

Terms of Reference
SENIOR CAPABILITY BUILDING AND TECHNICAL ASSISTANCE SPECIALIST

Name of Project: Support to Parcelization of Lands for Individual Titling (SPLIT) Project
Project Duration: 09 October 2020-08 October 2024
Implementing Agency: Department of Agrarian Reform (DAR)

I. Procurement Summary

1.1 Component	Capability Building and Technical Assistance
1.2 Related Major Activity	Training and Learning Development
1.3 Fund Source	Loan Proceeds
1.4 Contract Duration	14 months (August 2023-October 2024)
1.5 Rate	Php 80,000-100,000
1.5 Name of Supervisor	National Project Director National Program Manager
1.7 Procuring Unit	CPMO

II. Background and Context

The Support to Parcelization of Lands for Individual Titling (SPLIT) Project is implemented by the Department of Agrarian Reform (DAR) in partnership with the Department of Environment and Natural Resources (DENR), the Land Registration Authority (LRA), Registry of Deeds (RoD), Land Bank of the Philippines (LBP), National Commission on Indigenous Peoples (NCIP) and the Department of Interior and Local Government (DILG). Financed by the World Bank, SPLIT Project aims to improve land tenure security and stabilize property rights of agrarian reform beneficiaries (ARBs) in their CARP-awarded lands through accelerated subdivision of collective Certificate of Land Ownership Awards (CCLOAs) and generation of individual titles.

SPLIT Project aims to accelerate DAR's current CCLOA parcelization program by increasing efficiencies through the introduction of digital technology in the parcelization process, streamlining workflows and processes, enhancing stakeholder engagement, and building capabilities of project implementers, including competency enhancement on project management and supervision.

The project aims to cover an estimated 1.37 million hectares of lands under collective title that would benefit around 1.1 million qualified ARBs. The project components are:

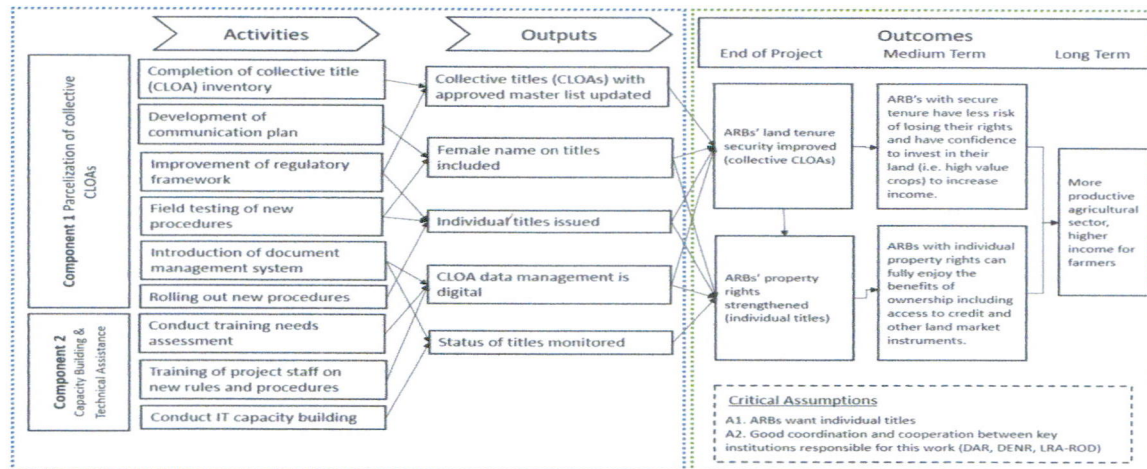
- Component 1: Parcelization of Collective CLOAs. This component supports the improvement of processes and national roll out of parcelization of collective CLOAs.
- Component 2: Capacity Building and Technical Assistance. This component supports the capacity building activities for DAR and partner agencies, central and field office staff on the adoption of enhanced guidelines and processes.
- Component 3: Project Management and Monitoring and Evaluation (M&E) and Safeguards. This component aims to provide the necessary management, technical and funding assistance to the project implementing units and partner agencies at the central, regional and provincial levels to support the management, supervision and coordination of project activities including planning, budgeting, technical assistance, financial management, procurement and disbursement, monitoring and evaluation, environmental and social safeguards.

