

TERMS OF REFERENCE

JOB TITLE	:	One (1) Program Development Associate
OFFICIAL STATION	:	RPCO 10, Cagayan de Oro City
Reporting Responsibility	:	Shall report directly to the PRDP RPCO 10 I-BUILD Head
JOB TYPE	:	Consultancy
NATUER OF JOB	:	Office and Fieldwork
MONTHLY SALARY	:	Php 25,000.00

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) for the purpose of financing the Philippine Rural Development Program (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).

Job Description:

The Project Development Associate will be engaged to provide the necessary services, inputs and support to the IBUILD component/unit. The PDA will ensure that tasks, events and all other deliverables are delivered in a timely, efficient and effective manner.

Duties and Responsibilities:

1. Prepare/encode/draft routine correspondence and documents for the concerned component/unit.
2. Prepare activity and training design and logistical planningof activities & trainings to be undertaken by the concerned component/unit.
3. Maintain database of emails, telephone numbers and office addresses of IBUILD component contacts and correspondences;
4. Organize office records, correspondences, in and out communications, and technical documents submitted to and from component’s different stakeholders;
5. Coordinate extensively with component members and collect, collate, evaluate, consolidate and encodetechnical reports,and/or related documents required for the component’s

Duties and Responsibilities:

- submission ;
- 6. Perform other duties and responsibilities as may be assigned and taking priorities into account.

Expected Outputs:

1. Correspondences from the concerned component/unit are done in a timely and efficient manner.
2. Activities and trainings facilitated.
3. Activities and trainings of the concerned component/unit are properly documented.
4. Minutes of meeting and action lists are well prepared and updated.
5. Office records and data base are well organized and maintained and protected.

Qualifications Standards

Education

A Graduate of any four (4) or five (5) year course, preferably related to communications and/or civil or agricultural engineeringis an advantage with appropriate licensed or eligibility;

Experience

Minimum of two (2) years' experience in providing internal and external communications support;

Other qualifications

Minimum of two (2) years' experience in working with foreign assisted and special project implemented by government and non-government agencies.

**Knowledge/Skills/Abilities
Required**

1. Proficient in Microsoft office applications
2. With at least 40 hours relevant trainings
3. Familiarity with foreign-assisted projects like PRDP and/or rural infra projects.
4. Proven skills (Leadership, awards and citations