

TERMS OF REFERENCE

JOB TITLE	:	One (1) PROJECT DEVELOPMENT ASSOCIATE
OFFICIAL STATION	:	RPCO 10, Cagayan de Oro City
Reporting Responsibility	:	Shall report directly to the PRDP-RPCO 10 InfoACE Unit Head
JOB TYPE	:	Consultancy
NATURE 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\$500,000,000) 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 individual to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP. The following are the works to be accomplished and the qualifications of the individual to be hired for the Project.

Duties and Responsibilities

As aPDA, the person is mainly tasked to serve as described hereunder:

1. Assist in the packaging of audio-visual presentation that includes dubbing and voice over
2. Assist in photo captioning of projects
3. Translate info related materials to Vernacular
4. Assist in the preparation of photo exhibits
5. Assist in the on-line posting of PRDP news
6. Prepare and facilitate administrative requirements for infoACE transactions
7. Perform other functions as maybe required by the Supervisor.

Expected Outputs

- AVP assisted in packaging
- Photos captioned
- Info materials translated to Vernacular
- Photo exhibits prepared
- PRDP news posted on-line
- InfoACE documents/transactions facilitated

Qualifications

Education Requirements

1. Graduate of Development Communication and Mass Communication or any related to communications

Experience

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

Other 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)