

# Updated Guidelines on the Conduct of DIP Technical Review Sessions for RAPID Implementing Units

VCMU, RAPID NPCO  
June 2025

This review pointers will serve as a guide for all RAPID Implementing Units in the conduct of the face-to-face technical review of the submitted Detailed Investment Plans (DIPs) for NPCOs approval. This guide details the indicative flow of the review process and key information of the DIPs that must be presented during the review.

## General Requirements for the Conduct of the DIP Technical Review

- ✓ In the official submission of DIPs, the implementing unit must also pre-determine the date of the requested DIP Technical Review to check the availability of the DIP Technical Review Team. The NPCO will send its confirmation/suggestion to the implementing unit to finalize the schedule of the DIP Technical Review.
- ✓ RAPID Implementing Units that are scheduled for DIP Technical Review must procure/provide the venue and meals (and accommodation if needed) for the activity.
- ✓ The venue of the activity must be conducive for extensive discussions of the review process. The venue must have a well-functioning projector and screen and a good-sized whiteboard.
- ✓ The requesting RAPID Implementing Unit must assign an official documenter to document the proceedings and agreed actions during the review process.
- ✓ RAPID R/PCU technical staffs should present and defend the submitted DIPs. DIP Consultants may be present during the review, and may provide further details during the DIP discussion.

## Indicative Program Flow of a DIP Technical Review Session

Time Allotment	Activities	Responsible Person/Unit
30 mins.	Preliminaries: <ul style="list-style-type: none"> <li>• Opening Prayer</li> <li>• National Anthem</li> <li>• DTI One Quality Policy</li> <li>• Acknowledgement of Participants</li> </ul>	R/PCU Staffs
15 mins.	Opening/Welcome Remarks	Project Head of the Implementing Unit and Project Director or any assigned NPCO Representative
6 hours	Presentation and discussions on the following contents of the DIP: <ol style="list-style-type: none"> <li>1. DIP Scope (SHFs, MSMEs, FOs)</li> <li>2. Value Chain Analysis and Development Model of the DIP including Gender, Social, and Environmental Analysis</li> <li>3. Roles of the VC Stakeholders in the DIP</li> <li>4. Demand and Supply Analysis</li> <li>5. Opportunities and Constraints Analysis</li> <li>6. Objectives of the DIP</li> <li>7. Summary of Proposed Strategic Investments and Interventions of the DIP</li> </ol>	R/PCU Staffs

	8. Financing mix and plan of the proposed strategic investments 9. Financial Viability Assessment 10. Socio-economic and environmental benefits of the proposed strategic investments and interventions 11. Methodology of delivery of the proposed strategic investments and interventions 12. Risk Management Plan 13. DIP Implementation Timelines	
1 hour	Establishing the agreed actions through the preparation of the DIP Compliance Form	VCMT
15 mins.	Closing Remarks	Project Head of the Implementing Unit or Project Director or any assigned NPCO Representative

## DIP Review Pointers

### I. DIP Scope

The DIP Scope must be able to present the following information (matrix format is highly preferred for easy reference):

- List of names of FOs with their respective location, number of years in operation, type of organization and disaggregated data (Male, Female, IP, Youth, and Senior Citizen) of direct beneficiaries
- List of names of Anchor Firms (Primary, Secondary, and Intermediaries) with their respective location, products sold, asset size, buying requirements, value addition to the value chain, and status of trade agreement and trade incentives for RAPID assisted FOs
- Brief description of the business operations and relationships of the FOs and Anchor Firms and the Hub and Spoke Model Structures
- Summary of Maturity Ratings (results of the EDT ratings) of the MSMEs and FOs in the DIP. Highlight critical weaknesses of FOs/enterprises which are expected to perform a crucial role in the VC development model of the DIP

### II. Value Chain Analysis and Development Model of the DIP including Gender, Social, and Environmental Analysis

This section must contain the following information:

- Value Chain Map of Products with details and clear lines on which FOs are supplying to whom with details on what type of product and volume per value chain node
- Value addition ladder of products and analysis. Analysis must provide enlightenment on the overall direction and strategies of the DIP for every VC actor (SHF, MSMEs, and FOs) to deliver the objectives of the project.
- Social Mapping (Roles and functions of Male, Female, IPs, Youth, and Senior Citizens) and analysis on gender and social issues in the functions of the value chain with proposed strategies/actions in the DIP

### III. Roles of the VC Stakeholders in the DIP

This section must provide description of the roles and functions (current vs. proposed) of every DIP proponent under every value chain node (input provision, farming/production, consolidation, processing, and marketing) in pursuit of the proposed VC development model. Pursued possible complementation of industry enablers in the implementation of the DIP must also be presented.