The project also adheres to environmental and social standards (ESS) in compliance with the World Bank's Environmental and Social Framework (ESF) and has considered this as an integral part of its implementation processes. Under the Project, DAR shall design ESS standards and policies to ensure that its implementation processes and policies will not

cause undue harm or avoid/minimize adverse effect to the ARBs/farmers and in their communities, including the project workers.

As it is, the implementation of the Project will introduce modifications and innovations in the processes and facilitation of work on parcelization, on information technology, database management system, safeguards, procurement, financial management, and management and supervision of the Project. It necessitates that the implementation activities are carried-out by experienced and well-trained staff of DAR and its partner agencies at all levels such that it ensure the achievement of outputs, goals and objectives of the Project. Figure 1 below shows the Project's Theory of Change illustrating what, why and how the desired changed that the DAR aims to achieve will be realized.

Figure 1. SPLIT Theory of Change



Specifically, the CBTA Component supports the development of key skill sets and reinforces existing competencies of project staff that are relevant in dealing with the modified procedures and processes on parcelization and land titling. Parallel to the skills and competency development, the activities of this Component are directed to facilitate the adoption and mainstreaming of innovation introduced by the Project and in doing so complementing the organizational capacity of the Department and its partner agencies. The key tasks of CBTA are as follows:

- Orientation/reorientation on Parcelization of Collective CLOA workflow and processes;
- Cascading of new issuances/revised rules and procedures on parcelization and involving agrarian reform cases resolution/processes; and
- Provide coaching sessions for DAR and partner agencies personnel directly involved in parcelization and other LTI activities.

Further to this, the component will also render assistance to facilitate appropriate information and education campaigns to communicate and popularize the intent, objectives and benefits of Project SPLIT, how individual title holders can improve their farm productivity and engage in diversification, access assistance for enterprise development, credit, and viable markets including linking them to existing DAR/partner agencies' programs and projects that provide support services to individual ARBs and organizations of ARBs.

At the CPMO level, a CBTA unit was initially created and has initiated the development and conduct of a training needs assessment, training plan for the initial phase of Project Implementation; crafted design, proposals, courses, modules, and session plans for the conduct of orientation and training activities for various program implementers; organized and supervised the actual conduct of the CBTA activities in coordination with other components; developed learning package for Gender Equity-Social Inclusion and 3Rs of

ARBs, and produced IEC materials (primers, pamphlets, brochures) on Project SPLIT for dissemination to ARBs. The Unit has catered to date, to the Project's generic requirement for competency building in the past two years.

As the Project enters its implementation phase with critical processes required to be accelerated, *i.e. field validation, landholding segregation and survey works, IT/DMS operationalization, ILDF review, verification and processing; e-title registration, and distribution of e-titles*, the CPMO needed to provide the field offices with resources (experts, skills, staff) that will aid them in managing the multiple tasks to produce the expected outputs.

Specifically, it shall expand its CBTA activities and operations to program, organize and deliver of a number of training and learning for development (TLD) events, seminars and coaching sessions to cover general and highly specialized skills exigent in expediting the parcelization processes, documentation of and managing Agrarian Reform-related/Agrarian Law Implementation (AR/ALI cases compliance on Environmental and Social Management Framework (ESMF), management and supervision of procurement and contracted works/services, redocumentation and survey works, integration of Gender Equity and Social Inclusion (GESI) in the land acquisition and distribution (LAD) processes, installation, use and management of landholding information and records management (IT/DMS) system, project fund management and supervision, as well as the robust operations of Project monitoring and evaluation function.

