

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-REAP 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 Associate (PDA) will provide the general / overall assistance in terms of logistical and administrative management and in facilitating the varied administrative concerns in the whole I-REAP operation in the region. She / He will facilitate the coordination works in the conduct of various capacity interventions of varied stakeholders. He / She will be stationed at the REGIONAL PROGRAM COORDINATING OFFICE (RPCO). She / He will be directly under the supervision of the I-REAP Component Head who in turn will be reporting to the RPCO Project Coordinator of the region.

Duties and Responsibilities

Specifically, the Project Development Assistant (PDA) will be tasked to undertake the following:

- Provide assistance in the delivery of the overall expected output of the component by facilitating the provision of the needed administrative and logistical support to the team;
- Assist in gathering data and information needed in the preparation and development of rural enterprises;
- Assist in the preparation of business model;
- Facilitate in gathering needed data and information that is needed in updating the RCPO-I-REAP data bank for easy retrieval and consolidation of information;
- Update and maintain the data bank of the component for ease in retrieving information and data that is critically needed in project implementation;
- Assist in the preparation of regular updated reports needed by the component head and other I-REAP manpower;
- Assist in the conduct of various capacity building activities; workshops and meetings;
- Follow up compliance of requirements/attachments for business plan and administrative supporting documents;
- Perform other tasks as deemed necessary in relation to the component's deliverables and/or as required by the program management.

Expected Outputs

1. Business models and business plan assisted and prepared;
2. Systematic filing system updated;
3. Capacity building activities, workshops and meetings assisted;
4. Data bank for the I-REAP component updated;
5. Proceedings prepared;
6. I-REAP documents/requirements facilitated

QUALIFICATION STANDARDS:**Education:**

- The PDA shall be a Bachelor's Degree holder of Business Management, Accounting, Agribusiness, Agri Econ

Experience:

- Minimum of two (2) years relevant experience with background on facilitating and coordinating works with various stakeholders and other institutions

Knowledge, Skills, and Abilities:

- Proficient in Microsoft Office applications (Word, Excel, Powerpoint)
- With at least 40 hours relevant trainings
- Familiarity with foreign-assisted projects like PRDP and/or rural development projects.
- Proven skills (Leadership, awards and citations)