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TERMS OF REFERENCE OF THE DSWD PROJECT IMPLEMENTATION OFFICER FOR OFFICIAL DEVELOPMENT ASSISTANCE AND THE SECRETARIAT

I. Background

The Department of Social Welfare and Development (DSWD) is one of the line agencies implementing foreign-assisted projects in the form of loans or grants. These development projects include a set of special and priority activities committed to be implemented over a fixed period of time aimed at attaining specific objectives that will contribute to the enhancement of the Department's outputs and outcomes. In 1999, DSWD embarked on the implementation of a large-scale foreign assisted project. This made the Department one of the major implementing agencies and was further included in the Official Development Assistance (ODA) loan portfolio of the National Economic and Development Authority (NEDA).

To ensure that official development assistance either in loans or grants are maximized and projects are implemented in accordance with the funding agencies' requirements, a Project Implementation Officer (PIO) from the rank of the Undersecretaries, was designated in the Department. This is pursuant to the memorandum issued by President Joseph Estrada to all heads of departments, government owned and controlled corporations (GOCCs), regular government agencies and concerned government executives on November 15, 2000 directing to designate a PIO for ODA - assisted projects.

On the other hand, the External Assistance Division of the Policy and Plans Bureau serves the function of resource generation and mobilization. Inherent with this is the establishment of networks and linkages with funding institutions and oversight agencies such as NEDA. As such, it coordinates the ODA Portfolio of DSWD as a support function to the designate Project Implementation Officer (PIO) and liaises with NEDA in the preparation of the agency Portfolio.

Likewise, there are projects which necessitated the formation of a Project Management Office (PMO) tasked to purposively handle the daily operations and implementation of an ODA - assisted project.

II. Objective

The Terms of Reference is being issued to provide clear directions in the performance of the roles and responsibilities of the PIO, the Secretariat and the specific Project Management Office. It shall define and delineate expected tasks and activities to enhance unity of command in ODA project management.

III. Definition of Terms

Official Development Assistance (ODA) – these are assistance in the form of grants or loans as well as technical expertise which are given or shared by multilateral and bilateral organizations to a country meant to enhance bilateral relations or to assist in the development of the country.

Project Management Office (PMO) – a unit in an implementing agency, complementing its regular or organic units, directly responsible for the implementation, coordination and monitoring of project activities.

Implementing agency – any of the various units of government, a department, an agency, line bureau, government owned and controlled corporation implementing development projects.

Funding institutions – source of funds / financing for the project.

IV. Roles and Responsibilities

A. Project Implementation Officer (PIO)

Pursuant to OP Memorandum dated November 15, 2004 on the designation of PIO, the PIO shall have the following functions :

1. to cause all ODA – funded projects of the respective agencies to implement catch up programs for delayed projects and / or slow disbursing ODA loans and grants,
2. to closely monitor progress of implementation and disbursement of all ODA – funded projects,
3. to coordinate with concerned government agencies / corporations to resolve implementation and disbursement bottlenecks,
4. to submit monthly report to NEDA on progress and performance of the agencies' ODA Portfolio.
5. oversee and monitor all PMOs

Specifically, the PIO shall :

- be responsible for the conduct of a regular assessment of PMO performance to determine whether target outputs are being achieved, bottlenecks addressed and implementation schedules met,
- monitor project / program implementation in compliance with the commitment set / agreed upon with the funding institutions,
- ensure compliance and timely completion of all foreign assisted projects
- coordinate review missions

B. The Secretariat to the PIO – External Assistance Division

1. participate in the project planning and development until negotiation and approval phase with funding institutions, for all proposed ODA projects,
2. consolidate all reports needed in the preparation of the annual DSWD ODA Portfolio. Towards this end, it shall coordinate and gather from the different PMOs / implementing bureaus / offices concerned all the requisite information based on NEDA's guidelines and formats.
3. identify and consolidate projects issues and concerns that need to be addressed by the PIO and correspondingly provide advice to the PIO on the resolution of such issues and concerns,
4. consolidate the quarterly PIO Facilitation Forms submitted to NEDA based on the individual submission of the concerned PMOs.
5. draft pertinent communication pertaining to submission of ODA Portfolio reports to NEDA and other oversight bodies, for signature of the PIO.

The Secretariat however, need no longer concern itself by intervening in situations where a request for specific project concerns has been made directly to the concerned PMO and where the PMO is best in the position to reply to such requests / concerns. The PMOs shall ensure that EAD is furnished a copy, for reference:

6. participate in the conduct of individual project level review meetings / supervision missions for it to be regularly updated. EAD shall provide secretariat support when the concern shall be for the whole Foreign-assisted projects or ODA projects of the Department (e.g. FAPs Conference, oversight agency conference for ODA projects),
7. undertake an annual FAPs conference for sharing and mainstreaming of ODA concerns, best practices, etc.
8. Provide staff work to the PIO in the performance of its functions,
9. conduct project visit if necessary as directed by PIO.

C. Project Management Office

Based on the Department of Budget and Management Circular (DBM) No. 485, Series of 2003, the PMO shall have the following functions :

1. Project operations planning
2. monitoring and evaluation of project activities
3. project operation and management


4. trouble shooting
5. financial management
6. coordination with various stakeholders for project specific concerns
7. post project completion / mainstreaming of project concerns in regular activities
8. provide secretariat functions for project specific review/ supervisory missions of funding institutions
9. reply to specific project requests of oversight agencies
10. prepare specific project reports

The designation of a Project Implementation Officer (PIO) shall be on an annual rotation basis among the different Undersecretaries of the Department.

The Terms of Reference is hereby approved and adopted this 10th of December, 2004 in Quezon City.


CORAZON JULIANO – SOLIMAN
Secretary *care pm*

A CERTIFIED COPY:


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