

TERMS OF REFERENCE

JOB TITLE	:	Two (2) Program Development Associates
OFFICIAL STATION	:	RPCO 10, Cagayan de Oro City
Reporting Responsibility	:	Shall report directly to the PRDP-I-PLAN Head
JOB TYPE	:	Consultancy
NATURE OF JOB	:	Office and Fieldwork
MONTHLY SALARY	:	Php 25,000.00/Pax

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 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 Assistant will be responsible in the delivery of specified milestones of PRDP under the Planning Component. He/She will be stationed at the RPCO – IPLAN Component based in Cagayan de Oro City and will travel to other areas in Mindanao as the need arises. He/She will be directly under the supervision and reporting to the IPLAN Focal.

Duties and Responsibilities

Specifically, the tasks of the Project Development Assistant will include but not limited to the following:

>Assist in the conduct of activities such as the conduct of Value Chain Analyses (VCA) and Provincial Commodity Investment Plans (PCIP) technical reviews, AFMP Updating and others;

- > Assist in achieving the physical targets as contained in the Project Documents and other Work Plans.
- > Provides technical support and coordination to the Planning Team during workshops, seminars, meetings and other capacity building activities that will be provided by the component to the RPCOs & LGUs. This may include preparation of activity designs, materials, documentations and other reports needed. He/She may also act as facilitator or resource person during the conduct of activities, if needed;
- > Assist in reviewing the VCAs and PCIPs as the source document of various subprojects that will be prioritized for Business Plan Preparation and Infrastructure Development;
- > Assist in providing guidance and coordination in the updating of PCIPs
- > Assist in the review of Subproject Proposals/Feasibility Studies submitted by the LGUs
- > Assist in liaising activities with members of the Project Support Office (PSOs), Regional Project Coordination Offices (RPCOs) and Provincial/City Project Management and Implementation Units (P/CPMIUs) as well as members of the core planning teams;
- > Assist in gathering data and information needed in the preparation and development of rural enterprises;
- > Prepares/ Submits periodic reports on the status of Planning Component implementation for review of the Focal Person, both physical and financial to the concerned units/or other agencies; and,

Outputs Expected

- VCA Activities assisted
- PCIP preparation/updating assisted
- PCIPs reviewed
- Subprojects Proposals/FS reviewed
- Data Gathering conducted
- Coordination activities conducted
- Reports prepared
- Meetings/workshops/consultations attended/assisted

Qualifications

Education

- > Graduate of Bachelor's Degree in Agricultural Economics, AgriBusiness, Engineering, Economics, Management and/or related fields

Experience:

- > Two (2) years' experience working with government and non-government agencies or any institutions;
- > Experience in preparation of project reports and/or a simple research is an advantage;

Knowledge, Skills, and Abilities:

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 development projects.
4. Proven skills (Leadership, awards and citations)