



Convergence on Value Chain Enhancement for Rural Growth and Empowerment
Central Project Management Office

Technical Services : Value Chain Enterprise Finance Monitoring Specialist

Type of Engagement : Contract of Service

Background/Rationale:

The Convergence on Value Chain Enhancement for Rural Growth and Empowerment (ConVERGE) Project is a six-year project implemented by the Department of Agrarian Reform (DAR) and co-funded by the Government of the Philippines (GOP) and the International Fund for Agricultural Development (IFAD). It aims to contribute to reduction of poverty of 10 provinces in Region IX, X, and Caraga in Mindanao, Philippines. Specifically, the project intends to enable agrarian reform beneficiaries (ARBs) and small holder farmers (SHF) to become highly productive and competitive entrepreneurs in the targeted 11 clustered agrarian reform communities (ARCs). Under the leadership of the Department of Agrarian Reform (DAR), the Project uses a convergence approach with the participation of the private sector.

Project ConVERGE sees the need to stabilize the operations of the 11 primary and 4 secondary Value Chain (VC) enterprises which leads to their viability and sustainability. Eleven of the 11 primary VC enterprises have been operational, albeit in varying degrees. On the other hand, 4 of the 4 secondary enterprises in select clusters have also been deemed operational, although most are really start-up enterprises. Crucial to the attainment of the viability and sustainability of these enterprises is the availability of timely and accurate financial report of the operations. It is in this regard that Project ConVERGE seeks to hire a finance expert to help capacitate the VC enterprise staff handling financial reporting and to monitor the performances of these enterprises on a regular basis.

I. SCOPE OF WORK/ TERMS OF REFERENCE (TOR)

Under the guidance of the CPMO and direct supervision of the Lead Finance Analyst, and in coordination with the Regional Project Management Office (RPMO) Value Chain Specialists and AED Coordinators, the Value Chain Enterprise Finance Monitoring Analyst shall perform the following functions:

1. Review existing documents of the Value Chain Enterprises in Caraga Region including their audited financial statements, interim financial statements, business plans, and annual workplans;
2. Prepare a financial monitoring plan at the commencement of this engagement and ensure the presentation and approval of these plans by the Central Project Management Office (CPMO);
3. Propose enhancements to the monitoring tool on the Operational Stability, Profitability, and Sustainability (OPS) of the value chain enterprises;

4. Conduct a regular or periodic financial monitoring of the assigned VC enterprise and submit a regular/ periodic report of the result of the financial monitoring conducted in the assigned VC enterprise;
5. Participate in the review of the business plans versus the actual operations of the Value Chain enterprises;
6. Develop a training design and coaching plan to be used in the conduct of training/coaching/ mentoring sessions to the assigned staff/ management of the ARBOs' VC enterprises in financial reporting;
7. Monitor compliance on the findings and recommendations of the annual external auditor or the Audit and Inventory Committee by the concerned VC enterprise ARBO management;
8. Be familiar with the various Financial Inventory and Management Systems (FIMS) installed in the VC enterprises and act as a back-up trainer of the users of these systems;
9. Participate in all of the required activities of the Project ConVERGE CPMO staff including annual planning, monitoring and evaluation, and other significant activities;
10. Assist the Project Manager and Value Chain Consultant in the conduct of activities related to building the enterprises' viability and sustainability.

II. DURATION OF THE WORK AND DUTY STATION

The expected duration of work is estimated to be six (6) months beginning January- June 2022 with a possibility of extension. The official duty station is at the Regional Project Management Office (CPMO) located at the Department of Agrarian Reform, Butuan City.

III. REQUIRED QUALIFICATION

Education:

- The candidate must be a graduate of Bachelor of Arts Major in Accountancy or Accounting Technology from a reputable higher education institution, and preferably a Certified Public Accountant.

Experience:

- Must have at least one year of experience as an accountant or as an auditor (internal or external) or a combination of both;
- Proficiency in the use of MS Office (Excel, Word, Powerpoint, Outlook);
- Familiarity with the areas covered by Project ConVERGE and willing to do field work, which is approximately 70% of the time;
- Knowledge of the project's focused agri-value chain commodities;
- Familiarity with Agrarian Reform Beneficiaries Organizations;
- Familiar with the Republic Act 9520 also known as "PHILIPPINE COOPERATIVE CODE OF 2008";

Language:

- Excellent/proficient proven written and spoken English and can speak fluent Tagalog and/or Bisaya languages.

- Strong oral and written communication skills.

Applicants are requested to submit applications to:

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DAR Project ConVERGE
DAR Compound, Macanhan
Carmen, Cagayan de Oro City
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