

Republic of the Philippines
Department of Agriculture
Philippine Rural Development Program (PRDP)
National Program Coordination Office (NPCO)
Geomapping and Governance Unit

Terms of Reference (TOR)
Project Development Associate (PDA)

I. Background

A. Philippine Rural Development Program (PRDP) is a six-year program (2013-2019) 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 program

The approach of the program 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. Program Development Objective

The objective of the Program 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 services of individual for the position of **Project Development Associate (PDA)**. The individual to be hired will be engaged to provide services, inputs and support to the Program's implementation and capacity-strengthening activities for the PRDP. The following are the works to be accomplished and the qualifications of individual to be hired for the Program:

- **Position Description:**

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the Geomapping and Governance Unit (GGU). The PDA overall function covers administrative and technical support to the unit daily activities and proper functioning of the office.

- **Specific Task:**

1. Assists the GGU in the proper filing of GGU documents;
2. Records all incoming and outgoing documents;
3. Conducts initial checking on the competences and consistency of documents on the submitted technical proposals and bid documents and route these to the concern specialist and coordinators;
4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel orders, liquidation of cash advances for office supplies, etc..) for the Unit;
5. Encoding of documents and reports (eg. Manuals);
6. Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concern offices;
7. Assists the Unit in program facilitation during trainings; and
8. Performs other task as maybe assigned by the Geomapping and Governance Unit Head.

- **Required Qualifications**

- Bachelor's degree on geography, education technology, social science, business management and other related courses with at least three (3) years experience on technical and administrative works;
- Have at least one (1) year experience on Foreign Assisted Projects (FAPs) technical and administrative works will be highly considered.
- Proficient in written and oral communications.
- Computer literate with high proficiency in MS word, excel, and power point.
- Proven organizational skills and ability to manage multiple tasks simultaneously.
- Can work independently and result oriented.
- Able to work under pressure
- Willing to travel, if necessary