



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT

TERMS OF REFERENCE (TOR)

ADMINISTRATIVE ASSISTANT

**National Project Coordination Office (NPCO)
Project Support Office (PSO)
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 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.

It shall be the responsibility of the Administrative Assistant to ensure that Project related documents are properly kept, archived and maintained in a database for easy monitoring and management reference.

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 PRDP 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 the Deputy Project Director and/or Supervisors.

REQUIRED EDUCATION AND QUALIFICATION

A. Education and Relevant Experience


1. Bachelor's Degree in Business Administration, Management, Commerce Engineering, Economics, Agribusiness or Information and Communication Technology course and/or related courses;
2. Preferably has three (3) years relevant experience on administrative works;
3. Preferably has working experience with Foreign Assisted Projects (FAPs);

B. Knowledge, Competencies and Skills

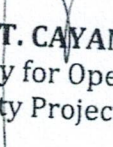
1. Familiarity with PRDP and other Foreign Assisted Projects (FAPs) within the Department.
2. Has attended forty (40) hours relevant training/workshop/seminar;
3. Proficiency in computer skills (Microsoft Office);

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

PREPARED BY:


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