

DENR Administrative Order

No. 98 - 17

April 13, 1998

SUBJECT : Redefining and Realigning the Functions of the Foreign Assisted and Special Projects Office (FASPO).

Consistent with the mandate, powers and functions entrusted to the Department of Environment and Natural Resources under Executive Order No. 192 dated June 10, 1987, and in line with the Department's thrust to regionalize and institutionalize foreign assisted and special projects per DAO No. 97-19, the functions of the Foreign Assisted and Special Projects Office are hereby redefined and realigned as follows:

1. STATEMENT OF POLICY

It shall be the policy of the Department to strengthen and institutionalize the capability for resource generation, and the design, packaging, implementation, monitoring and evaluation of foreign assisted and special projects. In line with this policy, the DENR shall promote country-driven/field-level initiated projects; develop active partnerships with the international community as well as NGOs, LGUs, local communities and the private sector in the implementation of ENR projects; upgrade efficiency in the allocation of project resources; and assure sustainability of these projects.

2. FUNCTIONS

The FASPO shall oversee, coordinate and facilitate the preparation, implementation and evaluation of the Department's

foreign assisted and special projects in pursuance of these policies. Its oversight functions shall include the following:

- 2.1 Identification and preparation of investment project and program proposals for possible foreign and local assistance in coordination with other DENR operating units and appropriate government agencies;
- 2.2 Preparation of a development framework plan, guidelines and strategies for the prioritization of programs/projects requiring foreign and local assistance;
- 2.3 Initiating and maintaining close relations with national, regional and international organizations/institutions to promote investments in the development, efficient management and conservation of the country's environment and natural resources;
- 2.4 Represent the Department and/or provide technical assistance in negotiations for foreign loans/grant assistance and other forms of assistance for identified priority programs/projects;
- 2.5 Coordinating and/or taking the lead in the conduct of feasibility studies and appraisal of project proposals;
- 2.6 Providing technical assistance and/or staff support in the design, preparation, and implementation of foreign assisted and special projects;
- 2.7 Monitoring and evaluating the performance of foreign assisted and special projects in coordination with representatives of the international community and oversight government agencies;
- 2.8 Documentation and dissemination of lessons learned, experiences gained, and technologies generated from projects;
- 2.9 Other activities related to foreign assisted and special projects which the Secretary may assign.

3. ORGANIZATIONAL STRUCTURE

The FASPO shall be under the Office of the Secretary. It shall be directly supervised by the Secretary or his designated Undersecretary. It shall maintain the two (2) services provided for under DAO No. 1, series of 1988, namely: the Project Design and Packaging Service (PDPS) and the Project Coordination and Management Service (PCMS). Each of the services shall be headed by a Director.

The two divisions under PDPS and the three divisions under PCMS as provided for under DAO No. 1, Series of 1988, are likewise retained, except that their respective functions are defined and realigned. The names of the five Divisions shall therefore be changed to reflect their corresponding realigned functions.

A new unit, the FASPO Information Unit, is hereby created and shall be under the administrative supervision of the Director for PCMS. It shall be responsible for the development and maintenance of a data base and information system for foreign assisted and special projects as well as the maintenance of a mini-library for project documents, in coordination with the Department's MISD and Library.

The functions of the services, divisions and units under FASPO are as follows:

3.1 Project Design and Packaging Service

This Service shall oversee the preparation, prioritization, and appraisal of project proposals for foreign assistance. Specifically, it shall:

- a. Assist the Planning and Policy Studies Office (PPSO) in preparing the agency Investment Program based on the

- sectoral Medium Term Development Plan and Priority Program Thrusts;
- b. Provide technical assistance in the preparation of Regional Development Investment Plan in coordination with PPSO and Field Operations Office;
 - c. Formulate project development and prioritization guidelines and frameworks for study/project proposals for foreign funding/grant assistance;
 - d. Identify funding sources and continuously seek and develop new or non-traditional investment partners for identified priority programs/projects;
 - e. Coordinate and/or take the lead in the identification, design, and packaging of project proposals for foreign assistance;
 - f. Represent the Department and/or provide technical assistance in negotiations for securing funding and technical assistance for proposed FAPs;
 - g. Facilitate the participation of the Department in cooperative arrangements with other countries and international/regional bodies by initiating and maintaining close relations with these institutions/organizations, in coordination with Management and International Environmental Affairs Office.

