



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
Regional Field Office No. 6, Iloilo City  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
PROJECT SUPPORT OFFICE – VISAYAS  
**Regional Project Coordinating Office No. 6**  
Tel. No/s. (033) 337 88 12

## **TERMS OF REFERENCE (TOR)**

**For**

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### **BUSINESS DEVELOPMENT OFFICER**

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#### **OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED**

The **Business Development Officer (BDO)** shall report directly to the I-REAP Component Unit Head and shall work in close consideration with the Business Development Specialist specifically in providing business technical assistance more specifically on financial statement preparation of the business plan, counseling, coaching on marketing to business development partners.

#### **JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:**

1. Assists in the preparation and finalization of the business plans of participating provinces more specifically in the financial statement preparation and analysis ;
2. Assists in the analysis of market trends, industry situations and market potentials of priority commodities;
3. Assists in the conduct of Business Planning Workshop in order to develop and prepare the required enterprises for I-REAP funding and support;
4. Assists in the enterprise identification and prioritization process of PCIP development;
5. Participates in the monitoring and evaluation of RPCO 6 I-REAP activities; and
6. Performs other tasks that may be required by the Program Director or higher authorities.

#### **REQUIRED QUALIFICATION**

##### **A. Education**

A graduate of Agriculture major in Agribusiness or Agricultural Economics or Business Administration major in Accountancy preferably a licensed accountant

### **B. Job Experience/Skills and Knowledge**

1. At least two (2) years of experience in agribusiness, agri-based SME development and similar fields;
2. Actual experiences in preparing business and marketing plans;
3. Demonstrated experience working with SMEs;
4. Preferably has experience working with PLGUs, producer groups and SMEs;
5. Knowledgeable on at least two agriculture-industry subsectors /commodities;
6. Strong analytical and operational knowledge of agribusiness;
7. Strong interpersonal skills;
8. 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;
9. Advanced proficiency in MS word, excel, and powerpoint

Recommending Approval:

**DR. JOYCE S. WENDAM**  
PRDP RPCO 6 Focal Person

APPROVED:

**ENGR. ROY M. ABAYA**  
Acting Regional Executive Director/  
PRDP Program Director ,PSO- Visayas