



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

ELLIPTICAL ROAD, DILIMAN, QUEZON CITY TELS. 928-70-31 TO 39

MEMORANDUM CIRCULAR
No. 21, Series of 1999

SUBJECT: GUIDELINES FOR SELECTION OF PROVINCIAL PROJECT FACILITATORS (PPFs) IN DAR-ADB ARCP COVERED PROVINCES

I. BACKGROUND AND RATIONALE

The DAR-ADB Agrarian Reform Communities Project (ARCP) is the first national level foreign assisted project to commence under the leadership of Sec. Horacio Morales Jr. As such, it hopes to integrate lessons from implementing ARC projects in the past as well as insights and experience of the new DAR leadership into integrated area and rural development.

Recent policy issuances like the SRD Framework for ARCs and the Convergence Towards Sustainable Rural Development call for the operationalization of enhancements to the ARC strategy. The Project hopes to ensure its consistency with and contribute to mainstreaming these enhancements. Specifically the Project hopes to address:

1. The need for more effective social preparation, community organizing and development facilitation strategies;
2. The need for varied forms of organizations of ARBs to serve as effective vehicles for simultaneously pursuing their sectoral economic and community concerns;
3. The need to give attention to effectively resolving the first and second generation land tenure issues of ARBs;
4. The need to pursue more effective strategies for diversifying sources of income of ARB households on-farm and off-farm;
5. The need to develop and operationalize effective sustainable agriculture and market development strategies;
6. The need to more systematically operationalize Gender and Development as a cross-cutting concern;
7. The need for more effective capacity building strategies for local DAR units and LGU partners in ARC development management; and,
8. The need to address the issue of scale to ensure environmental socio-economic sustainability.

The Project has completed its strategic plan charting its direction for the next five years and is currently undertaking pre-implementation activities in preparation for full implementation in year 2000.

Critical to the pre-implementation activities is preparing all the necessary project implementation and management structures at all levels to ensure mainstreaming of the ARCP in DAR. Last 23-24 September, a pre-implementation workshop was held with ARDOs and CARPOs-BDCD of Priority Sites. Part of the output of this workshop are the management structure and implementation modes at the provincial level including the contours of the process and criteria for the selection of the Provincial Project Facilitators (PPFs).

II. TERMS OF REFERENCE OF PROVINCIAL PROJECT FACILITATOR (PPF)

The PPF will be locally contracted or detailed from DAR to facilitate implementation of the Project at the provincial level in accordance with the Operations Manual and consistent with APO plans. The PPF will facilitate the organization of a Provincial Coordinating Committee (PCC) and will act as Secretariat for the same. S/he will head the Provincial Project Working Group (PPWG) and monitor the operation of the ARC Working Group (ARCWG).



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Unless otherwise specified, the PPF shall:

1. Prepare the ground working and coordinate the participation and commitments of Implementing Agencies, Mayors of covered Municipalities, locally-contracted NGO and other possible members of the Provincial Project Coordinating Committee;
2. Assist the PARO II in the PCC by providing secretariat support in its meetings and following-through agreements and commitments of the PCC;
3. Facilitate the process of enhancing the Provincial AR Strategic Medium Plan, defining the role/locus of the Project within it and ensuring consistency of Project implementation with such role;
4. Define process and facilitate implementation in close coordination with the CPMO/APO the management capacity building for DARPO/MO staff and LGUs under the Institutional Development component of the Project;
5. Ensure the extension of Development Support to the ARCs of Executing and Implementing Agencies, LGUs and other institutions through the PPWG;
6. Coordinate with the Local Project Offices the implementation of the Rural Infrastructure component of the Project in accordance with the approved Program of Works (POW);
7. Coordinate with relevant DAR offices from the Regional to the Municipal levels, the Survey Contractor and the LMS-DENR the implementation of the Land Survey component of the Project whenever appropriate;
8. Monitor the implementation of the Project of the ARCWG at the ARC level and provide direct technical assistance whenever requested by the ARCWG or deemed necessary by the APO, PCC or PPWG;
9. Coordinate with the locally-contracted NGO of the province the social infrastructure building processes and activities across project components in accordance with its TOR;
10. Recommend the approval of financial transactions arising from project implementation at the provincial level;
11. Ensure the timely submission of all required reports from all the Executing and Implementing Agencies, LGUs and other relevant institutions; and,
12. Other duties as may be assigned by the Area Project Manager.

The PPF will work closely with the Specialists of the APO and CPMO to provide local inputs in drawing up and ensuring consistency of local project implementation with the APO and CPMO plans. The PPF will report directly to the Area Project Manager. S/he shall also be accountable to the PCC for project implementation in the province and covered ARCs.

The specific terms of reference (TOR) of each PPF shall consider province-specific needs and conditions.

