

Republic of the Philippines  
Department of Agriculture  
**REGIONAL PROJECT COORDINATION OFFICE-CARAGA**  
Capitol Site, Butuan City

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**ONE (1) PROJECT DEVELOPMENT ASSOCIATE**  
**(Monitoring and Evaluation Unit)**

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP)' and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of PROGRAM DEVELOPMENT ASSOCIATE.

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).

**Scope of Work**

The M&E PDA shall be engaged to provide the necessary services, inputs and support to the concerned unit. He/She will ensure that tasks, event and all other deliverables are delivered in a timely, efficient and effective manner. These includes the submission of reports to PSO, preparation of minutes of meetings, documentation of activities and trainings conducted by M&E, preparation of M&E activity updates and archiving of M&E documents and reports.

Specifically the M&E PDA would:

- Prepare initial drafts of correspondences and documents coming from the concerned unit;
- Prepare activity and training design for activities of training to be undertaken by the concerned unit;
- Assist in the conduct of such activities & trainings by acting as co-facilitator and part of documentation team;
- Ensure that correspondences are timely sent and feedbacks from receivers are noted;
- Act as primary point of contact between the concerned unit and other components/units of the Project;
- Assist in the coordination of meeting and trainings ensuring that participants are well informed of the schedule and requirements of the event
- Arrange unit meetings with the unit head and prepare minutes, action lists and provide administrative support, if necessary.

**Qualifications**

**Education:**

A graduate of any Bachelor's Degree.

**Work Experience:**

Minimum of 1 year experience in providing internal and external communications and administrative support; minimum of 2 year experience in working with a foreign assisted project (FAPS) or any development work is an advantage. Preferably have an experience in technical report writing.

**Knowledge, Skills and Abilities**

- Proficient in Microsoft Office Applications;
- Excellent in both written and oral communication skills
- Perform and prioritize multiple tasks with attention to details; and
- Can work both in a team and individually,.

**Reporting Responsibilities**

The M&E PDA would report directly to the RPCO-M&E Unit Head. The PDA shall oversee the provision of the necessary support to ensure effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned unit. He/She shall also ensure that necessary technical specifications and requirements of the concerned unit are met.

Only applications received on or before August 6, 2015 at 10:00 AM will be considered. Short-listed applicants will be contacted for the schedule of written examination and interview.

Please submit Application letter with 2x2 picture, Comprehensive CV, and Certificate of Previous Employment, Certified True Copy of School Transcript of Records and other credentials to the address below or email to [prdp.proc13@gmail.com](mailto:prdp.proc13@gmail.com). Kindly indicate the position that you are applying for as the subject.

**EDNA M. MABEZA, PH.D**

Acting Director IV

PHILIPPINE RURAL DEVELOPMENT PROJECT

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