

REQUEST FOR THE EXPRESSION OF INTEREST

PROJECT DEVELOPMENT ASSOCIATE (PDA) - RPCO IX

1. BACKGROUND

1. A. Philippine Rural Development Project (PRDP)

PRDP is a six-year project (2013-2019) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

1. B. The Project Approach

The approach of the program is **Value Chain Analysis**; Focused on Climate Resiliency and Adaptation. The tools are Value Chain Analysis and Suitability Assessment; Resources and Social Assessment. The entry point for value chain interventions at the local level is the Province.

1. C. Project Development Objectives

The objective of the Project is to have at least 5% increase in annual real household incomes of farmers beneficiaries; 30% increase in income of targeted beneficiaries of enterprise development; 7% increase in value of annual marketed output and 20% increase in numbers of farmers and fishers with improved access to DA services.

1. II. SCOPE OF WORK

1. A. Objective and Scope of the Services to be Provided

The Project Development Associate will be engaged to provide the necessary services, inputs and support to the concerned component/unit/RPCO-9 Coordinator. The PDA will ensure that tasks, events and all other deliverables required are delivered in a timely, efficient and effective manner.

1. A. Job Description

Reporting directly to the RPCO-9 Coordinator and technical staff, the PDA shall oversee the provision of necessary technical support to ensure the effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned component/unit. The PDA shall ensure that necessary technical specifications and requirements of the concerned component/unit were met.

1. B. Duties and Responsibilities

1. Prepares initial drafts of correspondences and documents coming from the concerned component/unit.
2. Prepares activity and training design for activities & trainings to be undertaken by the concerned component/unit.
3. Assists in the conduct of such activities & trainings by acting as co-facilitator and part of the documentation team.
4. Ensures that all correspondences are timely sent and feedbacks from receivers are noted.
5. Acts as primary point of contact between the concerned component/unit and other component/unit of the Program.
6. Assists in the coordination of meetings and training, ensuring that participants are well informed of the schedule and requirements of the event.

7. Arranges component/unit meetings by developing itineraries and agenda.
8. Travels and attends meetings with the component/unit heads and prepares minutes, action lists, provides administrative support, if necessary.
9. And does other tasks and/or activities deemed necessary by the office.

1. **C. Required Qualifications**

1. Excellent written and oral communication skills;
2. Perform and prioritize multiple tasks with attention to details;
3. Can work both in a team and individually;
4. Proficient in Microsoft Office applications like word processing, spreadsheet and presentation preparation; and
5. Work experience is an advantage if applicable.

1. **D. Education Requirements**

- Graduate of any four- or five-year course, preferably related to communications agriculture and/or engineering;

J. Documentary Requirements:

1. Application letter with Personal Data Sheet (CSC - PDS) Form;
2. 2 x 2 latest pictures
3. Certified True Copy of School Transcript of Record;
4. Certificate of Trainings Attended;
5. Certificate of previous employment;
6. Certified copy of Civil Service Rating , Government Licenses (if applicable)

Deadline of submission of application and all required documents must not be later than February 28, 2015
addressed to :

CONSTANCIO G. ALAMA

OIC-Regional Director / RPCO-9

Philippine Rural Development Project

Regional Project Coordination Office-9

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