstreaming/integration as follows:

Innovations in *Investment Planning* for mainstreaming

- DA-wide Operation Planning and Budgeting Guidelines requiring the use of PCIPs as the platform for planning and budgeting technical and program support through a process that links the NAFMIP with the more strategically focused RAFMIP and Local Government Priorities;

- DA-wide adoption of enhanced Vulnerability and Suitability Analysis (eVSA) as the tool for identifying the edaphic and climatic suitability of cropping areas according to commodity; and

- DA-wide adoption of Value Chain Analysis (VCA) as the tool for identifying the interventions required to strengthen the value chain for commodities confirmed as suitable through eVSA.

Innovations in *Infrastructure Development* for mainstreaming

- DA-wide Operation Manual for Infrastructure Support in Partnership with LGUs;

- DA-wide adoption of climate proofed technical planning parameters for rural infrastructure in keeping with Department of Public Works and Highways (DPWH) guidelines; and

- Development and adoption by the DA of a *"National Farm to Market Road Network Plan"* as the basis for planning, budgeting and construction of the country's rural road network in partnership with Local Government Units (LGUs), DPWH, DILG, DOT, DTI and DAR

Innovation in *Enterprise Development* for mainstreaming

- DA-wide adoption of methodology for Business Planning in support to Proponent Group Enterprise development; The approach on Business Planning is being introduced in the DA as a tool in providing financial grants to proponent groups such as the farmers and fisherfolks cooperatives and associations (FCAs).

Innovations in *Geo-mapping and Governance* for mainstreaming

- DA-wide adoption of geo-mapping to enhance the monitoring, governance and quality of investments supported by the DA

Innovations in *Social & Environmental Safeguards* for mainstreaming

- DA-wide adoption of a Social and Environmental Safeguards Manual based on enhance procedures and experience developed under PRDP; and

- DA-wide option adoption of the Grievance/Citizen Monitoring and Feedback System.

To ensure the sustainability of the integration and institutionalization of innovations in the DA, the integration of the innovations shall be led by the appropriate regular units in the Department. The following DA organizations shall take the lead in the integration of the ten Innovations enumerated by category in Section 2.4.1:

- The **DA - Planning and Monitoring Service (DA-PMS)** shall take the lead in the integration of innovations related to *Investment Planning*. The IPLAN Component and Geo-tagging & Governance Unit of PRDP shall provide technical support. DA-ICTS shall provide back-end support to DA-PMS *(Web-hosting of ICT tools/Innovations and online information systems).*

- The **Bureau of Agricultural and Fishery Engineering (BAFE)** shall take the lead in the integration of innovations related to *Infrastructure Development*. The IBUILD Component and the Geo-tagging & Governance Unit of PRDP shall provide technical support. DA-ICTS shall provide back-end support to BAFE *(Web-hosting of ICT tools / Innovations and online information systems).*

- The **DA** - **Agribusiness and Marketing Assistance Service (DA-AMAS)** shall take the lead in the integration of innovations related to *Enterprise Development*. The IREAP Component of PRDP shall provide technical support.

- The **DA - Information and Communications Technology Service** (DA-ICTS) shall take the lead in the integration of the innovations related to *Geo-mapping and Governance*. The Geo-mapping & Governance Unit of PRDP shall provide technical support. DA-ICTS shall provide back-end support to DA-PMS and BAFE *(Web-hosting of ICT tools / Innovations and online information systems.*

- The **DA - Field Operations Service (DA-FOS)** shall take the lead in the integration of *Social and Environmental Safeguards* innovations and in close coordination with BAFE. The SES Unit of PRDP shall provide technical support. One of the Divisions under DA-FOS may be assigned to oversee/monitor SES implementation.

- Permanent staff from the above DA regular units detailed to the PRDP will also serve as Institutional Development Officers

- The Regional Counterpart Organizations/Units of the above listed offices shall take the lead in the integration of the respective innovations in the regional field offices.

2.4.2. Specific Strategies and Actions

In order to achieve the mainstreaming goal, the concerned organizations shall focus on the following specific strategies:

STRATEGY #1: *Increase awareness of DA key officers and staff on PRDP Mainstreaming*

A number of DA personnel have not been involved in the implementation of PRDP. Some are not properly informed about the concept and reforms behind the project. The commitment of key personnel usually increases when they are fully aware of the importance of an undertaking such as the mainstreaming of innovations.

The following activities are expected to help the key personnel in understanding the PRDP designs and interventions of PRDP and the need to mainstream the innovations:

- PRDP Innovations awareness meetings/seminars.

  Awareness meetings or seminars will be organized for key officers and staff of the DA central & regional offices, bureaus and attached agencies and corporations, on the importance of integration and institutionalization of PRDP tools and innovations to DA systems.

- Provision/Sharing of information and knowledge products.

  Knowledge and information on the various tools and innovations developed by PRDP will be shared with key officers and staff of the DA organizations where the innovations will be integrated. These materials will also be shared to the public through the DA and PRDP websites and other means available in the Department.

STRATEGY #2: *Champion the integration process within the organizations of DA at the national level and expand at the regional level*

Organizations always look up to their home offices for guidance. To convince the lower echelon of any organization, offices at the central or national level must serve as models. To ensure the DA offices at the regional level, the central offices must lead the mainstreaming processes.

On the other hand, mainstreaming at the DA Regional Field Offices is proceeding smoothly due to the establishment of a Regional Project Coordination Office in each region. However, not all the key staff at the DA-RFOs are involved in the Project. In addition, the regional offices of DA agencies are not yet fully participating in these processes.

To ensure full participation of the DA key staff from the central/national offices down to the regional offices, the strategy will include the following activities:

- Establishment of a working group on mainstreaming.

  A Special Order shall be issued by the DA Secretary on the establishment of a working group on mainstreaming at the DA organizations' national and regional offices. The working shall be composed of the Assistant Secretary for Operations as Chair and the Assistant Secretary for Administration as Vice Chair.

  The working group membership shall be composed of the following Teams: (a) *Planning & Monitoring Team* – to be led by the Director of the Planning and Monitoring Service; (b) *Infrastructure Development Team* – to be led by the Director of the Bureau of Agricultural and Fisheries Engineering; (c) *Enterprise Development Team* – to be led by the Director of Agribusiness and Marketing Service; (d) *Social and Environmental Safeguards Team* – to be led by the Director of the Field

Operations Service; (e) *Geo-mapping and Governance Team* – to be led by the Director of the Information & Communications Technology Service. Members of the various teams will come from the identified DA-Service Offices and the corresponding Components and Units of PRDP.

Regional working groups chaired by the Regional Executive Directors will also be established. The members of the regional working groups shall be composed of the Heads of Planning Monitoring and Evaluation Division, Regional Agricultural Engineering Division, Agribusiness and Marketing Assistance Division, and Field Operations Division.

- Enjoining all DA offices, bureaus and agencies, to facilitate and sustain the mainstreaming process.

  To sustain the mainstreaming process in their respective organizations, a Memorandum Order (MO) shall be issued by the DA Secretary, enjoining all DA offices, bureaus, and attached agencies and corporations to help facilitate the mainstreaming process.

- Expansion of the participation of key personnel of DA-RFO and Attached Agencies and Corporations in the regions to the PRDP processes.

  The DA - Regional Management Committee (RMC) headed by the DA-Regional Executive Director shall be the main venue for coordination and mainstreaming advocacies.

