



Republic of the Philippines
Department of Agriculture
Philippine Rural Development Project (PRDP)
Luzon B Project Support Office (PSO)
Office of the Project Support Director

TERMS OF REFERENCE
TECHNICAL WRITER (InfoACE)

I. Background

A. Philippine Rural Development Project (PRDP) is a six-year project (2014-2020) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

B. The PRDP project

The approach of the project is **Value Chain Analysis**; Focused on Climate Resiliency and Adaptation. The tools are Value Chain Analysis and Suitability Assessment; Resources and Social Assessment. The entry point for value chain interventions at the local level is the Province.

C. Project Development Objective

The objective of the Project is to have at least 5% increase in annual real household incomes of farmers beneficiaries; 30% increase in income of targeted beneficiaries of enterprise development; 7% increase in value of annual marketed output and 20% increase in numbers of farmers and fishers with improved access to DA services.

II. Objective and Scope of the Services to be Provided

The PRDP would like to invite the service of an individual for the position of **Technical Writer**. The Technical Writer will be engaged to provide the necessary technical support in creating a system of gathering data and information relevant to ensuring that methodologies and processes used by the Project are updated and applicable.

SCOPE OF WORKS:

Reporting directly to the Luzon B Project Director, the Technical Writer shall ensure that all the latest methodologies, studies, researches and processes related or can be applied to the Project are gathered and disseminated to the component & units.

SPECIFIC TASKS:

1. Gather data and information regarding marketing, business planning, value chain studies, processing and other Project-relevant data and information.
2. Select, manage and acquire resources to meet the organization's current and anticipated needs.
3. Classify, collate and store information using computer applications for easy access and retrieval.
4. Assist in writing and editing reports, publications and website content of the Program.

Outputs and Deliverables

1. Regular updating of database on existing marketing studies, business plan, value chains and other Project-relevant data and information.
2. Updated reports, publications and website content of the Project.

Required Qualifications

In order to carry out the roles and responsibilities, the PSO Luzon B Technical Writer must have the following:

1. Graduate of any four (4) year course, preferably related to communications and/or agriculture;
2. Minimum of one (1) year experience in providing internal and external communications support;
3. Proficient in Microsoft Office applications; and
4. Minimum of one (1) year experience in working with foreign assisted and special project implemented by government and non-government agencies.

In addition, the applicant should have:

1. Excellent written and oral communication skills;
2. Perform and prioritize multiple tasks with attention to details;
3. Knowledgeable in Adobe Photoshop & graphic presentation.
4. Can work both in a team and individually;

Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be send to prdpluzonb@gmail.com/prdpluzonb.procure@gmail.com and directed to:

SHANDY M. HUBILLA

Director, South Luzon Project Support Office
Philippine Rural Development Project
2nd Floor ITCAF Building, Dept. of Agriculture
Elliptical Road, Diliman, Quezon City
Tel. No. 294-9102/294-3136