



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office 8, Tacloban City
Office of the Project Director
Regional Project Coordination Office No. 8 (RPCO8)
Tel. Nos.: (053)325-7242; (053)325-9618; (053) 325-9883
Email: prdp.rpco8@gmail.com

TERMS OF REFERENCE

JOB TITLE : **PLANNING OFFICER (3 positions) - I-PLAN Component**

OFFICIAL STATION : Regional Project Coordination Office 8 (RPCO 8)
Department of Agriculture,

JOB TYPE : Individual Consultant – Contractual

JOB DURATION : October 2015 to December 2015

MONTHLY SALARY : Php 40,000.00

OBJECTIVE and SCOPE OF THE SERVICES TO BE PROVIDED:

The **Planning Officer** will be directly reporting to the I-PLAN Component Head to assist in various planning activities including briefing and orientation related to Operations Manual for PRDP implementing units and partner LGUs.

JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES

1. Assist the I-PLAN Team in the conduct of briefings and orientation/re-orientation on the I-PLAN Component and its Operation Manual for PRDP's different implementation units, including the partner PLGUs/MLGUs/CLGUs.
2. Assist the I-PLAN team in the training and mentoring of the Core Planning Teams at the regional and provincial levels.
3. Assist the I-PLAN Team and the PPMIU I-PLAN in finalizing the priority commodities for VCA Preparation.
4. Assist the I-PLAN Team in the preparation and review of the Value Chain of priority commodities of regional and/or provincial importance.
5. Assist the RPCO I-PLAN unit in the preparation of the Provincial Commodity/ies Investment Plans (PCIPs) which will identify the priority rural infrastructure and enterprise subprojects that are considered catalytic to the development of the priority value chains.
6. Prepare activity and training design for the activities and trainings to be conducted by the component. Act as facilitator and part of the documentation team in all activities/trainings to be undertaken.
7. Prepare monthly reports of the I-PLAN component for integration into the RPCO8 monthly reports.

QUALIFICATIONS :

REQUIRED QUALIFICATIONS:

1. A Bachelor degree holder in Agriculture, Agribusiness, Agricultural Economics or related fields, Masteral units will be an advantage.

2. Excellent skills in computer and proficient in Microsoft Office
3. At least one (1) year experience in agricultural development work and similar fields. Experience in doing value chain analysis, or rapid market and agricultural development planning will be an advantage.
4. Preferably has experience working with LGUs and farmer organizations and work experience in foreign/NGO funded projects will be an asset.
5. Ability to communicate effectively (oral and Written).

Expression of Interest, Curriculum Vitae and all necessary supporting documents, in a sealed envelope marked “HIRING OF CONSULTANCY SERVICES (PLANNING OFFICER – I-PLAN COMPONENT) (SOLICITATION NO. RPCO8-SIC-016-15).” to be sent at the address below on the dates specified in the PhilGEPS Posting:

**Department of Agriculture Regional Field Office No. 8
PRDP – RPCO 8 SBAC Secretariat Office
3rd Floor, Administrative Building
Kanhuraw Hill, Tacloban City**

Prepared by:

Recommending Approval:

(sgd) ENGR. JECELA A. DEMEGILLO
Chief of PMED and
I-PLAN Component Head

(sgd) JENNY LYN R. ALMERIA, Ph.D.
Chief Administrative Officer
PRDP-RPCO8 Focal Person

Approved by:

LEO P. CAÑEDA, CESO III
Regional Executive Director and
PRDP-RPCO 8 Project Director

FOR AND IN BEHALF OF THE PROJECT DIRECTOR:

(sgd) JENNY LYN R. ALMERIA, Ph.D.
PRDP – RPCO 8 Project Director