STRATEGY #3: *Enhancing the capacity of DA key officers and staff to Integrate PRDP tools and innovations*

The appropriate offices and "key officers and staff" that will be involved in the mainstreaming process shall be identified with the assistance of the components and units at the NPCO and the PSOs/RPCOs subject to the concurrence of the working group.

The capacity needs *(i.e. personnel complement and budget requirements)* of these organizations or units that will be involved must be determined at the early part of the mainstreaming process in order that the appropriate capacity development / enhancement program could be prepared. Priority training/coaching activities will be designed based on the identified needs.

Planning and Implementation of the capacity enhancement programs shall be prepared through the respective components/units. Activities under this strategy will include:

- Development of capacity needs assessment tools and assessment of the level of preparedness of DA key personnel.

  Appropriate CNA tools shall be developed to determine the readiness of DA key personnel to implement the identified reforms. This will also include but not limited to the determination of budget and personnel complement.

The assessment shall be focused on the identified and selected DA organizations from the central down to the regional levels.

- Development of mainstreaming capacity enhancement program

  A focused capacity development/enhancement program shall be prepared based on the result of the assessment of the capacities or readiness of the key DA officials and staff to implement the reforms.

- Training of key personnel of the DA Central/Regional Offices, Bureaus and Agencies on the application of PRDP tools/innovations

Following the completion of the capacity enhancement program jointly developed with the DA organizations identified for integration of innovations, training shall be conducted.

The corresponding personnel of the PRDP Components/Units shall take the lead in the conduct of training.

The training development program shall be regularly reviewed / assessed to ensure that these are attuned to the requirements of the target participants.

The DA Personnel who have undergone trainings on the PRDP Tools and Innovations shall be required to prepare a Re-Entry Plan to share the knowledge gained from the training they have attended, to hasten the increase in the number of DA Personnel who "need to know" the application of PRDP Tools and Innovations.

The trained DA Personnel shall be given the opportunity to initially "apply" the knowledge/skill they have acquired from the training through a short "*On the Job Training*" program.

STRATEGY #4: *Documentation and sharing of mainstreaming processes, Approaches, and experiences*

Sharing of experiences in the implementation of various undertakings are important. The documentation of the processes and various approaches will be useful learning references. This strategy will include the following activities:

- Documentation of the processes/approaches employed in the integration of PRDP tools and innovations to the DA system.

  This may be integrated in the MIS (data capture) to inform the KMS for packaging of Knowledge Management Products. A Standardized documentation guideline shall be prepared by the InfoAce and M&E Units.

- Development of Information materials / knowledge management products on PRDP tools and Innovations

  Consolidation and packaging of the integration of mainstreaming documentations shall be done. These documentation materials will be developed into knowledge management products that will be used in sharing knowledge

- Assist DA officers and staff in sharing and disseminating good practices and experiences learned in mainstreaming PRDP tools and innovations across policies, plans and programs

  Dissemination of the experiences and good practices shall be done during the conduct of meetings, seminars or workshops organized by the DA organizations. It will also be done through the postings in the websites of PRDP and DA organizational units.

STRATEGY #5: *Development and dissemination of guidelines on the Mainstreaming of the PRDP Tools and Innovations*

Various manuals and guidelines have been prepared in the different offices, projects and programs for the implementation of their own undertakings. These manuals may have evolved and undergone changes over time. The manuals and guidelines prepared by the various offices, agencies, programs or projects under the Department of Agriculture may suit only their units and may not be applicable to other offices, programs and projects. This could confuse the users due to inconsistencies.

Various reforms have been incorporated into the PRDP manuals. Guidelines need to be prepared to help in the integration of the various innovations. This strategy will include the following activities:

- Review of existing manuals, guidelines or procedures related to the PRDP innovations or manuals identified for mainstreaming to DA.

  Meetings and workshops shall be organized involving the PRDP Components and Units and the identified DA offices where the innovations will be integrated.

- Preparation and writing of guidelines on the innovations to be integrated.

  The result of the joint review of existing manuals shall be put together in the proposed guidelines for each of the identified innovations.

STRATEGY #6: *Strengthening collaboration and coordination across DA Offices, Bureaus and Agencies*

Cooperation between and among the DA organizations is important in ensuring that the integration and institutionalization of reforms can be sustained. Convergence among agencies with similar projects shall be emphasized. This strategy will include the following activities:

- Designation of mainstreaming focal points in DA central/regional offices, bureaus, attached agencies and corporations, and facilitate their collaboration through a working group.

  A Special Order from the Office of the DA Secretary shall be issued for this purpose. The composition of the working group and its functions/responsibilities shall be indicated in the Order.

- Facilitate collaboration among relevant bodies of DA with a view to exchange experiences/good practices on PRDP mainstreaming across all DA offices, bureaus and agencies.

  A joint review of implementing protocols with the end view of identifying common implementing protocols regardless of funding source shall be organized. In the regions, the DA - Regional Management Committee shall serve as the venue for collaboration and coordination. Other meetings may be organized as necessary.

- Monitoring and providing feedback on the implementation of the integration and institutionalization process

  Regular monitoring shall be done to assess the process and progress of mainstreaming. A mainstreaming monitoring/assessment tool that will be developed will be used for this purpose. Feedback on the result of the monitoring/assessment shall be provided through the working groups to the DA Management at the central and regional level.

- Include updates on PRDP mainstreaming as a regular item on the agenda of relevant DA offices.

  Inclusion of the progress of mainstreaming in the agenda of management meetings shall be purposive. The concerned working group at the central and regional level shall facilitate the preparation and presentation of the mainstreaming updates.

***STRATEGY #7**: Development of mainstreaming monitoring/assessment tool*

There are a number of tools and innovations developed under PRDP, but some of the tools or innovations may not apply to some agencies. Depending on the tools/innovations applicable to a certain agency or organization, there must be a way of determining the progress of integration considering the role of the DA in the light of the “full devolution”. The progress of mainstreaming based on a set of indicators will help in determining the focus of assistance to the organization concerned. The assessment/monitoring tool shall be embedded in the current monitoring system of the Department. The activities to be undertaken in this strategy are:

- Develop monitoring/assessment tool.

  A set of indicators for each of the identified innovations shall be jointly developed with the concerned components/units. These indicators shall be used in determining the extent or level of integration of PRDP tools and innovation.

