



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

TERMS OF REFERENCE
BUSINESS DEVELOPMENT OFFICER

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 services of individuals for the position, **Business Development Officer**. The individuals to be hired will be engaged to provide services, inputs and support to the Program's implementation and capacity-strengthening activities for the PRDP. The following are the positions available, works to be accomplished and the qualifications of individuals to be hired for the Project:

SCOPE OF WORK

The tasks of the Luzon B PSO Business Development Officer will include but not limited to:

1. Assist in the evaluation of business plans and financial projections of partner-beneficiaries;
2. Compile accurate spreadsheets (balance sheets, income statement, cash flows, trends, and ratio analysis) based on information obtained from partner-beneficiaries;
3. Work with the Luzon B I-REAP Component to provide technical assistance to partner-beneficiaries starting a new business including evaluating business and marketing plans, financial pro formas, and projected cash flows;
4. Meet with partner-beneficiaries to deliver services as outlined in their approved project proposal;
5. Tracks service delivery and outcomes in partner-beneficiaries database, and reviews documentation of all Business Development assistance;
6. Create partner-beneficiaries profile and promptly input new client data into data capture form of the PRDP M&E system;
7. Assist in marketing strategies of partner-beneficiaries;
8. Participate in business technical assistance team meetings;
9. Perform other duties that may be required by the Luzon B Project Director.

QUALIFICATION STANDARDS

Education

At least a Bachelor's degree in Agribusiness, Agricultural Economics, Marketing, Economics and related fields

Experience

1. At least three (3) years of experience in agribusiness, agri-based SME development and similar fields;
2. Actual experiences in preparing business and marketing plans;
3. Demonstrated experience working with SMEs;
4. Preferably has experience working with PLGUs, producer groups and SMEs.

Knowledge, Skills and Abilities

1. Considerable knowledge of sound business procedures including business financing, human resources, IT, operations and sales and marketing;
2. Understanding of financing options for business start-ups and business expansions;
3. Skills in preparing and presenting accurate written and oral summaries of financial analyses prepared;
4. Skill in using financial analysis computer programs;
5. Strong interpersonal skills;
6. Ability to communicate effectively in oral and in writing, work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector;
7. Advanced proficiency in MS word, excel, and power point.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The consultant shall be under the supervision and shall report directly to the Luzon B Program Director, and shall provide on a semi monthly basis (15th and 30th day of the month), a written accomplishment report.

JOB LOCATION:

PRDP Project Support Office South Luzon (Luzon B) at DA, Quezon City

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

SHANDY M. HUBILLA

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