



Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
National Project Coordination Office  
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Quezon City 1100, Philippines

## TERMS OF REFERENCE (TOR)

### Monitoring and Evaluation (M&E) Officer Project Support Office (PSO)

#### 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 management of the PRDP is supported by Results-Based Monitoring and Evaluation (RBME) Guidelines<sup>1</sup>. This intends to enable the management at various levels of project organization to track over time the progress and results as well as the decisions that need to be rendered as the Project progresses. This is a critical segment under Component 4 of the Project that is aimed at aligning implementation with the achieving development outcomes indicated in the project results framework and arrangement for monitoring<sup>2</sup>.

The engagement of the M&E Officer at the PSO is expected to take part in strengthening and steer the uptake of the concerned staff of the Project to the procedures and standards in performing M&E works. This is to ensure that the information on the Project status in regard to performance in the delivery of interventions and attainment of the desired outcomes as well as the issues / concerns encountered are accessed by the management as bases in drawing out decisions and strategies as implementation progresses.

#### DUTIES AND RESPONSIBILITIES

Under the supervision of the PSO M&E Unit Head, the PSO M&E Officer shall perform the following tasks:

1. Assist in the continuing enhancement of the web-based M&E system (including MIS) based on the tools and parameters specified in the RBME Guidelines and feedback from the users of the system;

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<sup>1</sup> The RBME system was made by the DA Central Office during the development of the PRDP (1<sup>st</sup> Quarter 2013). The system was formulated building on the M&E system working in the MRDP-2 and in collaboration with the DA Regional Field Units (RFUs). It has been enhanced based on the feedback and recommendations obtained from the PSOs, RPCOs and pilot PLGUs during orientation / training on the PRDP RBME system.

<sup>2</sup> The PRDP Results Framework and Arrangement for Monitoring contains the Project Development Objectives (PDOs) and the intermediate outcomes in each component of the project. The latter is used as basis to determine / measure success of implementation by component while the former is used as basis to determine / measure the overall success of implementing the PRDP.

2. Prepare periodic M&E reports required by the RPCO management, NPCO, DA-Special Projects and Coordination Management Division (SPCMAD), DA Monitoring and Evaluation Division (MED), Commission on Audit (COA), National Economic and Development Authority (NEDA), Department of Budget Management (DBM) and other special reports being requested by other institutions / agencies;
3. Take part in training / mentoring the concerned personnel at the PSOs and RPCOs on use of the PRDP M&E system (Web-based);
4. Assist the PSO M&E Specialist in coordinating and facilitating the conduct of Rapid Appraisal of Emerging Benefits (RAEB) of completed I-BUILD and I-REAP subprojects in the Regions (as may be directed by the PSO M&E Unit head);
5. Assist the PSO M&E Specialist in preparing consolidated / project-wide RAEB report and for updating over time (as may be directed by the PSO M&E Unit head);
6. Process and organize Project information to generate specific report templates relevant to M&E;
7. Participate in problem solving sessions based on M&E findings;
8. Lead in the overall coordination and facilitate the conduct of Citizens Monitoring across Regions in the cluster;
9. Monitor and evaluate progress of the mainstreaming of PRDP tools and innovations in the planning and service delivery system of the DA Regional Field Offices (RFO) in the cluster; and
10. Others as may be directed by the PSO M&E Unit head.

## **REQUIRED EDUCATION AND QUALIFICATION**

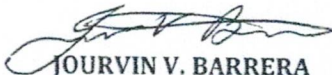
### **A. Education and Relevant Experiences**

1. Graduate of social science / information technology / agriculture sector related.
2. At least three (3) years of relevant experience in handling M&E works in foreign assisted projects (FAPs);
3. Demonstrated experience in designing and implementing M&E systems and tools in a multi- faceted Project as well as using Management Information Systems (MIS);


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

1. Experience in providing M&E technical assistance as part of international donor-funded projects applying international best practices; World Bank experience is a plus;
2. Significant experience working with research institutes and universities as well as government bodies is an advantage; and
3. Excellent communication and writing skills (oral and written) in English, including an ability to write high level technical reports.

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APPROVED BY:

  
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