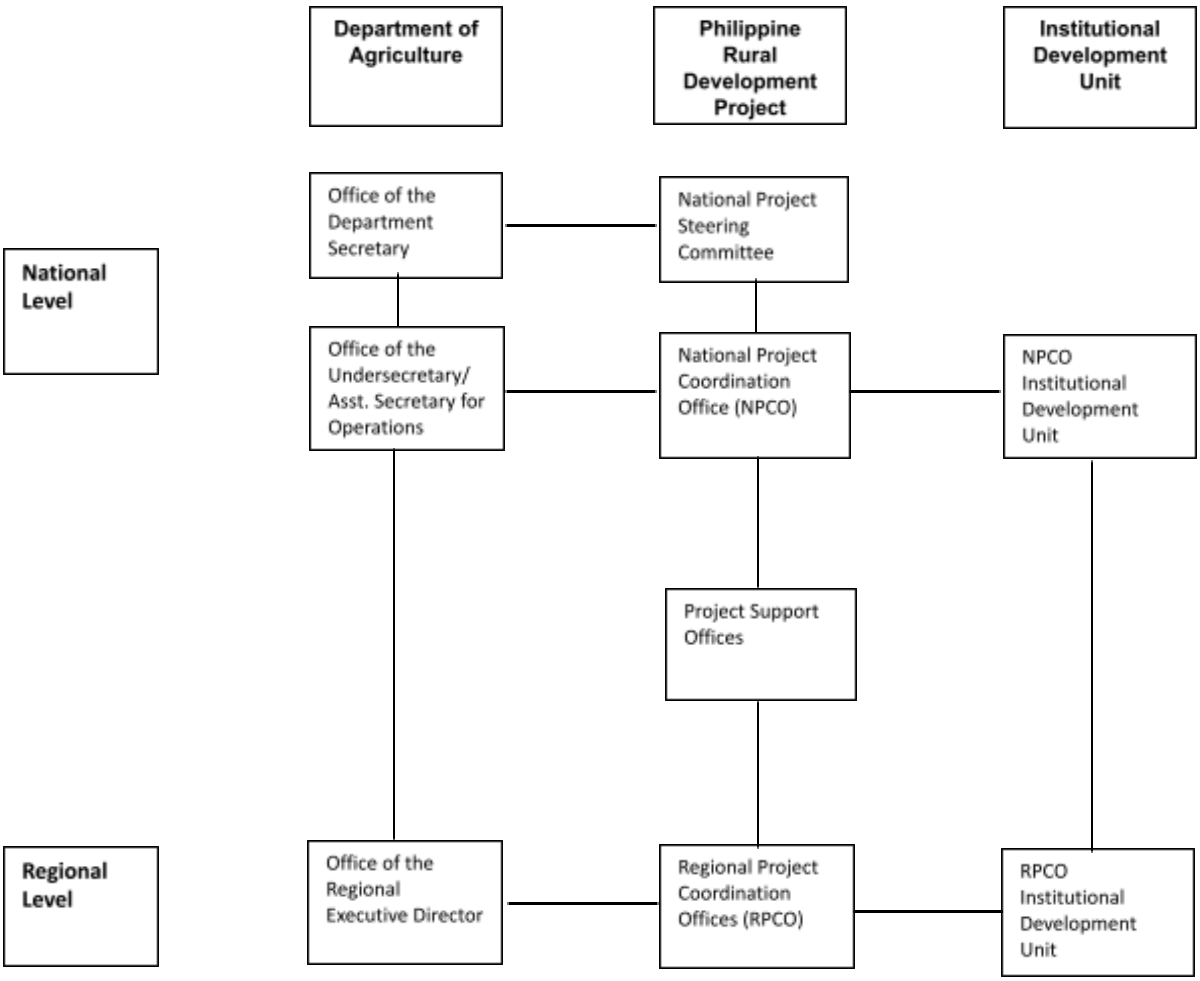
- Periodic assessment of the extent/level of mainstreaming made for all the innovations/reforms.

  Monitoring/assessment shall be done at least every six months through the Monitoring and Evaluation Units at the central and regional offices. It may be timed with the conduct of other M&E activities.

IMPLEMENTATION STRUCTURE

The implementation structure of PRDP is composed of the National Project Coordinating Office (NPCO) at the DA Central Office headed by the Assistant Secretary for Operations. Under this, four Project Support Offices (PSOs) were set up - North Luzon Cluster *(CAR, Regions 1, 2, 3)*; South Luzon Cluster *(Regions 4A, 4B, 5)*; Visayas Cluster *(Regions 6, 7 and 8);* and Mindanao Cluster *(Regions 9, 10, 11, 12, 13, and BARMM)*.

DA - PRDP - IDU Organizational Structure



Institutional Development Units shall be constituted at the National Project Coordination Office (NPCO) and the Regional Project Coordination Offices. The functions and staff complement of the IDUs in each of these offices are as follows:

3.1 Institutional Development Unit – NPCO

The Institutional Development Unit at the National Project Coordination Office (NPCO-IDU) shall take the role of coordinating the institutional development activities at the national level. The NPCO-IDU shall have the following functions and responsibilities:

- Serve as oversight of RPCO Institutional Development Units;
- Assist in the orientation of the IDU Operations Manual;
- Prepare the annual and global work plan for the Unit;
- Conduct of capability building needs of RPCOs and DA Bureaus, Attached Agencies/Corporations;
- Coordinate the effective implementation of the IDU activities across the different RPCO-IDUs;
- Monitor the implementation of the mainstreaming/integration activities of the concerned DA offices;
- Facilitate sharing of best practices across RPCOs; DA Bureaus and Attached Agencies/Corporations.
- Provide regular reports on the overall implementation of IDU activities.

The Institutional Development Unit at the National Project Coordination Office (NPCO) shall be composed of the following:

- Unit Head (DA-FOS Director)
- Alternate Unit Head / Sr Institutional Development Specialist (1 hired)
- Institutional Development Specialist (1 organic staff)
- Institutional Development Officer (1 hired)

3.2 Project Support Office (PSO)

There will be no IDU at the PSO since no similar structure within the DA. The PSO will perform its function of facilitating and processing the funds needed by the RPCO-IDUs in the conduct of its activities. They will also be provided by the RPCO-IDUs within the cluster copies of regular reports for reference purposes.

3.3 Institutional Development Unit - RPCO

The Institutional Development Unit at the Regional Project Coordination Office (RPCO-IDU) shall take the role of coordinating the institutional development activities at the regional level. The RPCO-IDU shall have the following functions and responsibilities:

- Assist in prioritizing IDU activities;
- Conduct capability building needs of DA-RFO Units;
- Prepare the annual workplan and budget for IDU;
- Endorse IDU plans to PSO for funding;
- Assist InfoACE Unit in the conduct of IDU IEC activities in the region; and
- Provide regular reports on the overall implementation of IDU to NPCO-IDU copy furnish the PSO

The Institutional Development Unit at the Regional Project Coordination Office shall be composed of the following:

- Unit Head (DA-RFO RTD for Operations)
- Institutional Development Officer (1 hired)

The general responsibilities of organic DA staff and hired PRDP staff are shown in the following matrix:

Organic DA Staff	Hired PRDP staff
A. National Project Coordination Office (NPCO)	
1. Director, Field Operations Service	
§ Acts as Head of IDU at the NPCO and provides overall direction for the Unit	
2. DA regular staff assigned to PRDP	Hired Staff
§ Act as "Institutional Development Officers" for their respective Units as defined in Section 2.4.1.	§ Provide technical and administrative support to the IDU at the NPCO
B. Regional Project Coordination Office (RPCO)	
1. Regional Technical Director for Operations	
§ Acts as the Head of IDU at the RPCO and provides overall direction of the Unit	
2. DA regular staff assigned to PRDP	Hired Staff
§ Act as "Institutional Development Officers" for their respective Units as defined in Section 2.4.1.	§ Provide technical & administrative support to the IDU at the RPCO

The detailed roles and functions of each of the IDU staff at the National Project Coordination Office and the Regional Project Coordination Offices are detailed in Annex 5.

