



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 (TOR)

JOB TITLE : **PLANNING SPECIALIST - 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 45,000.00

OBJECTIVES:

The **Planning Specialist** 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. Conducts briefing and orientation/re-orientation on the I-PLAN Component and its Operation Manual for PRDP's different implementation units, including the partner PLGUs.
2. Assists the I-PLAN team in the training and mentoring of the Core Planning Teams at the regional and provincial levels.
3. Assists the I-PLAN Team and the RPCO I-PLAN Units in finalizing the priority commodities for VCA Preparation.
4. Assists the I-PLAN Team in the preparation and review of the Value Chain of priority commodities of national and/or regional importance.
5. Assists the RPCO I-PLAN units in the preparation of their first 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.

REQUIRED QUALIFICATIONS:

Education:

1. Must be a graduate of Agribusiness, Agricultural Economics or related fields.
2. Must be computer literate, with working knowledge in Microsoft Office.
3. At least one year experience in project planning, preferably in agriculture/agribusiness. Experience in doing value chain analysis, or rapid market appraisal will be an advantage.

Expression of Interest, Curriculum Vitae and all necessary supporting documents, if necessary and shall be placed in a sealed envelope marked “HIRING OF CONSULTANCY SERVICES (PLANNING SPECIALIST – I-PLAN COMPONENT) (SOLICITATION NO. RPCO8-SIC-017-15).” 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 and
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