3.1.1 Multilateral Project Preparation and Appraisal Division

- a. Prepare/disseminate guidelines and provide technical assistance to DENR Bureaus and regional/field offices in the preparation of project proposals for submission to multilateral funding institutions;
- b. In coordination with PPSO and the Bilateral Project Preparation and Appraisal Division, provide assistance in the identification and development of agency and

- regional investment programs/projects for foreign assistance;
- c. Review and evaluate regional/sectoral proposals submitted for consideration of multilateral funding institutions;
 - d. Design and package project proposals for submission to multilateral financing institutions;
 - e. Coordinate/facilitate the conduct of feasibility studies on project proposals submitted to multilateral financing institutions;
 - g. Coordinate/take the lead in the conduct of project appraisal on proposals submitted to multilateral financing institutions.
 - h. Provide assistance to LGUs and NGOs in the formulation and sourcing of financing/support from multilateral financing institutions for programs/projects in the ENR sector;
 - i. Explore and develop non-traditional sources of financing ENR programs and projects;
 - j. Facilitate, coordinate, monitor and assess the Department's participation and cooperative agreements with international and regional institutions and formulate recommendations;
 - k. Provide technical assistance to projects in the procurement of consultancy services and serve as Secretariat to DENR PEVAC; and
 - l. Perform other related functions that may be assigned by the Secretary.

3.1.2 Bilateral Project Preparation and Appraisal Division

- a. Prepare/disseminate guidelines and provide technical assistance to DENR Bureaus and regional/field offices in the preparation of project proposals for submission to bilateral institutions;

- b. In coordination with PPSO and the Multilateral Project Preparation and Appraisal Division, provide assistance in the identification and development of agency and regional investment programs/projects for foreign assistance;
- c. Review and evaluate regional/sectoral proposals for consideration of bilateral funding institutions;
- d. Design and package project proposals for submission to bilateral financing institutions;
- e. Coordinate negotiations with bilateral funding institutions in securing financial/technical assistance for proposed projects;
- f. Coordinate and/or facilitate the conduct of feasibility studies on project proposals submitted to bilateral financing institutions;
- g. Coordinate and/or take the lead in the conduct of project appraisal on proposals submitted to bilateral financing institutions;
- h. Provide assistance to LGUs and NGOs in the formulation and sourcing of financing/support from bilateral funding institutions for programs/projects in the ENR sector;
- i. Explore and develop non-traditional sources of financing ENR programs and projects;
- j. Facilitate, coordinate, monitor and assess the Department's participation and cooperative agreements with foreign governments and specialized agencies/organizations and formulate recommendations;
- k. Coordinate with Management and International Environmental Affairs Office on the proper representation and participation of DENR in international/regional bodies;
- l. Perform other related functions that may be assigned by the Secretary.

3.2 Project Coordination and Management Service

This Service is responsible for overseeing the management and implementation of all foreign assisted and special projects (FASPs). Specifically, it shall:

- a. Facilitate and coordinate the pre-implementation activities for approved foreign assisted and special projects;
- b. Coordinate and liaise with oversight agencies regarding the implementation of foreign assisted and special projects;
- c. Develop and manage the systems and procedures for monitoring and evaluation of foreign assisted and special projects;
- d. Conduct monitoring and evaluation of FASPs in relation to specific terms of reference such as the loan/grant agreement, work and financial plans and other project documents, in coordination with the DENR implementing units, representatives of the international community, and oversight government agencies;
- e. Facilitate financial planning and processing of accounts of FASPs;
- f. Assess the impact of foreign assisted and special projects;
- g. Facilitate the institutionalization of FASPs, including lessons learned and technologies generated, into the DENR system.