4 IMPLEMENTATION PROCEDURES

Implementation of the mainstreaming/Integration activities shall be a continuing process that will involve the following steps:

Step 1: Training Needs Assessment
Step 2: Capacity development Plan Preparation
Step 3: Training Design/Modules Preparation
Step 4: Implementation of Mainstreaming Training Activities
Step 5: Documentation of the implementation of mainstreaming/integration activities
Step 6: Monitoring/Assessment of the Integration of Tools/Innovations
Step 7: Sharing the Monitoring/Assessment Results

STEP 1: *Training Needs Assessment*

a. To be able to integrate the tools and innovations, and in order to ensure sustainability of mainstreaming, the level of knowledge/capacity of the key staff of the various DA offices regarding the tools and innovations, needs to be determined first. To do this, a Training Needs Assessment (TNA) shall be Conducted.

b. The TNA Form (*Annex 1*) jointly developed with the PRDP Components/Units and the PRDP-Mainstreaming Team, shall be used for this purpose.

- Use TNA Form 1 for Investment Planning
- Use TNA Form 2 for Infrastructure Development
- Use TNA Form 3 for Enterprise Development
- Use TNA Form 4 for Geo-mapping and Governance
- Use TNA Form 5 for Social and Environmental safeguards

c. The TNAs shall cover the following areas of competency/skill:

- Investment Planning

  For Innovation #3: *Operation Planning and Budgeting Guidelines on the use of PCIPs as the Platform for Planning and Budgeting Technical and Program Support,* the following areas of competency/skill shall be covered:

  - ◊ Spatial planning concepts/framework;
  - ◊ Climate data and analysis;
  - ◊ Decision support tools for the preparation/updating of CIP;
  - ◊ CIP preparation/updating process;

  For Innovation #4: *Enhanced Vulnerability & Suitability Analysis (eVSA) as the tool for identifying edaphic & climatic suitability of cropping areas,* the following areas of competency/skill shall be covered:

  - ◊ EVSA Concept/Framework;
  - ◊ Commodity Prioritization/site identification and ranking;
  - ◊ Interpretation of maps using EVSA; and
  - ◊ Open-source GIS platform

For Innovation #5: *VCA as the tool for identifying the interventions required to strengthen the value chain for commodities confirmed as suitable through EVSAs*, the following areas of competency/skill shall be covered:

- ◊ *VCA* framework;
- ◊ *Procedures* in conducting VCA;
- ◊ Uses and Application of VCA

For Cross-cutting Skills, the following shall be covered:

- ◊ Data-gathering methodologies
- ◊ Facilitation skills during stakeholder consultations
- ◊ Navigating the Digital Planners' Portal

o Infrastructure Development

For Innovation #1 - DA-wide adoption of Operation Manual for Infrastructure, the following competency/skill shall be covered:

- ◊ *IBUILD Operation Manual;*
- ◊ *Feasibility Study Preparation;*
- ◊ *DED/POW Preparation;*
- ◊ *Validation, Appraisal, Review and Prioritization;*
- ◊ *Geo-tagging;*
- ◊ *Contract Management;*
- ◊ *Materials Testing and Quality Control;*
- ◊ *Infra Quality and Durability Monitoring System;*
- ◊ *Operation & Maintenance of Rural Infrastructure;*
- ◊ *Operation & Maintenance Audit System; and*
- ◊ *Citizens Monitoring*

For Innovation #2 - DA-wide adoption of Climate Proofed Technical Planning Parameters for Rural Infrastructure, the following competency/skill shall be covered:

- ◊ *Road Safety Design*
- ◊ *Climate Proofed Design of Agriculture Vertical Structures*

For Innovation #10 - Development & adoption by DA of a National Farm to Market Road Network Plan as the basis for planning, budgeting & construction of the country's rural road network, the following competency/skill shall be covered:

- ◊ *Data Recording and use of the National Farm to Market Road Network Plan;*
- ◊ *National Farm to Market Road Network Plan Preparation*

o Enterprise Development

For Innovation #6: *Methodology for Business Planning* shall cover the following areas of competency/skill:

- ◊ Problem Solving Skills;
  - *Operations and Management Audit System*
  - *DRRM/Business Continuity Planning*
  - *Capacity Development Planning*
  - *Enterprise Assessment Tool*

- ◊ Projects Management and Monitoring;
  - *Enterprise Operations Manual*
  - *Project Management / Enterprise Monitoring System*

- ◊ Analytical and Technical Skills;
  - *Business Modeling*
  - *Business Plan Preparation*
  - *Preparation of Financial Reports*
  - *Social and Environmental*
  - *Screening Business Plan Review, Appraisal/Approval Process*

- o Geo-mapping and Governance:

  For Innovation #7: *Geo-mapping to Enhance Monitoring, Governance and Quality of Investments supported by DA,* shall cover the following areas of competency / skill:

  - ◊ Fundamental Skills on Global Positioning System or GPS;
    - *Orientation on GPS Technology; and*
    - *Geo-referencing and site characterization using android-based devices*

  - ◊ Basic Knowledge on GIS and Spatial Analysis
    - *Basic knowledge on Geographic Information System (GIS) Technology;*
    - *Use of Free and Open Source Software (FOSS) like Quantum GIS and Google Earth for spatial layering of shape files and post-processing of images;*

  - ◊ Basic IT Proficiency
    - *Use of Free and Open Source Software (FOSS) data collection*
    - *Use of Free and Open Source (FOSS) online office productivity tools*

- o Social and Environmental Safeguards

  For Innovation #8: *DA-wide adoption of Social and Environmental Safeguards (SES) Manual based on enhanced procedures & experience developed under PRDP,* the following competencies/skills shall be covered:

  - ◊ General Knowledge on Integrated Environmental Safeguards;
    - *Land Acquisition Rehabilitation and Resettlement Framework;*
    - *Indigenous Peoples Policy Framework;*
    - *Environmental Management Framework and Guidelines*

- ◊ Competencies/Skills in Social and Environmental Safeguards
  - *Participatory Safeguards Supervision for Enterprise projects during operations*
  - *Safeguards construction supervision for Infrastructure;*
  - *Standards on food safety*
  - *Standards in community & occupational health & safety (COSH)*
  - *Right of way documentation*
  - *Social inclusion*
  - *Social and Indigenous Peoples Assessment*
  - *Environmental and Social Assessment*

For Innovation #9: *DA-wide option adoption of Grievance/Citizen Monitoring and Feedback System,* the following competencies/skills shall be covered:

- ◊ Negotiation and conflict resolution
- ◊ Setting up of Grievance Redress Mechanism and Handling grievances

d. The TNA shall be conducted online. The TNA link shall be sent out by email to the identified key officers and staff of identified DA Offices that will be involved in the various tools/innovations categories (*investment planning, infrastructure development, enterprise development, geo-mapping and governance safeguards, and social and environmental safeguards*).

e. Responses are automatically sent back to NPCO after respondents have completed answering the TNA questionnaires.

f. The TNA responses shall then be processed at the NPCO, which will draft the Report for each tools/innovation category. The draft report shall be discussed with the PRDP-NPCO Components/Units before finalization.

STEP 2: *Capacity Development Plan Preparation*

a. Based on the result of the training needs assessment (TNA) conducted in Step 1, a Capacity Development Plan shall be jointly formulated with the PRDP-NPCO Components/Units

b. The Capacity Development Plan *(Annex 2)* shall indicate the proposed training interventions to address the identified gaps in knowledge/capacity on the competency/skill listed in Step 1.c.

c. Proposed training interventions that are closely related to each other shall be combined into one training course.

