



Republic of the Philippines
Department of Agriculture
Philippine Rural Development Project (PRDP)
Luzon B Project Support Office (PSO)
Office of the Deputy Project Director

TERMS OF REFERENCE
Project Development Associate

I. Background

A. Philippine Rural Development Project (PRDP) is a six-year project (2014-2020) 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.

B. The PRDP project

The approach of the project 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.

C. Project Development Objective

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.

II. Objective and Scope of the Services to be provided

The PRDP would like to invite the service of an individual for the position of **Project Development Associate**. The individual to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP.

SCOPE OF WORKS:

The Project Development Associate shall report directly to the PRDP PSO Luzon B Director and I-PLAN Head. He/She will also work in close coordination with I-BUILD, I-REAP, and I-PLAN components and other units to provide technical assistance to the World Bank Harmonized Procurement Guidelines and Procedures. The specific tasks are as follows:

- Assist the PSO I-PLAN Head and I-PLAN Consultant and Planning Officer III in implementing of PRDP, specifically, I-PLAN activities such as the conduct of value chain analysis (VCA) and provincial commodity (ies) investment plans (PCIP).
- Provide technical support to the I-PLAN team during workshops, seminars and meetings.
- Liaise with the members of the National Project Coordination Office (NPCO), Project Support Offices (PSOs), Regional Project Coordination Offices (RPCOs) and Provincial Project Management Implementation Units (PPMIUs) as well as member of the national regional and provincial/city core planning teams.
- Coordinate Meetings, workshops and seminars with offices concerned.
- Regularly check transmittals/communications/updates sent through the PRDP I-PLAN email address and inform the I-PLAN management about these.
- Attend meetings called by the PSO or the –PLAN Component head or other meetings as may be assigned by the I-PLAN Head.
- Perform other functions as may be assigned by the PRDP I-PLAN Head.

III. EXPECTED OUTPUTS:

In performing the above tasks, the PSO Project Development Associate shall produce the following outputs during the implementation of the project:

- Provide technical support to the Project team at all levels and expected to generate the following output in accordance with the WB Harmonized Guidelines
- Concise feedback reports including recommendations to the PSO Director (monthly or as frequent as necessary); and
- Perform other functions as may be assigned by the PRDP Luzon B PSO Director

Required Qualifications

In order to carry out the roles and responsibilities, the PSO Luzon B Associate Economist must have the following:

- Must be graduate of Agribusiness, Agricultural Economics or related fields
- Must be computer literate, with working knowledge in Microsoft Office
- At least six (6) months experience in project implementation, preferably in Agribusiness/marketing.

In addition, the applicant should have:

- Computer literacy, knowledge in Microsoft Excel and Word;
- Excellent Writing Skills;
- Strong interpersonal and teamwork skills;
- Willingness to conduct field travels.

Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be sent to prdpluzonb@gmail.com and directed to:

SHANDY M. HUBILLA

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