### IV. Demand and Supply Analysis

This section must present the following crucial information:

- Current unmet demand of Anchor Firms and projected demand gaps/surplus after RAPID's intensification of production
- Current and projected percentage share of supply of FOs to the current volume bought and processed by Anchor Firms

- Detailed matrix on the projected volumes of production to be absorbed by the Anchor Firms
- What are the mitigating measures should there be projected surpluses or significant shortages despite RAPID's interventions and investments

## **V. Opportunities and Constraints Analysis**

This section must present the crucial constraints and opportunities of the value chain nodes with its respective proposed interventions/strategies to be pursued in the implementation of the DIP. Identify the roles and specific requirements in the proposed model that are needed to achieve the potential of the value chain.

## **VI. Objectives of the DIP**

As a summary of the opportunities and constraints analysis, this section must be able to identify the objectives of the DIP aligned with the project's mandates and logical framework indicators.

The objectives of the DIP can be categorized into three (3) crucial dimensions which are: Economic, Social, and Environmental.

## **VII. Summary of Proposed Strategic Investments and Interventions of the DIP**

Presentation of this section is preferred to be in a matrix form detailing the following information:

- Proposed Investments and Interventions (including FMRs) in alignment to the specific DIP Objectives per VC node actors (Smallholder Farmer level, Enterprise level, governance/enablers)
- Verifiable Indicators of outputs of the proposed investments and interventions
- Timelines of the implementation of the proposed investments and interventions

## **VIII. Financing mix and plan of the proposed strategic investments**

Presentation of this section is preferred to be in a matrix form detailing the following information:

- Total costs and breakdown of Matching Grants, Equity, costs attributed to MOOE of Implementing Units
- Financial products to pursue and name of FSPs for various financing needs such as MG counterpart, Farm Operations and Maintenance, Working Capital, and other investments.
- EDT Assessment if the proponent(s) are eligible/capable in accessing financing
- Issues/constraints in accessing financing (should there be)
- Proposed interventions/actions to assist the DIP proponents in accessing financial products

## **IX. Financial Viability Assessment**

This section must present the Internal Rate of Returns (IRR) of the incremental benefits that the proposed investments are envisaged to generate. IRR computations must be presented for the following productive investments:

- IRR of the incremental benefits of proposed equipment and post-harvest facilities
- IRR of the incremental benefits of rehab and expansion at the FO/Enterprise level
- IRR of the incremental benefits of 1 hectare rehab and expansion at the SHF level

In computing the IRRs of the incremental benefit of proposed productive investments, projections must be within the useful/productive life of the equipment, facility, or crop.

Incremental benefit means baseline vs. projection in terms of volume, quality, production costs, and selling price.

## **X. Socio-economic and environmental benefits of the proposed strategic investments and interventions**

This section must present the following key socio-economic and environmental benefits of the DIP:

- Increase of household incomes of smallholder farmers (baseline vs. projection)
- Employment to be sustained and gained from the implementation of VC development model and the investments and interventions of the projects (current plus projected additional employment). Direct and indirect jobs must be delineated.
- Projected impact of the improvement of key technical capabilities of smallholders in the implementation of the BDS/CapDev activities in the DIP

- Impact of DIP investments and interventions to women, IPs, youth, PWDs, and senior citizens in the context of roles in value adding processes of the value chain, education and training, access to resources, work conditions, and overall community development
- Impact of DIP investments and interventions in the context of environmental conservation, increase in productivity, soil fertility and integrity, water management, sustainability of farm practices, and waste management
- Accomplished Gender, Social Inclusion, and Environmental Management Checklist
- For proposed Farm-to-Market Roads, the following information must be presented:
  - Estimated direct beneficiaries (smallholder farmers) within the road influence area (RIA)
  - Major crops within the RIA and its respective estimated area planted and annual yield
  - Quantified improvement of travel time and travel cost savings
  - Other socio-economic benefits to the residents within the RIA

#### XI. Methodology of delivery of the proposed strategic investments and interventions

Considering that the implementation of the project's Matching Grants are already established and is expected to be followed strictly by the implementing units, the presentation on this section may only highlight the salient strategic partnerships and methodology of the delivery of BDS and capacity building activities of the DIP. Compliance to the prescribed modalities of delivery of BDS and CapDev activities based on the EDT ratings must also be emphasized.

#### XII. Risk Management Plan

The presentation of this section must highlight the identified crucial risks and its respective mitigating actions/measures, required resources, and responsible units in the following areas:

- Production Risks (Risks associated with processing, transport, perishability, technology, et.al)
- Market Risks (Risks associated with the distribution channels and forward markets)
- Financial Risks (Risks associated with financial management, loans, and et. al.)
- Institutional/Organizational/Industry Risks (Risks associated with product/production standards, changes in government policies and laws, and et.al)
- Human and Personal Risks (Risks associated with personnel and owners)
- Environmental Risks on and to the project's investments and interventions
- Social Risks on and to the project's investments and interventions
- Project Implementation Risks (Fund management, Staff Complement, M&E and etc.)

#### XIII. DIP Implementation Timelines

It is preferred that this section be presented in a Gantt Chart format and divided into two major phases which are: (1) Pre-Implementation Phase and (2) Implementation Phase.

