



TERMS OF REFERENCE

Background

The **Bureau of Fisheries and Aquaculture Extension** (BFAE) is the lead agency for the extension services of the Bureau of Fisheries and Aquaculture (BFA).

The BFAE is currently conducting an extension program on **ICT Literacy** for fish farmers. The program aims to identify the program's outputs and outcomes, assess its socio-economic and environmental impacts, and recommend strategies for improving the delivery of CEIT's extension services.

Objective:

1. Identify the outputs and outcomes of the ICT Literacy extension program
2. Assess the socio-economic and environmental impacts of the extension

timelines, resource requirements, and potential partners

1. **Identify the problem and its scope.**

- Determine the specific issues and the affected population.
- Assess the current situation and the resources available.

2. **Set clear goals and objectives.**

- Define the desired outcomes and the metrics for success.
- Establish a timeline and a budget for the project.

3. **Develop a strategy and action plan.**

- Identify the key stakeholders and potential partners.
- Determine the specific actions to be taken and the responsible parties.
- Monitor progress and adjust the plan as needed.

4. **Implement the plan and evaluate the results.**

- Execute the action plan and track the progress.
- Evaluate the results against the goals and objectives.

5. **Communicate and report on the progress.**

- Keep stakeholders informed and engaged.
- Report on the progress and the results.

6. **Reflect and learn from the experience.**

- Review the process and the results.
- Identify lessons learned and areas for improvement.

7. **Share the results and the lessons learned.**

- Disseminate the findings and the lessons learned.
- Encourage others to learn from the experience.

8. **Continue to monitor and evaluate the results.**

- Keep track of the long-term results.
- Evaluate the impact of the project.

9. **Seek feedback and support.**

- Listen to the feedback from stakeholders.
- Seek support and resources as needed.

10. **Celebrate success and learn from challenges.**

- Acknowledge the achievements and the contributions.
- Learn from the challenges and the setbacks.

11. **Stay committed and motivated.**

- Maintain a positive attitude and a strong sense of purpose.
- Stay committed to the mission and the vision.