



Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**

**TERMS OF REFERENCE (TOR)**

**ADMINISTRATIVE ASSISTANT**  
**(I-SUPPORT COMPONENT)**  
**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 (4<sup>th</sup>-6<sup>th</sup> 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 I-SUPPORT component was designed to provide technical and operational assistance in the day-to-day coordination, implementation, monitoring, evaluation & audit of the PRDP (Project). Administrative Assistant under I-SUPPORT component will be responsible in ensuring that the frontline services of the Project is well executed and achieved through efficient flow of communication. He/She will ensure all project related documents are properly routed and achieved and shall maintain data bases on necessary information of the Project.

## **DUTIES AND RESPONSIBILITIES**

Reporting directly to the I-SUPPORT Component and will be likewise be reporting to the Project Director and in close coordination with the Deputy Project Director.

1. Prepare correspondence of the component/unit he/she assigned into;
2. Assist in the preparation of vouchers and other financial documents needed by the component/unit in its official transactions/activities;
3. Maintain an e-filing system of all correspondence related to the project and establish an easy retrieval method;
4. Transcribe and prepare minutes of meetings, dialogue and post activity reports for review and approval of the immediate superiors;
5. Maintain schedules and calendar of activities of the component/unit he/she is assigned into and keep tracks of on-going and completed activities for proper documents;
6. Provide secretarial assistance during the conduct of meetings, workshops and other activities of the Project;
7. Operate and maintain business/office machines in its usable/serviceable status; and
8. Perform other functions as may be directed by of the Project Director from time to time.

## **REQUIRED EDUCATION AND QUALIFICATION**

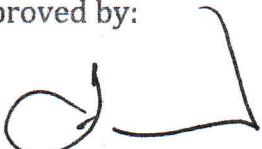
### **A. Education and Relevant Experience**

1. Completion of any other the following: Bachelor's Degree in Business Management, Economics, Accountancy, Engineering I Agribusiness Information & Communication Technology related courses.
2. Minimum of three (3) years' experience in front t office or administrative works;
3. Minimum of two (2) years' experience working in Foreign Assisted Projects (FAPs)
4. Must be a Civil Service passer (Professional level).

B. Knowledge, Competencies and Skills

1. Skillful in operating business/office machines such as Photo copier, facsimile; binding machines and others.
2. Computer literate with excellent skills on Microsoft Office Programs.
3. Team player with strong interpersonal & communication skills.
4. Physically able to travel to different location/project sites as needed

Approved by:

  
**MACARIO D. GONZAGA**  
Project Director 