



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

SPECIAL ORDER

No. 848
Series of 2020

SUBJECT : CREATION OF A PROJECT STEERING COMMITTEE (PSC) FOR THE DA-FAO PROJECT "ENHANCING FARMERS INFORMATION SYSTEM FOR DISASTER RISK REDUCTION AND MANAGEMENT (DRRM) IN AGRICULTURE (i-FaRM) TCP/PHI/3705"

In the exigency of the service and to expedite the implementation of the DA-FAO Project iFaRM (TCP/PHI/3705), a Project Steering Committee (PSC) and Project Technical Working Group (PTWG) are hereby created to serve as the governing body that will ensure its smooth execution.

This project aims to improve the agricultural management, productivity and agriculture-based livelihoods, through enhancing DA's farmers information system and geo-referencing of farm lots.

A. PROJECT STEERING COMMITTEE (PSC)

COMPOSITION:

Chairperson : Undersecretary for Operations

Co-Chairperson : FAO Representative in the Philippines

Members : Assistant Secretary for Operations

Director, Field Operations Service (FOS)

Director, Disaster Risk Reduction and Management Service (DRRMS)

Director, Information and Communications Technology Service (ICTS)

Director, Project Development Service (PDS)

Chief, Special Projects Coordination and Management Division (SPCMAD)

Regional Executive Director, DA RFO III

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Functions:

The PSC shall provide guidance on policy framework covering issues relating to overall project management and coordination, project resource, allocation, evaluation and settlement of conflicts and disputes. Specifically, it shall:

- Set policy directions for project operation and review its implementation. These tasks cover specific operational policies, among other;
- Approve the project's Annual Work Plan and Budget including the scope, mechanisms, and strategies for implementation and resource allocation;
- Review and evaluate the performance of the project on the basis of the previous year's Annual Work Plan and Budget; and
- Provide directives to effective resolution of project-related conflicts and disputes, changes in operational procedures and arrangements, conduct of specific investigations and others as may be required.

B. PROJECT TECHNICAL WORKING GROUP (PTWG)

COMPOSITION:

Chairperson	:	Chief, Field Programs Operational Planning Division (FPOPD) & National Project Coordinator (NPC)		
Co-Chairperson	:	Project Team Leader, FAO Director, ICTS		
Members	:	Representatives from:		
		FPOPD	PAO-Tarlac	PhilRice
		ICTS	MAO-La Paz	DA RFO III
		ATI	MAO-Concepcion	
Secretariat	:	FAO Project Team & FPOPD		

Functions:

The PTWG shall have the following functions:

- Provide technical advice and support to the project, including the review and evaluation of technical soundness and clarity of project outputs;
- Ensure coherence in the linkages of project activities with other similar initiatives implemented by the government, non-government and private sector agencies;
- Ensure the project coherence with government priorities, relevant plans, policies and programmes to agriculture;
- Provide relevant data and facilitate sharing of information, including best practices, lessons learned, and research findings;

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- Provide recommendations to the PSC to promote ownership and institutionalization of project outputs and outcomes;
- Provide technical and operational oversight functions and overall project coordination; and
- Provide updates/reports to PSC.

The Secretariat shall:

- Identify appropriate staff to counterpart the FAO technical backstopping units and national consultants under the project;
- Provide administrative and logistical support such as access of project personnel to official documents, data and products, and facilities related to the project;
- Facilitate coordination with government agencies, local government units, farmers and other stakeholders/partners and relevant institutions;
- Allow officials designated by FAO to visit project sites for project monitoring and evaluation.

The **FPOPD**, in close coordination with **ICTS** and other relevant DA units, shall be the Project Implementation Units (PIU), and it shall be headed by the **FPOPD Chief** as the **National Project Coordinator**. Moreover, other DA personnel shall be enjoined to work with the Team for the creation of field level organization to ensure that commitments are met within the given time frame.

The FAO, in collaboration with its UN partners, shall provide support thru the provision of goods and services as well as technical and operational oversight functions.

In the performance of these duties, the PIU are entitled to receive any allowable incentives and are authorized to charge project-related travel and incidental expenses to the project funds subject to its availability and compliance with FAO's administrative regulation.

Done this 16th day of December 2020.


WILLIAM D. DAR, PhD.
 Secretary

DEPARTMENT OF AGRICULTURE

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