



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
PHILIPPINE RURAL DEVELOPMENT PROJECT
Regional Project Coordination Office – Region XIII
Capitol Site, Butuan City
Tel. No. (085) 342-4092; Fax No. (085) 341-2114

TERMS OF REFERENCE

One (1) Project Development Assistant (I-REAP)

1. Background

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED MILLION DOLLARS (US\$500,000,000) for the purpose of financing the Philippine Rural Development Project (PRDP) to support the Government's effort to reduce poverty among the rural communities in the country.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

Through I-REAP, PRDP will engage broad sections of the sector in the production of marketable surplus through investments in strategic segments of priority commodity value chains prioritized under the Regional Agricultural Fisheries and Modernization Plans and the Provincial Commodity Investment Plans (PCIPs).

2. Scope of Work

Project Development Assistant (PDA)

The Project Development Assistant (PDA) will assist the Business Development Officer (BDO) in facilitating the compliance of all needed documents that will be attached in the business plans considered for funding and will also assist the Institutional Development Officer (IDO) in the selection of proponent group based on criteria. He/ she will also assist in the conduct of various capacity interventions for the Proponent Group (PG). He/ she will be stationed at the Regional Project Coordination Office XIII (RPCO XIII) in Butuan City. He/ she will be directly under the supervision of the I-REAP Component Head who in turn will be reporting to the Project Director in close coordination with the



Deputy Project Director.

Specifically, the tasks of the Project Development Assistant (PDA) will include but not limited to:

- Together with the other I-REAP Team members, he/ she will provide assistance in the delivery of the overall expected output of the component in consonance to the overall project's output by facilitating the provision of the needed administrative and logistical support in carrying out the various tasks of members of the team;
- In consultation with the other specialists and officers of the component, he/ she will prepare the annual plan for the needed supplies and materials of the component for approval of the I-REAP Head. He/ she will see to it that all required supplies and materials are readily available when needed;
- Facilitate the needed timely support to all I-REAP manpower particularly the preparation of travel orders, vehicle requests and other work related concerns;
- In coordination with RPCO PDAs, he/ she shall facilitate the canvassing of venues for trainings, meetings and workshops and the needed supplies and materials in the conduct of varied activities of the component;
- Facilitate the establishment of a systematic filing system of the component;
- Assist the Enterprise Development Facilitator (EDF) in updating the data bank of the component for ease in retrieving information and data that is critically needed in project implementation;
- Assist the EDF in the preparation of regular updated reports needed by the component head and other I-REAP manpower;
- Maintain a daily journal of activities of the component to record the daily major events of the component;
- Facilitate the maintenance of orderliness and cleanliness within office premises to provide a better working space for the workers;
- Assist in the conduct of various capacity building activities; workshops and meetings;
- Perform other tasks as deemed necessary in relation to the component's deliverables and/or as required by the program management.

Expected Outputs:

- Assist the establishment of a systematic filing system that is crucial in the operation of the project within its project life;
- Overall support to the needs of the project manpower is ably provided. Timely reports are provided to the Head of the Component for appropriate and timely interventions.



3. Qualifications

Education: A graduate of any college degree, or any other fields like Entrepreneurial Field, Business Administration, Marketing, Finance, Economics, and other related fields.

Experience:

- At least 2-years of experience in working with foreign assisted project
- With some background re facilitating and coordinative works with LGUs and other institutions

Knowledge, Skills, and Abilities:

- Knowledgeable on government and private protocols
- Strong analytical and operational knowledge in agri-business and enterprise development
- Ability to consolidate and analyze data that are gathered
 - Communicate effectively
 - Has facilitation skills
 - Could work with a team
 - Work effectively with co-workers, partner agencies and the private sector

Reporting Responsibility

The PDA-I REAP will be directly reporting to the I-REAP Component Head. I-REAP PDA will be based at the Regional Project Coordination Office –Butuan City.

Only applications received on or before August 6, 2015 at 05:00 PM will be considered. Short-listed applicants will be contacted for the schedule of written examination and interview.

Please submit application letter with 2x2 picture and comprehensive CV to the address below or email to prdp.proc13@gmail.com.

EDNA M. MABEZA, PH.D

Acting Director IV

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