### Matching Grant Computation Guide

<b>Farmer Organizations (Cooperatives and Associations) within the 21 Provinces covered by the Project</b>		
<i>Basic Eligibility Requirements:</i>		
<ul style="list-style-type: none"> <li>✓ Existing Farmer Organization engaged in agricultural activities under the 4 priority industries of the project with valid certification of registration from CDA/SEC/DOLE</li> <li>✓ Certified List of Cooperative/Association Members</li> <li>✓ Business License/Mayor's Permit</li> <li>✓ BIR Certificate of Registration</li> </ul>		
Eligible Investments	Additional Eligibility Criteria	Matching Grant to Counterpart Rate
High yielding planting material with initial basal fertilizer.	<ul style="list-style-type: none"> <li>• Receiving smallholder farmer should be an active member (regular or associate) of a eligible cooperative or a farmer association within the provinces covered by the project</li> <li>• Receiving smallholder farmer should be the landowner and an actual tiller</li> </ul>	100%:0% MG Rate for Sloping Areas adopting SALT  60%:40%

	<ul style="list-style-type: none"> <li>Willing and able to provide family labor to undertake the farm expansion</li> <li>Undergone agroforestry and other soil and water conservation system (SALT Training) and crop related production training</li> </ul>	MG rate for Mixed Used Areas and Open Areas
Post-harvest facilities and equipment	<ul style="list-style-type: none"> <li>The proposed investment's specifications should be able to serve and benefit at least 50% of the FO's farmer-members covered within the scope of the DIP.</li> <li>Must be able to raise the required Matching Grant Counterpart through internal financing or from access to FSPs</li> </ul> <p><i>For Special Target Sectors, at least one of the following criteria is satisfied: (1) At least 45% of the farming members are women; (2) At least 18% of the farming members are youth (18yo-30yo); (3) At least 15% of the farming members are IPs.</i></p>	60%:40% 80%:20% for Special Target Sectors
Nursery facilities and equipment		
Manufacturing facilities and equipment		
Transportation/hauling vehicles		
Other facilities/equipment that would increase efficiency of business operations		
Investments for Climate Resiliency / Mitigating Measures	Investments that enhance the climate resiliency of the FOs such as but not limited to water pumps, water storage facilities, practical slope protection investments, ditches, drainages, additional vegetation, and seedlings of tree crops as windbreakers ( <b>refer to Appendix 1 for the recommended SECAP Investments for FOs and IFAD's negative list</b> )	80%:20%

**Micro, Small, and Medium ( $\leq$  PHP 50m assets) Enterprises (MSMEs) from all Regions in the country that directly buy or support/provide services to RAPID-assisted Farmer Cooperatives and Associations**

*Eligible MSMEs:*

- ✓ Processors, Consolidators and Traders
- ✓ Input Suppliers
- ✓ Transport and Logistics Providers
- ✓ Cold Chain Actors
- ✓ Wholesale Distributors and Retailers of processed products under the four (4) priority sectors of the Project

*Basic Eligibility Requirements:*

- ✓ Existing business with valid business registration and licenses
- ✓ BIR Certificate of Registration
- ✓ With a signed Commercial Partnership Agreement (or any equivalent document that establishes trade partnership) with RAPID-assisted FOs

Eligible Investments	Additional Eligibility Criteria	Matching Grant to Counterpart Rate
Post-harvest and processing/manufacturing facilities and equipment	The proposed investment(s) should contribute to the improvement of the business operations of the enterprise which will sustain the commercial partnership with the RAPID-assisted FOs and smallholder farmers.	40%:60% Micro Ent. $\leq$ PHP 3M assets
Transportation/hauling vehicles		30%:70% Small Ent. 3M $\leq$ PHP 15M assets
Other facilities/equipment that would increase efficiency of business operations		20%:80% Medium Ent. 15M $\leq$ PHP 50M assets

Investments for Climate Resiliency / Mitigating Measures	Investments that reduces the enterprise's carbon footprint and emissions, improve waste management such as renewable energy facilities and equipment, equipment required in producing sustainable packaging materials, water conservation technologies, and etc. <b>(refer to Appendix 1 for the recommended SECAP Investments for MSMEs and IFAD's negative list)</b>	80%:20% for Micro Ent., Small Ent., and Medium Ent.
--	--	---

Category	Matching Grant Investment Cap	Estimated Project Cost (for Productive Investments only)
Farmer Cooperatives and Associations	Php 4.0M	Php 6.6M
Micro Enterprises (up to 3M Pesos Asset Size)	Php 1.0M	Php 2.5M
Small Enterprises (3M – 15M Pesos Asset Size)	Php 2.0M	Php 6.6M
Medium Enterprises (15M – 50M Pesos Asset Size)	Php 4.0M	Php 20.0M
Special Target Sectors	Php 4.0M	Php 5.0M

*-Nothing Follows-*