



**MARIANO MARCOS STATE UNIVERSITY**  
**Office of the Vice President for Research and Extension**

**TERMS OF REFERENCE**

**PROJECT TITLE: TAPPING THE EXPERTISE OF AN OPERATIONS AND MANAGEMENT *pro bono* ADVISER FOR AGRI-FISHERIES PROJECTS AND PROGRAMS OF MMSU**

**SCOPE OF WORK:**

The operations and management adviser shall provide expert advisory in the planning, implementation, monitoring of research projects and programs and in writing technical papers. As such, the adviser is expected to fulfill the following duties and responsibilities:

1. Mentor project/study leaders on how to generate funds for consortium-wide, R,D&E projects, and in the development of regional plans, programs, and identification of regional R&D activities, and packaging of programs on identified regional priorities aligned with the Regional Development Council;
2. Assist in monitoring and evaluating RDE programs/projects implemented by the University;
3. Assist in reviewing plans and programs of University units related to research management and accreditation, and agriculture and related academic programs;
4. Review the liquidation reports of all PCAARRD fund transfers to MMSU;
5. Provide information for reports and records through research, data retrieval, compiling and/or tabulating statistics
6. Assist MMSU in the smooth operation of Ilocos Agriculture, Aquatic Resources Research and Development Consortium (ILAARRDEC) as the host agency to ensure smooth operation of the consortium.

**BUDGET AND FUNDING:** The services of the operations and management adviser shall be *pro bono*. All cost of communication for on-line consultation shall be borne by the University; likewise, cost of on-site visits of the technical adviser as initiated by the University, which includes cost of transportation, food and accommodation, and other related expenses shall be to the account of the University.

**DURATION:** The duration of the adviser's services is from the date of signing until May 2022.

**Prepared by:**

  
**NATHANIEL R. ALIBUYOG**

Vice President for Research, Extension and Business