

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 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\$500,000,000) 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

Reporting directly to the RPCO Coordinator, the PDA shall oversee the provision of necessary technical support to ensure the effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned component/unit. The PDA shall ensure that necessary technical specifications and requirements of the concerned component/unit were met.

Duties and Responsibilities

1. Prepare initial drafts of correspondences and documents assigned by the RPCO Coordinator.
2. Ensure that all correspondences from the Office of the RPCO Coordinator are timely sent and feedbacks from receivers are noted.
3. Act as primary point of contact between the Office of the RPCO Coordinator and other components and units of the Program for training activities.
4. Assist in the coordination of meetings and trainings of the RPCO, ensuring that participants are well informed of the schedule and requirements of the event.
5. Arrange component/unit meetings called by the RPCO Coordinator developing itineraries and agenda.
6. Travel and attend meetings with the RPCO Coordinator and prepare minutes, action lists and provide administrative support, if necessary.

Expected Output

1. Correspondences and documents acted.
2. Activities and trainings coordinated with the other components and units.
3. Activities and trainings documented.
4. Minutes of meeting and action lists prepared and updated.
5. Travels, meetings and activities facilitated and attended.
6. Post travel and post meeting reports submitted.

Qualification

Education Requirements

1. Graduate of any four (4) year course, preferably related to communications and/or agriculture

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)