



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

**TERMS OF REFERENCE**  
**Planning Officer**

**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 **Project Development Associate**. The individual to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities.

**III. Scope of Work**

The **Planning Officer** shall report directly to the PRDP PSO South Luzon I-PLAN Head. The specific tasks are as follows:

- Assist the PSO I-PLAN Head in the implementation of PRDP, specifically, I-PLAN activities such as the conduct of value chain analyses (VCA) and provincial commodity(ies) investment plans;

- Provide lead technical support to the I-Plan team during workshops, seminars and meetings. This may include preparation of presentation materials, documentation and preparation of reports;
- Submit a periodic report on the status of I-Plan implementation, both physical and financial, to the I-Plan Head;
- Immediately flag to the I-Plan Head implementation bottlenecks, issues/concerns needing immediate action or intervention;
- Assist the I-Plan Head in preparing workshop/training design and act as resource person or facilitator, when needed;
- Liaise with the members of the National Program Coordination Office (NPCO), Program Support Offices (PSOs), Regional Program Coordination Offices (RPCOs) and Provincial Program Management Implementation Units (PPMIUs) as well as members of the national, regional and provincial/city core planning teams;
- Attend meetings called by the PSO or the I-Plan Component Head or other meetings as may be assigned by the I-Plan Head;
- Install a system to manage files/documents on PRDP;
- Perform other functions as may be assigned by the PRDP I-PLAN Head and/or PSO South Luzon Director.

#### IV. Required Qualifications

In order to carry out the above roles and responsibilities, the PSO South Luzon **Planning Officer** must have the following qualifications:

- Must be graduate of Agribusiness, Agricultural Economics, Agriculture or related fields
- Must have at least one (1) years experience in project implementation, preferably in agribusiness/marketing. Experience in doing value chain analysis, or rapid market appraisal will be an advantage
- Must be familiar with World Bank and other foreign-assisted projects procedures
- Must have trainings in planning & project development in the last two (2) years
- Must be familiar with government budgeting and accounting procedures

In addition, the applicant must have:

- Computer literacy i.e. knowledge in Microsoft Excel, Word, Powerpoint;
- Excellent Writing Skills;
- Strong interpersonal and teamwork skills;
- Willingness to conduct field travels.

Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be sent to [prdpluzonb@gmail.com](mailto:prdpluzonb@gmail.com) and directed to:

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