



Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
National Project Coordination Office  
prdpnpco@gmail.com | 8273 - 2474 loc. 2866 | prdp.da.gov.ph  
Elliptical Road, Diliman, 1100 Quezon City

## TERMS OF REFERENCE

### **Institutional Development Officer (Regional Project Coordination Office)**

#### **BACKGROUND**

The Philippine Rural Development Project (PRDP) is a World Bank (WB) assisted Project being implemented by the Department of Agriculture (DA) in 16 regions of the country. The development objective of the Project is to increase rural incomes and enhance farm and fishery productivity in targeted areas. It is envisaged to promote more inclusive rural development by supporting smallholders and fisherfolk to increase their marketable surpluses, and by improving access to markets. The PRDP also supports changes 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 is originally to be implemented over a period of six years (2014 to 2020). The Government of the Philippines recently granted the PRDP with a two-year extension of both the original loan and the first additional financing (AF-1) and was concurred by the World Bank (per letter dated April 16, 2020), hence extending the loan closing dates of the two loans from May 31, 2021 to May 31, 2023. On 29 June 2023, the 6-year PRDP Scale Up was approved and became effective on 23 August 2023.

Aimed at achieving the Project development objective, the Project is implemented with four components enumerated and briefly described as follows:

**Component 1: Local and National Levels Planning.** This will support 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 will be 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.** A network of strategic rural infrastructure will be 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 will 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.** 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.** This aims to introduce innovations and reforms towards more effective and efficient administrative support system in Project implementation, mainly working through the existing DA bureaucracy. The management and implementation support mechanisms in PRDP will build on systems and practices that have proven effective under the MRDP2. To leverage its experience in implementing rural infrastructure projects with Mindanao LGUs, MRDP 2 will form the core of PRDP's Mindanao Project Support Office (PSO). To support implementation on a national scope, PSOs will be established to support Luzon and Visayas projects. A Regional Project Coordination Office (RPCO) will be formed in each Regional Office of the DA to focus on the implementation of the Project in region. A National Project Coordination Office (NPCO) will be established at the DA Central Office to steer the overall implementation of the Project.

The PRDP Scale Up's Project Appraisal Documents prioritizes the Institutional Development of PRDP and further mandating the mainstreaming of the project to the DA Operations in particular to the DA regular programs, projects and annual budget. As such the creation of an Institutional Development Unit is recommended with the above-stated objective as its main mandate.

The Institutional Development Units shall be constituted at the National Project Coordination Office (NPCO) and the Regional Project Coordination Offices.

#### **SCOPE OF THE ASSIGNMENT**

The primary responsibility of the Institutional Development Officer is in providing technical backstopping to the RPCO Institutional Development Unit.

Reporting directly to the RPCO Institutional Development Unit (IDU) Head, He/She will also work closely with the other Components/Units to provide them assistance in any IDU or PRDP related activities.

#### **DUTIES AND RESPONSIBILITIES**

The Institutional Development Officer shall be working under the direct supervision of the RPCO IDU Head to provide technical support in the various component and units in ensuring that innovations and approaches being utilized by the Project is mainstreamed and institutionalized in regular DA processes in project management and implementation. The specific tasks are as follows:



1. Assist the Institutional Development Unit Head in the execution of his/her duties and responsibilities.
2. Assist and provide technical support in the implementation of IDU activities.
3. Assist in the preparation of IDU Work and Financial plans, Activity Reports, Progress Reports, Documentation Reports, and other PRDP related reports.
4. Serve as IDU focal person on coordinating MIS-related activities with the RPCO Components/Units;
5. Assist in the preparation/leg working of Regional IDU Coordination Meetings and any activities related to the integration of PRDP key innovations;
6. Assist in facilitating meetings, trainings and workshops.
7. Perform other tasks that may be assigned by the immediate supervisor.

## **REQUIRED EDUCATION AND QUALIFICATION**

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

- i. Bachelor's Degree in Social Science Courses;
- ii. Minimum of one (1) year experience in institutional development work;
- iii. Operational experience in preparing activity or training design and facilitate the conduct of approved designs;
- iv. Must have at least one (6) months experience in working with NGAs, LGUs, stakeholders and communities; and
- v. Must have relevant knowledge and experience working in the agriculture and fishery sector at least six (6) months.

### **B. Skills and Qualification**

- i. Good technical writing and oral communication skills;
- ii. Strong capacity to prepare process documentation of activities conducted as well as reports in administering programs;
- iii. Competent in basic computer operations, e.g. Word Processing, Excel and PowerPoint
- iv. Strong analytical and research skills;
- v. Workshop/Meeting Facilitation skills
- vi. Must be a team player but can work independently.

**Prepared by:**



**U-NICHOLS A. MANALO**  
Director, Field Operations and  
Unit Head PRDP NPCO ID Unit

**Approved by:**



**ENGR. ARNEL V. DE MESA, CESO III**  
Assistant Secretary for Operations and  
PRDP National Project Director





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