



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 fisherfolks to increase 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 using a value chain approach, and through a consultative process with local stakeholders. The Project originally 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 fist 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 form May 31, 2021 to May 21, 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 (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.

DUTIES AND RESPONSIBILITIES

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 coordination 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 one (1) year experience on institutional development work;
- iii. Operational experience in preparing activity or training design and facilitate the conduct of approved designs;
- iv. Must have at least six (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.




REMUNERATION: Monthly Salary of Php54,000.00

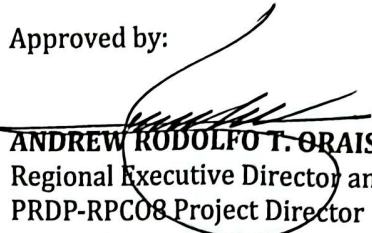
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