III. RECRUITMENT PROCESS FOR PROVINCIAL PROJECT FACILITATORS (PPF)

Recruitment shall employ procedures directed at the selection of qualified and capable applicants. As a rule, the option to fill-up the position of PPF from among interested qualified DAR Provincial Offices (DARPO) staff shall be given priority. However, considering the regular functions of the DARPO staff and demands of project implementation requiring full-time work and to recruit the most qualified or suitable person for the position, the Project will entertain outside applications as well.

After a Memorandum Circular from the Office of the Secretary is issued informing relevant DAR offices of the hiring of a PPF, the recruitment process will follow the general procedures below:

1. The Area Project Managers (APM) shall conduct a meeting with the PARO II to discuss the TOR of the PPF, the plans and targets of the Project and the expected outputs of the PPF for the entry year. At the end of the meeting the APO and DARPO should agree on the guidelines and timetable for hiring of the PPF. The APM will submit the feedback of the



PAROs to the CPMO. The CPMO will integrate comments for the specific TOR document for each province.

2. After the APO and DARPO have agreed, vacancy notices shall be circulated as widely as possible through any or all of the following:
 - 2.1 publication in newspapers of local circulation;
 - 2.2 posting prominently at the CPMO, APO, DAR Regional and Provincial Offices, as appropriate;
 - 2.3 radio announcements;
 - 2.4 letters to other agencies and NGOs.
3. The identification of potential recruits is through the responses received to vacancy notices within the 4 weeks after the publication of the vacancy notice. This will be the long-list for the PPF position.
4. From among all the candidates who respond to the vacancy notices, those who have credentials that meet the minimum requirement for the position will be included for re-evaluation in a refined long list prepared by the APOs. Preferential treatment will be given DAR applicants who meet the minimum qualification standards.
5. The PARO II, the APM or their duly authorized representative and the CPMO Community Development Specialist will interview the applicants in the refined long-list and will come up with a shortlist of three to five qualified applicants ranked accordingly. The applicants included in the shortlist shall be considered for possible selection and appointment by the PPF Selection Panel.
6. A PPF Selection Panel (PSP) will be organized for the purpose of selection of the PPF. They shall deliberate on the shortlist in consultation with concerned RD and the concerned Area Project Manager based on the TOR, Selection Criteria and documents demonstrating qualification and capacity to fulfill the PPF role of the recommended candidate(s).
7. The selected candidate will be notified by the PSP through the APOs and the DARPO.
8. The APO will negotiate with the selected applicant the actual terms of contract and submit these terms to the CPMO.
9. The CPMO will prepare and endorse the contract.
10. The PPF will sign a contract with the DAR through the Assistant Secretary for Support Services witnessed by the appropriate official of the DARPO and the APM.

IV. QUALIFICATION STANDARDS FOR PROVINCIAL PROJECT FACILITATORS

To help ensure that selected candidates will be able to fulfill the above mentioned tasks, the following minimum qualification standard in aid of screening and refining the long list.

1. Tertiary education on Social Sciences, Community Development, Public Administration, Political Sciences and other related fields
2. Grasp of Agrarian Reform issues and concerns and Community Development concepts
3. At least, 3 years relevant experience in implementation of community development programs on a supervisory capacity
4. Familiarity with DAR and other government agencies' policies and procedures preferred
5. Computer literacy with facility of word processing programs a minimum
6. Capacity for Training and Institutional/Organizational Development
7. Excellent Communication and Networking/Coalition Skills with the proficiency of the relevant local dialect(s) an advantage

V. SCOPE AND PHASING OF SELECTION AND HIRING

The PPFs will be hired in the covered provinces of Luzon, Visayas and Mindanao.

The PPF selection and hiring will be in phases:

The first phase will happen by Year 2000 and shall prioritize provinces with Priority ARCs identified in the Project Preparation Technical Assistance in 1997 and Provinces common to the Project and Convergence Towards Sustainable Rural Development model sites.

A second and third phase will be announced by the Project's CPMO by Year 2001 and 2002. The phasing will take into consideration demands from the field and preparedness of LGUs to provide local counterparts in cash and/or in kind as required by the Project.

VI. PPF SELECTION PANEL AND SECRETARIAT

The PPF Selection Panel shall be composed of the Undersecretary for Field Operations and Support Services (chair), Assistant Secretary for Support Services (vice-chair), Executive Director of the Foreign Assisted Projects Office (FAPsO), Director for Administrative Services, and the ARCP CPMO Manager.

Decisions by the Panel shall be made in consultation with the Regional Directors (RDs) and ARCP Area Project Managers (APMs) concerned.

The Selection Panel shall be assisted by the ARCP CPMO that shall serve as the PPF Selection Secretariat.

VII. EFFECTIVITY

This Memorandum Circular shall take effect immediately and supersedes all previous issuance inconsistent herewith.

Diliman, Quezon City, ⁰² December 1999


CONRADO S. NAVARRO
Acting Secretary *me* *hr*