



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

TERMS OF REFERENCE
PROJECT DEVELOPMENT ASSOCIATE (PDA)

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, **Project Development Associate**. The individual 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

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.

D. 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 Project.
6. Assist in the coordination of meetings and training, ensuring that participants are well informed of the schedule and requirements of the event.
7. Arrange component/unit meetings by developing itineraries and agenda.
8. Travel and attend meetings with the component/unit heads and prepare minutes, action lists and provide administrative support, if necessary.
9. Perform other duties that may be required by the South Luzon (Luzon B) Project Director.

E. Required Outputs and Deliverables

1. Correspondences from the concerned component/unit are done in a timely and efficient manner.
2. Activities and trainings of the concerned component/unit are done in responsive and learning conducive manners, wherein expected objectives are met without sacrificing the well being of participants.
3. Activities and trainings of the concerned component/unit are properly documented.
4. Minutes of meeting and action lists are well prepared and updated.

F. 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;

G. Education Requirements

1. Graduate of any four (4) year course, preferably related to communications and/or agriculture;
2. Minimum of one (1) year experience in providing internal and external communications support;
3. Proficient in Microsoft Office applications; and
4. Minimum of one (1) year experience in working with foreign assisted and special project implemented by government and non-government agencies.

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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