STEP 3: ***Training Design/Modules Preparation***

a. Training Designs/Modules shall be prepared for the proposed trainings identified in the Capacity Development Plans in Step 2.

b. Training modules shall be prepared in consideration of the following:

- Training Mode to be employed
- Availability of financial resources
- Availability of resource persons
- Availability of participants
- ICT Capacity for virtual training

STEP 4*: Implementation of Mainstreaming Training Activities*

a. At the Central Office, the following DA offices shall be responsible for the facilitation / coordination of the conduct of the trainings, and the PRDP NPCO Components/Units shall provide technical support as follows:

Training Categories	Lead Coordinator	Support provided by
Investment Planning	DA-PMS	PRDP NPCO - IPLAN
Infrastructure Development	DA-BAFE	PRDP NPCO - IBUILD
Enterprise Development	DA-AMAS	PRDP NPCO - IREAP
Geo-mapping & Governance	DA-ICTS	PRDP NPCO - GGU
Social/Environmental Safeguards	DA-FOS	PRDP NPCO - SESU

b. At the Regional level, the following offices shall be responsible for the facilitation/coordination of trainings with support from the PRDP RPCO Components/Units as follows:

Training Categories	Lead Coordinator	Support provided by
Investment Planning	DA RFO - PMED	PRDP RPCO - IPLAN
Infrastructure Development	DA RFO - RAED	PRDP RPCO - IBUILD
Enterprise Development	DA RFO - AMAD	PRDP RPCO - IREAP
Geo-mapping & Governance	DA RFO - ICTU	PRDP RPCO - GGU
Social/Environmental Safeguards	DA RFO - FOD	PRDP RPCO - SESU

STEP 5: ***Documentation of the Implementation of mainstreaming activities***

a. All mainstreaming activities shall be documented following the guidelines presented in *Annex 3.*

b. The responsible office for the documentation of mainstreaming activities at the National and Regional Levels shall be as follows:

Activity Categories	National Level	Regional Level
Investment Planning	PRDP NPCO - IPLAN	PRDP RPCO - IPLAN
Infrastructure Development	PRDP NPCO - IBUILD	PRDP RPCO - IBUILD
Enterprise Development	PRDP NPCO - IREAP	PRDP RPCO - IREAP
Geo-mapping & Governance	PRDP NPCO - GGU	PRDP RPCO - GGU
Social/Environmental Safeguards	PRDP NPCO - SESU	PRDP RPCO - SESU

c. Documentation should be completed immediately upon conclusion of the mainstreaming activity to ensure a more accurate record of the event.

d. The documentation reports at the Regional Level shall be submitted through the MEL Unit of the RPCO for consolidation.

e. The consolidated documentation reports at the Regional Level shall then be forwarded to the NPCO-MEL Unit

f. The documentation reports at the National Level shall be submitted through the MEL Unit of the NPCO for consolidation.

STEP 6: ***Monitoring/Assessment of the Innovations Integration***

a. Monitoring/Assessment of the Integration of Tools/Innovations shall be done at the end of every semester.

b. This will be done through workshops by the Monitoring, Evaluation and Learning Units. This may also be done online as appropriate.

c. The forms *(Annex 4)* developed for each of the PRDP Tools/Innovations jointly by the PRDP Mainstreaming Team, MEL Unit, and the PRDP Components/Units shall be used.

d. Monitoring/Assessment shall be done during the regular monitoring schedule of the MEL Unit to maximize the use of limited resources.

e. An exit meeting shall be arranged to discuss the initial findings before finalizing the report.

STEP 7: ***Sharing the Monitoring/Assessment Results***

a. The results of the Monitoring/Assessment of the Innovation Integration shall be shared with the concerned agency (in conjunction with the documentation report in Step 5)

b. This may be presented during one of the Management Committee meetings of the concerned agency.

Annex 1. Training Needs Assessment Forms

TNA Form 1: *Investment Planning*

Name of Organization	
Name of Unit	
Role/Function	
Date	

Please indicate the capacities and training needs of your organization/unit in relation to your role in the implementation of DA Projects/Activities.

Competencies and Skills in Investment Planning	**With knowledge /capacity**	**W/out Knowledge, our priority for training**	**W/out Knowledge, not our priority for training**
Value Chain Analysis*			
▪ The VCA Approach			
o VCA Framework/Concept			
o Procedures in conducting VCA			
o Uses/Applications of VCA			
Enhanced Vulnerability and Suitability Assessment			
▪ Enhanced VSA Concepts/Framework			
▪ Enhanced VSA Commodity prioritization/ project site identification & ranking			
▪ Interpretation of maps using eVSA			
▪ Open-source GIS platform			
Commodity Investment Plan Preparation*			
▪ The PCIP Framework			
o CIP preparation / updating process			
▪ Decision Support Tools for CIP preparation / updating, e.g. CRVA; EVSA			
▪ Climate data and analysis			
▪ Spatial Planning Concepts/Framework			
Cross-cutting*			
▪ Data-gathering methodologies			
▪ Facilitation skills during stakeholder consultations			
▪ Navigating the Digital Planners' Portal			

TNA Form 2: *Infrastructure Development*

Name of Organization	
Name of Unit	
Role/Function	
Date	

Please indicate the capacities and training needs of your organization/unit in relation to your role in the implementation of DA Projects/Activities.

Competencies and Skills in Infrastructure Development	We have knowledge /capacity	One of our priorities for training	It is not our priority for training
Innovation #1: **DA-wide adoption of Operation Manual for Infrastructure Support in Partnership with LGUs**			
1. IBUILD Operations Manual: Sub-project Dev. Cycle			
2. Preparation of Feasibility Study			
3. Preparation of DED and POW			
4. Validation, appraisal, Review and Prioritization			
5. Geo-tagging			
6. Contract Management			
7. Materials Testing and Quality Control (MTQC)			
8. Infra Quality Monitoring & Durability System (IQMDS)			
9. Operation and Maintenance of Rural Infrastructure			
10. Operation and Maintenance Audit System			
11. Citizens Monitoring.			
Innovation #2: **DA-wide adoption of Climate proofed technical planning parameters for rural infrastructure**			
1. Road safety Design			
2. Climate proofed Design of Agriculture Vertical Structures			
Innovation #10: **Development and adoption by DA of a "Rural Road Network Strategic Overlay" as basis for planning, budgeting and construction of the rural road network**			
1. Data encoding and use of ABEMIS/GEOAGRI			
2. Farm-to-Market Road Network Plan Preparation			

TNA Form 3: *Enterprise Development*

Name of Organization	
Name of Unit	
Role/Function	
Date	

Please indicate the capacities and training needs of your organization/unit in relation to your role in the implementation of DA Projects/Activities.

Competencies and Skills in Enterprise Development	With knowledge / capacity	W/O knowledge / capacity priority, for training	W/O knowledge / capacity, not priority, for training
Problem Solving Skills			
▪ Enterprise Assessment Tool			
▪ Capacity Development Planning			
▪ DRRM/Business Continuity Planning			
▪ Operations and Management Audit System (OMAS)			
Project Management/ Monitoring			
▪ Enterprise Operations Manual			
▪ Enterprise Operations Monitoring System (EOMS)			
Analytical and Technical Skills			
▪ Business Modeling			
▪ Business Plan Preparation and Financial Analysis			
▪ Preparation of Financial Reports			
▪ Social and Environmental Screening Forms			
▪ Business Plan Review, Appraisal/Approval Process			

TNA Form 4: *Geo-Mapping & Governance*

Name of Organization	
Name of Unit	
Role/Function	
Date	

Please indicate the capacities and training needs of your organization/unit in relation to your role in the implementation of DA Projects/Activities.

