



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

### **FINANCE ANALYST I (ACCOUNTING)** **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 Finance Analyst I (Accounting) of the PRDP – Regional Project Coordination Office No. 8 shall be engaged to provide services, inputs, analysis and support to the program's implementation and capacity –strengthening activities as well as Financial Accountability Reports (FARs) for the PRDP.

#### **DUTIES AND RESPONSIBILITIES**

The Finance Analyst 1 (Accounting) is expected to carry out the following tasks:

1. Conducts pre-audit or processing of PRDP RPCO 8 Disbursements.
2. Update cash control for monitoring of cash balances.
3. Preparation of monthly Bank Reconciliation System (BRS).
4. Preparation of monthly Statement of Receipts and Expenditures (SRE) for submission to COA Auditor for audit.
5. Preparation of monthly Statement of Expenditures (SOE) for submission to COA Auditor for audit.
6. Preparation of Quarterly Financial Reports (Statement of Financial Position, Statement of Comprehensive Income, Statement of Cash Flows, Statement of Net Assets/Equity) for submission to COA Auditor for audit.
7. Preparation of monthly Trial Balance for submission to COA Auditor for audit.
8. Preparation of Annual Statement of Sources and Application of Funds for submission to COA Auditor for Audit.
9. Preparation of BIR Withholding Tax Returns (BIR Form 1601C, 1601E, 1600).
10. Preparation of BIR Form 2307 and 2306 for taxes withheld to supplier/payees of PRDP RPCO 8.
11. Ensure timely submission of disbursement vouchers to COA Auditor for audit.
12. Assists in the monitoring of RPCO 8 disbursement and ensure that the disbursement schedules as approved by the Bank and PSO Visayas are complied /followed; revise and update such schedules if necessary.
13. Assists in the conduct of financial management training;
14. Perform other functions as may be directed by the Program Director/Deputy Project Director and/or Supervisor from time to time.

#### **REQUIRED EDUCATION AND QUALIFICATION**

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

1. Four Year degree preferably with relevant units in Accounting or Finance. A Certified Public Accountant is an advantage.

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

1. Familiarity with PRDP and other Foreign Assisted Projects (FAPs) within the Department
2. Computer literate (excel, word)
3. Has attended forty (40) hours relevant training/workshop/seminar;
4. Team Player

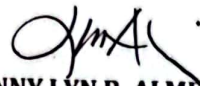
5. Able to work under pressure
6. Experience in Government Financial & Budgeting process is an advantage.

**REMUNERATION: Monthly Salary of Php 47,520.00**

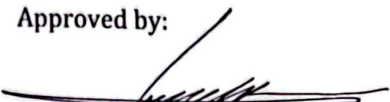
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