

## REQUEST FOR EXPRESSION OF INTEREST

# PROJECT DEVELOPMENT ASSOCIATE (PDA) - I-REAP Component, RPCO IX

### 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.

#### 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 support to the concerned component/unit. The PDA will ensure that tasks, events and all other deliverables are delivered in a timely, efficient and effective manner.

#### B. Job Description

Reporting directly to the concerned component/ unit head, 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.

#### C. Duties and Responsibilities

1. Prepare initial drafts of correspondences and documents coming from the concerned component/ unit;
2. Prepare activity and training design for activities & trainings to be undertaken by the concerned component/unit;

3. Assist in the conduct of such activities & trainings by acting as co-facilitator and part of the documentation team;
4. Ensure that all correspondences are timely sent and feedbacks from receivers are noted;
5. Act as primary point of contact between the concerned component/unit and other component/unit of the Program;
6. Assist in the coordination of meetings and training, ensuring that participants are well informed of the schedule and requirements of the events;
7. Arrange component/ unit meetings by developing itineraries and agenda; and
8. Travel and attend meetings within the region or in the Philippines with the components/unit heads and prepare minutes, action lists and provide administrative support, if necessary.

#### **D. 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. Basic knowledge in project financing and project packaging;
5. Strong knowledge and actual conduct of capacity building activities with LGUs and POs/ communication;
6. Strong knowledge and actual conduct of information and education campaign activities in rural development;
7. Computer literate;
8. Strong leadership and management skills;
9. Strong interpersonal and teamwork skills;
10. Willingness to do field work and immersion in project sites;

#### **E. Education Requirements**

A graduate of any college degree and/or diploma course preferably agriculture and related courses.

#### **F. Experience**

1. At least 2-years of experience in working with foreign assisted project.
2. with background on facilitation and coordinative works with LGU, and other institution.

#### **G. 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

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