

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 SES 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 Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the Social and Environmental Safeguards Unit. The PDA's overall function covers technical support to the Unit's daily activities and proper functioning of the office.

Duties and Responsibilities

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

1. Assist the SES Unit in the proper filing of social and environmental documents;
2. Record all incoming and outgoing documents;
3. Assist in the checking on the completeness and consistency of documents on the submitted Feasibility Study and Business Plan concerning SES compliance;
4. Encode of documents and reports;
5. Assist in the maintenance of data base, consolidation and submission of progress reports to appropriate concern offices;
6. Assist in the facilitation during the conduct of trainings; and
7. Validate & Monitor sub-project areas

Expected Output

- SES documents filed;
- Incoming and outgoing documents routed;
- Documents on the submitted Feasibility Study and Business Plan concerning SES compliance checked;
- Documents and reports encoded;
- Database, consolidation and submission of progress reports to appropriate concern offices assisted;
- Trainings assisted; and
- Subprojects validated and monitored.

QUALIFICATION STANDARDS:**Education:**

- A Degree holder preferably in Sociology or Environmental Science or any related courses.

Experience:

- Minimum of two (2) years working experience in performing similar and related works.

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)