3.2.1 Loan Project Division

- a. Coordinate the planning, scheduling and implementation of loan foreign assisted projects

- (FAPs) with other operating units of the Department down to the regional and field levels;
- b. Facilitate the mobilization and setting up of newly approved loan FAPs;
 - c. Review the work and financial plans of loan FAPs in coordination with the designated project manager/staff;
 - d. In coordination with other PCMS divisions and PPSO, assist in the development and updating of the monitoring and evaluation system for FAPs;
 - e. Monitor and evaluate the progress of loan FAPs with respect to operational targets, physical and financial plans and schedules, including Project Benefits Monitoring and Evaluation (PBME);
 - f. Coordinate with local and international financing institutions with respect to the physical and financial performance of ongoing loan FAPs;
 - g. Document lessons learned/experiences gained/technology generated by loan FAPs;
 - h. Initiate public fora/seminars and other IEC strategies to disseminate technology generated from loan FAPs in coordination with project implementors and the Public Affairs Office (PAO);
 - i. Facilitate the procurement of goods and services, including administration of contracts of loan FAPs;
 - j. Perform other related functions concerning loan projects that may be assigned by the Secretary.

3.2.2 Grant Projects Division

- a. Coordinate the planning, budgeting and implementation of grant FAPs with other operating units of DENR down to the regional and field levels;

- b. Facilitate the mobilization and setting-up of newly approved grant FAPs;
- c. Review the work and financial plans of grant FAPs in coordination with the designated project manager/staff;
- d. In coordination with other PCMS divisions and PPSO, assist in the development and updating of the monitoring and evaluation system for FAPs;
- e. Monitor and evaluate the progress of FAPs with respect to operational targets, physical and financial plans and schedules, including project benefit monitoring and evaluation (PBME);
- f. Coordinate with local and international financing institutions with respect to physical and financial performance of ongoing grant FAPs;
- g. Document lessons learned/experiences gained and technology generated from grant FAPs;
- h. Initiate public fora/seminars and other IEC strategies to disseminate technology generated from grant FAPs in coordination with project implementors and PAO;
- i. Initiate and coordinate the conduct of post impact evaluation of foreign assisted and special projects (FASPs) with the participation of other FASPO divisions and DENR units;
- j. Perform other related functions concerning grant projects that may be assigned by the Secretary.

3.2.3 Special Projects Division

- a. Prepare/disseminate guidelines and provide technical assistance in the preparation of project proposals for consideration as special project under the regular budget;
- b. Develop/update guidelines and procedures for screening, prioritization and appraisal of project

- proposals submitted for special funding under the regular budget;
- c. Coordinate the planning, programming and implementation of approved special projects with other units of the DENR;
 - d. Facilitate the mobilization and setting up of newly approved special projects;
 - e. In coordination with other PCMS divisions and PPSO, assist in the development and updating of the monitoring and evaluation system for special projects;
 - f. Monitor and evaluate the progress of special projects in relation to their operational plans, physical and financial targets and schedule, including PBME;
 - g. Document/disseminate lessons learned/ experiences gained and technology generated from special projects;
 - h. Prioritize, program and monitor the utilization of the special projects fund in coordination with other concerned offices/units in the DENR;
 - i. Provide secretariat services to the Project Screening Group/FASPs Coordinating Board;
 - j. Perform other related functions concerning special projects that may be assigned by the Secretary.

3.2.4 FASPO Information Unit

- a. In coordination with MISD-PPSO, develop and implement information systems for FASPs;
- b. Administer the local area network for FASPO;
- c. Maintain the Web-page of FASPO;
- d. Develop GIS applications for all FASPs;
- e. Manage/administer databases and provide technical assistance/support to all computer users in FASPO;

- f. Maintain a mini-library for the safekeeping of basic project documents of all ongoing and completed FASPs.

4. OTHER PROVISIONS

4.1 The performance of these functions shall be undertaken in close coordination with the regional/field offices, sectoral bureaus and Planning and Policy Office in line with their respective roles in the project development cycle as defined under DAO No. 97-19.

4.2 It is understood that the functional realignment of FASPO will not result to any demotion or displacement of personnel, nor the abolition or creation of any positions. A realignment of the staffing pattern among the divisions and units within FASPO may however be undertaken in accordance with their realigned functions.

4.3 The FASPO Directors, in coordination with the FASPO Division/Unit Heads, are hereby instructed to prepare the corresponding staffing requirement as well as the systems and procedures for implementing this Order.

5. REPEALING CLAUSE AND EFFECTIVITY

This Order amends DAO No. 1, series of 1988, and the provisions of other administrative issuances inconsistent herewith.

This Order shall take effect immediately.

(Sgd.) VICTOR O. RAMOS
Secretary