



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**

Regional Project Coordination Office – XIII  
Capitol Site, Butuan City

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## **TERMS OF REFERENCE**

Project Development Associate  
(GGU)

### **Background**

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP) to support the Government's effort to reduce poverty among rural communities in the country.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

### **Scope of Work**

The main objective of the Geomapping and Governance Unit (GGU) is to contribute to greater transparency and accountability for stakeholders. Using the latest ICT innovations available such as the freely available open source Geo-tagging, GIS and other complementing online technologies, the Unit aims to make information regarding the projects being proposed and implemented publicly available and accessible.

Specifically, the GGU-PDA would:

- Work with the latest GIS/Geomapping software and subject matter experts (SME's) to quickly assess, design, develop, maintain, revise and validate instructor-led and web based training materials that are educational and effective in line with the strategic priorities of the Philippine Rural Development Program.
- Collaborate with team members to identify, contribute, and recommend new ideas or methods for enhancing the GIS curriculum.
- Apply solid instructional design skills, effective learning principles, and creativity to course design to engage participants in the learning process, encourage participation, and meet the requirement of the adult learner.
- Conduct GIS training activities across Philippines including providing organization, logistics and administrative support for all training and awareness raising events, during preparation, implementation and follow-up.

- Assist and provide inputs for evaluation and monitoring of training related activities to evaluate and enhance the overall content design of the PRDP training curriculum.
- Attend relevant meetings and for as part of PRDP including providing a monthly report on activities carried out, administrative issues (financial expenses, logistics and security) and users' needs to management for all aspects of PRDP related work.
- Undertake any other business related to the project as may be recommended and agreed by PRDP management.
- Promote PRDP activities and services, where applicable inform supervisor of potential projects and participate in project proposals.

**Qualifications:**

- Bachelor's in geoscience, computer science, education, or related field
- One(1) year of GIS application experience
- Minimum of one(1) year of experience with the use, manipulation and processing of various GIS techniques
- Exceptional written and verbal communication, presentation, and interpersonal skills
- Superior initiative and the ability to work independently as well as in a team environment
- Ability to explain complex concepts and tasks in understandable terms; and,
- Ability to develop productive relationships with customers, colleagues, and management.
- PHP and Java webbased MIS proficiency is required.

**Work Experience:**

- Minimum of Four (4) years' experience in providing internal and external communications and administrative support; and,
- Minimum of One(1) year experience in working with a foreign-assisted project (FAPs) or any development work is an advantage.

**Knowledge, Skills and Abilities:**

- Knowledge of an operational environment;
- Knowledge of GIS systems;
- Knowledge of today's GIS standards and applications used in local, county, state, and federal agencies;
- Knowledge of basic mapping and cartographic concepts; mapping symbols and standards; GIS concepts, mathematical concepts, research methods, database design principles, basic graphic arts principles; customer service principles;
- Maintain proficiency in the use of ESRI ArcGIS skills;
- Ability to prioritize and organize, work well under stress, meet deadlines;
- Ability to be flexible and adapt to constant change;
- Ability to perform field work and travel when required; and,
- Strong interpersonal skills to assist and communicate with staff.
- PHP and Java webbased MIS proficiency is required

## **Competencies:**

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; very good inter-personal skills and a demonstrated capacity to deal with colleagues and counterparts from different backgrounds, and proven ability to function in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.
- **Planning & Organizing:** Based on the supervision received, develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments with minimal supervision; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Technological Awareness:** Keeps abreast of technology development; understands applicability and limitations of GIS technology to the work of the Programme; understands satellite geospatial data commercial distribution and licensing systems; possesses good knowledge of technicalities of geographic information systems; shows willingness to learn new technology applications.
- **Professionalism:** Ability to identify issues analyzes and participates in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plans own work and manages conflicting priorities. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed; strong interpersonal and communication skills including facilitation skills in training related activities.

## **Reporting Responsibilities**

The PDA-under GGU would report directly to the RPCO-GGU Unit Head. The GGU Unit Head shall oversee the provision of necessary support to ensure effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned unit. S/he shall also ensure that necessary technical specifications and requirements of the concerned component/unit are met.

Only applicants received on or before January 22, 2016 at 05:00am will be considered. Short-listed applicants will be contacted for the schedule of written examination and interview.

Please submit application letter with 2x2 picture and comprehensive CV (which include complete details of specific previous job description and task) to the address below or email [to prdp13@gmail.com](mailto:prdp13@gmail.com).

**EDNA M. MABEZA, PH.D**

Acting Director IV

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