

REQUEST FOR THE EXPRESSION OF INTEREST

PROJECT DEVELOPMENT ASSOCIATE (PDA) - Social and Environmental Safeguards Unit, RPCO IX

1. I. 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. OVERALL SCOPE OF WORK:

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the Social and Environmental Safeguards Unit. The PDA's overall function covers administrative and technical support to the Specialists' daily activities and proper functioning of the office.

1. III. SPECIFIC TASKS:

1. Assists the SES Unit in the proper filing of social and environmental documents;
2. Records all incoming and outgoing documents;
3. Conducts initial checking on the completeness and consistency of documents on the submitted Feasibility Study and Business Plan concerning SES compliance;
4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel documents, liquidation of cash advances for office supplies, etc..) for the Unit;
5. Encoding of documents and reports;
6. Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concern offices;
7. Assists the Unit in program facilitation during trainings; and
8. Performs other task as maybe assigned by the NPCO SES Unit Head.

1. IV. REPORTING OBLIGATIONS:

The PDA shall report directly to the RPCO SES Unit Head.

1. V. QUALIFICATION STANDARDS:

Education:

- The PDA shall be a graduate of any Bachelors Degree related courses preferably in Agriculture or any Social Sciences Courses

Experience:

- Minimum of One (1) year working experience in performing similar and related works. At least 3 years working with foreign assisted projects.

Knowledge/Skills/Abilities:

- He/She must have initial understanding in the preparation of Feasibility Study and Business Plan;
- Proficient in written and oral communications;
- Computer literate with high proficiency in MS word, excel, and power point;
- Proven organizational skills and ability to manage multiple tasks simultaneously;
- A drive for results while working with limited supervision and under tight timelines;
- Willingness to conduct field travels.

1. **VI. JOB LOCATION:**

- Regional Project Coordination Office (RPCO), DA-ZAMPIARC, Sanito, Ipil, Zamboanga Sibugay

Documentary Requirements:

1. Application letter with Personal Data Sheet (CSC - PDS) Form;
2. 2X2 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

Regional Director /RPCO Head

Philippine Rural Development Project

Regional Project Coordination Office-9

Sanito, Ipil, ZamboangaSibugay

Tel. No. : (062)-333-2508