Competencies and Skills in Geo-mapping and Governance	**We have knowledge /capacity**	**One of our priorities for training**	**It is not our priority for training**
Fundamental skills on geographic positioning system (GPS)			
▪ Orientation on GPS technology			
▪ Geo-referencing and site-characterization using android-based devices			
Basic knowledge on geographic information systems (GIS) and spatial analysis			
▪ Briefing on GIS technology			
▪ Use of free and open source softwares (FOSS) like *Quantum GIS and GoogleEarth* for spatial layering of shapefiles and post-processing of images			
Basic IT proficiency			
▪ Use of FOSS online office productivity tools (*GoogleDrive, GoogleDocs, GoogleSheets, GoogleSites, GoogleSlides*, etc.)			
▪ Use of FOSS data collection tools like *Open Data Kit (ODK)* and *KoboCollect* for management information systems (MIS)			

TNA Form 5: *Social & Environmental Safeguards*

Name of Organization	
Name of Unit	
Role/Function	
Date	

Please indicate the capacities and training needs of your organization/unit in relation to your role in the implementation of DA Projects/Activities.

Competencies/Skills in Social & Environmental Safeguards	We have knowledge/ capacity	One of our priorities for training	It is not our priority for training
1. General knowledge on Integrated Environmental & Social Safeguards			
a) Environmental Management Framework and Guidelines			
b) Indigenous Peoples Policy Framework			
c) Land Acquisition Rehabilitation and Resettlement Policy Framework			
d) Grievance Redress Mechanism Framework			
2. Environmental and Social Assessment (including formulation and adoption of Environmental and Social Management Plan or ESMP)			
3. Social and IP Assessment (particularly conduct of meaningful consultations to ensure stakeholder participation)			
4. Social Inclusion (Cultural and Gender sensitivity, Senior Citizen, PWDs and other Vulnerable groups)			
5. Right of Way and Documentation			
6. Standards on community and occupational health and safety (COSH)			
7. Standards on food safety (which also covers GAP, GMP, GAHP, GAqP)			
8. Safeguards Construction Supervision for Infrastructure projects			
9. Participatory Safeguards Supervision for Enterprise projects during operations			
10. Setting up of Grievance Redress Mechanism & Handling grievances			
11. Negotiation and conflict resolution			

Annex 2. Capacity Development Plan Form

CAPACITY DEVELOPMENT PLAN			Component: _____				
Category	Key Findings	Proposed Interventions	Activities to be Undertaken	Time frame	Cost ('000)	Fund Source	Responsibility Center

Annex 3. Mainstreaming Documentation Guidelines

Guide for Documentation of Mainstreaming Activities

Activity Title	Include the Innovation Number to which the activity contributes.
Conducted by	Indicate Component/Unit (& Partners, if any) that conducted the activity.
Date and Place	Indicate date and place where the activity was conducted.
Source(s) of Funds	Indicate name of funder(s). If co-funded, indicate the name of the co-funder and how the fund was sourced.
Participants Profile	In a table, indicate the Name, Core Function, Designation, Division/Section, Highest Educational Attainment, Field of Specialization, and No. of Years in the Institution.
How the activity was conducted	Describe the various strategies/methods employed as well as the various steps involved.
Pre and Post test results	Provide consolidated training assessment results. Consolidated feedback from the participants in terms of level of awareness (Does it increase the level of their understanding?), appreciation (Does it increase their attitude towards acceptance of the tool?), and behavior (Does it encourage them to integrate or embed the tools in their core practices?)
Initial Result	Describe what happened after conducting the activity
Gaps/Challenges	Consolidate challenges encountered in mainstreaming / Integrating innovations.
Suggested Materials	List down the recommended materials /knowledge products to strengthen mainstreaming activity
Photos	Please include relevant photos and include captions.

**Concerned PRDP Unit to provide suggested questions for the pre-test and post-test.*

Annex 4: PRDP Innovations Monitoring/Assessment Forms

Assessment /Monitoring Form 1 – *Infrastructure Development (Innovation #1)*

Infrastructure Development			Office: _____	Semester: _____ Year: ____		
INNOVATION	**LEVEL**	**STAT**	**INDICATORS**	**Responsible Office**	**Means of Verification**	**Target [a]**
Innovation #1 DA-wide adoption of Operation Manual for Infrastructure Support in partnership with LGUs	**Level 1**		Key offices, officials and staff are identified	BAFE; PRDP-IBUILD;	PRDP List	
			Identified key officials/staff trained on the OM for infrastructure	BAFE; PRDP-IBUILD;	Training Report, Learning Resource Plan	
	Level 2		Guidelines on the adoption of OM issued	BAFE; PRDP-IBUILD;	Guidelines	
			Trained key officials/staff are using the OM for infrastructure	BAFE; PRDP-IBUILD;	Activity Report	
			Trained key officials/staff are sharing their knowledge with other personnel	BAFE; PRDP-IBUILD;	Activity Report	
			LGU partner implemented at least 3 salient processes from the OM for Infra (e.g. project ID, quality protocols, O&M measures, etc) outside PRDP	BAFE; PRDP-IBUILD;	OMAS Report	
			No. of LGUs reporting their ability to identify, plan, prepare, implement, operate/maintain infra projects improved as a result of the OM for infra	BAFE; PRDP-IBUILD;	RPCO Report	

NOTE:
Key Official/Staff is a regular official/staff of the office responsible for the identified innovation

Integration Levels:

Level-1: Key officers/staff have basic knowledge of the innovation

Level-2: Indication of application of the acquired skills

[a] *To be provided by the responsible agency*

Assessment/Monitoring Form 2 – *Infrastructure Development (Innovation #2)*

Infrastructure Development			**Office: _____**	**Semester: _____ Year:_____**		
INNOVATION	**LEVEL**	**STAT**	**INDICATORS**	**Responsible Office**	**Means of Verification**	**Target [a]**
Innovation #2 DA-wide adoption of Climate proofed technical planning parameters for rural infrastructure in keeping with DPWH guidelines	**Level 1**		Key offices, officials and staff are identified	BAFE; PRDP-IBUILD;	Special Order	
			Identified key officials/staff trained on use of climate parameters in design	BAFE; PRDP-IBUILD;	Training Report, Learning Resource Plan	
	Level 2		Trained key officials/staff applying climate parameters in rural infrastructure design & evaluation	BAFE; PRDP-IBUILD;	Activity Report	
			Trained key officials/staff are sharing their knowledge with other personnel	BAFE; PRDP-IBUILD;	Activity Report	
			Issuance of guidelines for the adoption of climate parameters in rural infrastructure design	BAFE; PRDP-IBUILD;	Guidelines	
			Absence/minimal infrastructure damage due to inclement weather	BAFE; PRDP-IBUILD;	OMAS Report	
			Trained LGU partners integrated climate-proofed guidelines (mitigation and adaptation) in their technical planning for rural infrastructure outside PRDP funding	BAFE; PRDP-IBUILD;	RPCO Report	
			Number of LGU partners reporting that their ability to include climate-proofed guidelines (mitigation and adaptation) in their technical plans has contributed to lessening the impacts of climate change	BAFE; PRDP-IBUILD;	RPCO Report	

NOTE:

Key Official/Staff is a regular official/staff of the office responsible for the identified innovation

Integration Levels:

Level-1: Key officers/staff have basic knowledge of the innovation

Level-2: Indication of application of the acquired skills

[a] *To be provided by the responsible agency*

Monitoring/Assessment Form 3 – *Investment Planning (Innovation #3)*

Investment Planning			Office: _____	Semester: _____ Year: ____		
INNOVATION	**LEVEL**	**STAT**	**INDICATORS**	**Responsible Office**	**Means of Verification**	**Target [a]**
Innovation #3 DA-wide Operation Planning and Budgeting Guidelines requiring the use of PCIPs as the platform for planning and budgeting technical and program support through a process that links the overall AFMP with the more strategically focused Regional AFMP and Local Government Priorities	**Level 1**		key officials and staff identified	PRDP-IPLAN	PRDP Report	
			key officials and staff trained in the use of the PCIP	PRDP IPLAN	Training Report, Learning Resource Plan	
	Level 2		Trained key officials and staff adopted the PCIP as one of the references in the preparation of their OU's annual plan and budget proposal/	Banner Programs; B/A/Cs	PBP	
			Trained key officials and staff adopted the PCIP as one of the references in identifying investment priorities for promotion*	DA AMAS	Activity Report	
			Trained key officials and staff adopted the PCIP as one of the references in the preparation of plans/programs/roadmaps	DA OUs	Plans/ Programs/ Roadmaps	
			Trained key officials and staff integrated the use of PCIP	DA OUs		
			Trained key officials and staff integrated the use of PCIP in the PBP / PIP Guidelines	DA-PMS	Guidelines	
			Trained key officials and staff integrated the use of PCI in the Project Development Manual	DA-PDS	Manual	

NOTE:
Key Official/Staff is a regular official/staff of the office responsible for the identified innovation
Integration
Levels:

Level-1: Key officers/staff have basic knowledge of the innovation

Level-2: Indication of application of the acquired skills

[a] *To be provided by the responsible agency*

Monitoring/Assessment Form 4 – *Investment Planning (Innovation #4)*

Investment Planning			Office: _____	Semester: _____ Year: ____		
INNOVATION	**LEVEL**	**STAT**	**INDICATORS**	**Responsible Office**	**Means of Verification**	**Target [a]**
Innovation #4 DA-wide adoption of eVSA as the tool for identifying the edaphic and climatic suitability of cropping areas according to commodity	**Level 1**		Key offices, officials and staff are identified	DA-PMS PRDP-IPLAN PRDP-GGU	PRDP List	
			Identified key officials and staff trained in the use of eVSA	DA-PMS PRDP-IPLAN PRDP-GGU	Training Report, Learning Resource Plan	
	Level 2		Trained key officials/staff are using eVSA manual in crop planning	DA-PMS PRDP-IPLAN PRDP-GGU	Activity Report	
			Trained key officials/staff sharing their knowledge with other personnel	DA-PMS PRDP-IPLAN PRDP-GGU	Activity Report	

NOTE:
Key Official/Staff is a regular official/staff of the office responsible for the identified innovation

[a] *To be provided by the responsible agency*

Integration Levels:

Level-1: Key officers/staff have basic knowledge of the innovation

Level-2: Indication of application of the acquired skills

Monitoring/Assessment Form 5 – *Investment Planning (Innovation #5)*

Investment Planning			Office: _____	Semester: _____ Year: ____		
INNOVATION	**LEVEL**	**STAT**	**INDICATORS**	**Responsible Office**	**Means of Verification**	**Target [a]**
Innovation #5 DA-wide adoption of VCAs as the tool for identifying the interventions required to strengthen the value chain for commodities confirmed as suitable through EVSAs	**Level 1**		Key officials and staff identified	PRDP-IPLAN	PRDP List	
			Key officials and staff trained in using VCAs as a tool for identifying value chain-strengthening interventions	PRDP-IPLAN	Training Report, Learning Resource Plan	
	Level 2		Trained key officials and staff adopted the VCA as one of the references in the preparation of plans, programs, roadmaps	DA OUs	Plans/ Programs/ Roadmaps	
			Trained key officials and staff adopted the VC as one of the references in identifying invesment priorities for promotion	DA - AMAS	Activity Report	
			Trained key officials and staff integrated the use of VC in the PBP / PIP Guidelines	DA-PMS	Guidelines	
			Trained key officials and staff integrated the use of VCA in the Project Development Manual*	DA-PDS	Manual	

NOTE:
Key Official/Staff is a regular official/staff of the office responsible for the identified innovation

Integration Levels:

Level-1: Key officers/staff have basic knowledge of the innovation

Level-2: Indication of application of the acquired skills

[a] *To be provided by the responsible agency*

Monitoring/Assessment Form 6 – *Enterprise Development (Innovation #6)*

Enterprise Development			**Office: _____**	**Semester: _____ Year: ___**		
INNOVATION	**LEVEL**	**STAT**	**INDICATORS**	**Responsible Office**	**Means of Verification**	**Target [a]**
Innovation #6 DA-wide adoption of methodology for Business Planning in support to Proponent Group Enterprise development	**Level 1**		Key offices, officials and staff are identified	PRDP-IREAP	PRDP List	
			Identified key officials and staff gained knowledge on the innovation	PRDP-IREAP	Training Report, Learning Resource Plan	
	Level 2		Trained key officials/staff are using the Methodology for Business Planning	PRDP-IREAP	Activity Report	
			Trained key officials/staff sharing their knowledge with other personnel	PRDP-IREAP	Activity Report	

NOTE:
Key Official/Staff is a regular official/staff of the office responsible for the identified innovation

Integration Levels:

Level-1: Key officers/staff have basic knowledge of the innovation

Level-2: Indication of application of the acquired skills

[a] *To be provided by the responsible agency*

Monitoring/Assessment Form 7 – *Geo-mapping & Governance (Innovation #7)*

Geo-mapping & Governance			Office: _____	Semester: _____ Year: ____		
INNOVATION	**LEVEL**	**STAT**	**INDICATORS**	**Responsible Office**	**Means of Verification**	**Target [a]**
Innovation #7 DA-wide adoption of Geo-tagging to enhance the monitoring, governance and quality of investments supported by the DA	**Level 1**		Key offices, officials and staff are identified	PRDP-GGU	PRDP List	
			Identified key officials and staff gained knowledge on geo-tagging	PRDP-GGU	Training Report, Learning Resource Plan	
	Level 2		Trained key officials/staff use geo-tagging in monitoring investments	PRDP-GGU	Activity Report	
			Trained key officials/staff sharing their knowledge with other personnel	PRDP-GGU	Activity Report	
			AGT Tools adapted and upscaled by key offices	PRDP-GGU	Activity Report	
			AGT Protocols/ guidelines adapted by key offices	PRDP-GGU	Activity Report	

NOTE:
Key Official/Staff is a regular official/staff of the office responsible for the identified innovation

Integration Levels:

