



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
4th Floor, DA Building, Elliptical Road, Diliman
Quezon City 1100, Philippines

TERMS OF REFERENCE

Business Development Officer (Time-based)

Scope of Services to be Rendered

The main role of the Business Development Officer (BDS) is to serve as NPCO I-REAP Cluster Coordinator to provide assistance in capacitating the PSO, RPCO, PPMIU and the project beneficiaries or Proponent Group (PG) in developing business plans and actual enterprise operation.

Tasks and Responsibilities

1. Assist the NPCO in implementing the activities of the PRDP Enterprise Development Component;
2. Assist in coaching and mentoring the PSO and RPCO I-REAP Teams in identifying enterprises and evaluating proponent groups to equip the proponent LGUs in developing subprojects that would provide great impact to the farmers and fisherfolk;
3. Review and evaluate business plans of I-REAP subprojects to ensure viability and sustainability of the proposed enterprises;
4. Assist in the development of marketing plans and strategies that promote market opportunities of product outputs and services to ensure/maintain steady generation of profits from the business enterprises;
5. Coordinate with DA agencies and other government agencies in identifying the appropriate technology for the proposed subproject or enterprise;
6. Assist in the promotion and dissemination of relevant market information in support to the identified enterprises; and
7. Perform other duties that may be required by the NPCO I-REAP Component Head.

Qualification Requirements

Academic Qualification:

At least a Bachelor's degree in Agribusiness, Agricultural Economics, Marketing, Business Administration, Entrepreneurship, Economics and related fields.

Experience:

1. At least three (2) years of directly related experience in business plan development or feasibility studies and evaluation of agriculture and fishery project proposals;
2. Demonstrated experience in consulting/coaching farmers groups and agribusiness or agri-based SMEs in preparing business plans, feasibility studies and similar projects;
3. Preferably has experience working with LGUs, producer groups and SMEs.

Knowledge, Skills and Abilities:

1. Considerable knowledge on agriculture and fishery commodities
2. Understanding of business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions;
3. Strong analytical and operational knowledge of agribusiness;
4. Skill in using financial analysis computer programs;
5. Strong interpersonal skills;
6. Ability to communicate effectively in oral and in writing, work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector;
7. Advanced proficiency in MS word, excel, and power point

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

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