

Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT

TERMS OF REFERENCE (TOR)

ADMINISTRATIVE ASSISTANT
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, and intends to apply a portion of the proceeds of said loan and/or grant to eligible payments under this Contract;

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 inclusiveness of PRDP by supporting and providing an incentive to LGUs in Mindanao with a higher incidence of poverty (4th-6th class LGUs), lower capacity, more conflict-affected areas, and larger number of indigenous people;

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 Administrative Assistant under the Administrative Unit of the PRDP-National Project Coordination Office (NPCO), Project Support Offices (PSO) and Regional Project Coordination Offices (RPCO) shall be supporting the Components and other Units in achieving the Project Objectives and Outputs thru prompt and quality delivery of administrative support.

DUTIES AND RESPONSIBILITIES

Reporting directly to the Administrative Unit Head/Alternate Unit Head and will be likewise be reporting to the Project Director and in close coordination with the Deputy Project Director. The Administrative Assistant is expected to carry out the following task:

1. Received and records incoming/outgoing communications and correspondences and encoded to Document Tracking System.
2. Provide administrative and logistical support during the conduct of meetings, workshop and other PROP activities;
3. Draft/prepare correspondence/memorandum on administrative and program matters.
4. Establish and maintain filing system, including recording and managing of all incoming/outgoing correspondence;
5. Tracks and maintain records of all official documents related to PRDP in both hard copy and electronic file;
6. Assist in the preparation of Individual Consultancy Contract;
7. Facilitate processing of travel documents of Project Consultants and DA Organic personnel;
8. Facilitate processing of payment of per diem, reimbursement and other claims;
9. Schedule and arrange of activities of the component/unit;
10. Operates office equipment but not limited to photocopying machine, fax machine and etc.;
11. Keep records of monthly workshop / seminar and other Admin related activities; and
12. Perform other functions as may be directed by of the Project Director from time to time.

REQUIRED EDUCATION AND QUALIFICATION

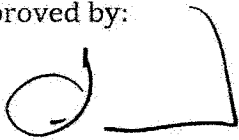
A. Education and Relevant Experience

1. Bachelor's Degree in Business Administration, Management, Commerce, Engineering, Economics, Agribusiness Communication Technology course and or other related courses;
2. Preferably has three (3) years relevant experience on administrative works;
3. Preferably has working experience with Foreign Assisted Projects (FAPs)
4. Must be a Civil Service passer (Professional level).

B. Knowledge, Competencies and Skills

1. Familiarity with PRDP and other Foreign Assisted Projects (FAPs) within the Department.
2. Has attended forty (40) hours relevant training/workshop/seminar.
3. Proficient in computer skills (Microsoft Office);
4. Knowledgeable in records management is an advantage;
5. Possess good communication skills (oral and written);
6. Work with a team
7. Able to work under pressure
8. Willing to travel if necessary.

Approved by:



MACARIO D. GONZAGA

Project Director