Level-1: Key officers/staff have basic knowledge of the innovation

Level-2: Indication of application of the acquired skills

[a] *To be provided by the responsible agency*

Monitoring/Assessment Form 8 – *Social & Environmental Safeguards*

Social & Environmental Safeguards			Office: _____	Semester: _____ Year: ____		
INNOVATION	**LEVEL**	**STAT**	**INDICATORS**	**Responsible Office**	**Means of Verification**	**Target [a]**
Innovation #8 DA-wide adoption of Social and Environmental Safeguards (SES) Manual based on enhanced procedures and experience developed under PRDP	**Level 1**		Key offices, officials and staff are identified	PRDP-SESU	PRDP List	
			Identified key officials/staff gained knowledge on the use of SES manual	PRDP-SESU	Training Report, Learning Resource Plan	
	Level 2		Trained key officials/staff are using the SES Manual	PRDP-SESU	Plans / Programs	
			Trained key officials/staff sharing their knowledge with other personnel	PRDP-SESU	Activity Report	

NOTE:
Key Official/Staff is a regular official/staff of the office responsible for the identified innovation

Integration Levels:

Level-1: Key officers/staff have basic knowledge of the innovation

Level-2: Indication of application of the acquired skills

[a] *To be provided by the responsible agency*

Monitoring/Assessment Form 9 – *Social & Environmental Safeguards*

Social & Environment Safeguards			Office: _____	Semester: _____ Year: _____		
INNOVATION	**LEVEL**	**STAT**	**INDICATORS**	**Responsible Office**	**Means of Verification**	**Target [a]**
Innovation #9 DA-wide option adoption of Grievance/Citizen Monitoring and Feedback System	**Level 1**		Key offices, officials and staff are identified	PRDP-SESU	PRDP List	
			Identified key officials/staff trained on grievance/citizen monitoring system	PRDP-SESU	Training Report, Learning Resource Plan	
	Level 2		Trained key officials/staff using the grievance/citizen monitoring system	PRDP-SESU	Plans / Programs	
			GRM has been incorporated in their own guidelines	PRDP-SESU	Guidelines	
			Trained key officials/staff sharing their knowledge with other personnel	PRDP-SESU	Activity Report	
			DA adopted the GRM web-based system	PRDP-SESU	Website	
			DA adopted the GRM Resolution process and structure (set-up at the LGU, PG and community level)	PRDP-SESU	PRRDP Report	
			All DA Projects have installed GRM tarpaulins and information materials	PRDP-SESU	SES Report	

NOTE:
Key Official/Staff is a regular official/staff of the office responsible for the identified innovation

Integration Levels:

Level-1: Key officers/staff have basic knowledge of the innovation

Level-2: Indication of application of the acquired skills

[a] *To be provided by the responsible agency*

Assessment/Monitoring Form 10 – *Infra Development (Innovation #10)*

Infrastructure Development			**Office: _____**	**Semester: _____ Year: ___**		
INNOVATIONS	**LEVEL**	**STAT**	**INDICATORS**	**Responsible Office**	**Means of Verification**	**Target [a]**
Innovation #10 Development and adoption by DA of a Rural Road Network Strategic Overlay (IROAD) as the basis for planning budgeting and construction of the country's rural road network in partnership with LGUs & DPWH	**Level 1**		Key offices, officials and staff are identified	BAFE, PRDP-IBUILD	PRDP List	
			Identified key officials/staff trained on Road Network Strategic Overlay	BAFE, PRDP-IBUILD ;	Training Report, Learning Resource Plan	
	Level 2		Trained key officials/staff use RNSO for planning rural roads	BAFE, PRDP-IBUILD ;	Activity Report	
			Trained key officials/staff sharing their knowledge with other personnel	BAFE, PRDP-IBUILD ;	Activity Report	

NOTE:
Key Official/Staff is a regular official/staff of the office responsible for the identified innovation

Integration Levels:

Level-1: Key officers/staff have basic knowledge of the innovation

Level-2: Indication of application of the acquired skills

[a] *To be provided by the responsible agency*

Annex 5. Roles and Responsibilities of IDU staff

A. National Project Coordination Office

1. *Unit Head (DA-FOS Director)*

The IDU Unit Head shall be responsible for the:

Leading the preparation of the Institutional Development Unit's mainstreaming / institutional development work and financial plan.
Leading the coordination with the various component/unit heads of the PSO and RPCOs regarding the updating of mainstreaming/institutional development training/capacity development plans.
Leading the coordination with the designated lead offices of the DA in the conduct of mainstreaming activities.

2. *Alternate Unit Head / Sr Institutional Development Specialist (1 hired)*

The Sr Institutional Development Specialist shall be responsible for:

Preparation of the mainstreaming/institutional development work and financial plan of the NPCO Institutional Development Unit
Coordination with the various component/unit heads of the PSO and RPCOs regarding the updating of mainstreaming/institutional development training/capacity development plans.
Providing assistance to the IDU Unit Head in coordinating with the designated lead offices of the DA in the conduct of mainstreaming activities.
Coordination of the preparation and submission of documentation reports on the various mainstreaming/institutional development activities of the PSOs/RPCOs.
Coordination in the preparation of IDU Reports

3. *Institutional development Specialist (1 organic staff)*

The Institutional Development Specialist shall be responsible for:

Providing assistance in the preparation of the NPCO IDU mainstreaming/institutional development work and financial plan.
Providing assistance in the coordination with the various component/unit heads of the PSO and RPCOs regarding the updating of mainstreaming/institutional development training/capacity development plans.
Providing assistance in the coordination of the preparation and submission of documentation reports on the various mainstreaming/institutional development activities of the PSOs/RPCOs.
Providing assistance in the preparation of IDU Reports

4. *Institutional development Officer (1 hired)*

The Institutional Development Specialist shall be responsible for:

Providing assistance in the preparation of the IDU mainstreaming/institutional development work and financial plan.
Providing assistance in the coordination with the various component/unit heads of the PSO and RPCOs regarding the updating of mainstreaming/institutional development trainings/capacity development plans.

Providing assistance in the preparation of IDU Reports
Perform other tasks that may be assigned by NPCO Management

B. Regional Project Coordination Office

1. IDU Head (DA-RFO RTD for Operations)

The RPCO IDU Head shall be responsible for:

Preparation of the RPCO mainstreaming /institutional development work and financial plan
Coordination with the various component/unit heads of the RPCO and the Division Heads of the DA-Regional Field Offices regarding the updating of mainstreaming / institutional development training/capacity development plans.
Coordination with the various component/unit heads of the RPCO and the Division Heads of the DA-Regional Field Offices regarding the conduct of mainstreaming / institutional development training/capacity development activities.
Coordinate the preparation and submission of documentation reports on the various mainstreaming / institutional development activities of the RPCO Components/Units.
Coordination with the RPCO Monitoring, Evaluation and Learning Unit for the conduct of mainstreaming assessment/monitoring of PRDP innovations in the DA-Regional Field Office.
Perform other tasks that may be assigned by RPCO Management.

2. Institutional Development Officer (1-hired)

The RPCO Institutional Development Officer shall be responsible for:

Provision of administrative and technical assistance in the preparation of the RPCO mainstreaming /institutional development work and financial plan
Assistance in the coordination with the various component/unit heads of the RPCO and the Division Heads of the DA-Regional Field Offices regarding the updating of mainstreaming/institutional development trainings/capacity development plans.
Assistance in the coordination with the various component/unit heads of the RPCO and the Division Heads of the DA-Regional Field Offices regarding the conduct of mainstreaming/institutional development trainings/capacity development activities.
Assistance in the coordination with the RPCO Monitoring, Evaluation and Learning Unit for the conduct of mainstreaming assessment/monitoring of PRDP innovations in the DA-Regional Field Office.
Perform other tasks that may be assigned by RPCO Management.