Towards this end, the CPMO intends to **engage one (1) Senior Capability Building and Technical Assistance Specialist** who will provide support to Project SPLIT by overseeing the designing and delivering CBTA interventions including the planning and implementation of TLD activities that would respond as adequately as possible the various learning needs of the DAR and other partner agencies' field implementers. The scope of work will involve managing a training team, the CBTA work plan, including coordinating partner agencies' trainings; review and updating of the training needs assessments, training modules/session plan formulation, trainers' training, training delivery, monitoring and analysis of training impacts, report writing, and forecasting/programming of TLD events. The position will also require close coordination and/or liaisoning with various partner agencies, institutions and resource centers to support the implementation of CBTA intervention of the Project.

The CBTA intervention has to be seen likewise in the context of the needed enhancement of the existing training initiatives of the CPMO especially with the emerging competency development needs/gaps that are essential to be responded to in view of the proposal to extend the implementation of the Project until CY 2027.

III. Objective of the Engagement

The main objective of engaging the services of a Senior Capability Building and Technical Assistance Specialist is to provide technical guidance and support to the CPMO in designing and delivering appropriate and responsive capability building and technical assistance interventions with properly developed guidelines, TLD program design, content, modules/session plans, presentation/learning materials, guidepost, and activities, among others.

IV. Scope of Services, Tasks and Expected Deliverables

The Senior Capability Building and Technical Assistance Specialist scope of work and services will include but are not limited to the following:

1. Lead the planning and implementation of the CBTA program of Project SPLIT;
2. Design and supervise the implementation of an appropriate and responsive training and learning for development (TLD) event for the officials and personnel from DAR and partner agencies involved in Project SPLIT to enable them to perform their respective tasks;
3. Design and supervise the implementation of an appropriate and responsive TLD event for Project SPLIT primary beneficiaries – men and women ARBs, to facilitate education and information dissemination on the objectives, benefits of, and activities requiring their support and participation;
4. Lead and supervise the development and distribution of IEC/learning materials for the field offices and for the ARBs, identify relevant courses/ workshop/conference/event or training providers that can help strengthen the CPMO's capacity to deliver/organize TLD events;
5. Work and collaborate with other Project Components' coordinators / units in the design and conduct of their priority/specialized TLD initiatives/events, preparation of training materials, including translating these materials;
6. Develop Guidelines on the Development and Delivery of CBTA activities that will serve as standard operating procedure in organizing and conducting training and learning for development activities/event under Project SPLIT;
7. Work close with component and sub-component coordinators in developing the training agenda and annual Work and Financial Plan for CBTA;
8. Develop new and/or update/refine existing training curriculum/course design, modules, session plans and training evaluation tools taking in consideration the current and emerging training/learning needs resulting from Project implementation status;
9. Submit after-TLD event completion report and periodic accomplishment reports and updates on CBTA for internal purposes;
10. Enhance the monitoring and evaluation plan of CBTA to assess the success of training and generate feedback assessment of its implementation; and
11. Liaise and maintain relationships with partner government agencies, private development organizations to mobilize/leverage expertise/tools/resources/access assistance on various CBTA assistance;

V. Qualification Requirements and Basis for Evaluation

1. Educational Background –
 - Holder of bachelor's degree in agriculture, Human Resource Development, Psychology, Education, Economics, Rural Development, Gender and Women Studies, and other related discipline. Master's degree in relevant discipline is an advantage;
2. Work Experience –
 - With at least five (5) years relevant professional work experience in a similar function/capacity;

- Developed at least two (2) comprehensive training modules/learning packages/training manual;
- Experienced organizing and facilitating at least five (5) partners'/stakeholders' forum/conferences/workshops and engaging TLD service providers for information sharing and/or leverage/mobilize expertise, tools and resources support;
- Involved in at least two (2) foreign assisted rural development projects related to Capability Building and Technical Assistance;
- Work experience in land tenure implementation is an advantage

3. Training –

- Attended at least 40 hours of training related to Competency-based Capability/Capacity Building

VI. Evaluation Criteria

Details presented in Annex A of this TOR

Reviewed by:



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Chief Administrative Officer

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