

Republic of the Philippines
Department of Agriculture
Philippine Rural Development Program (PRDP)
National Program Coordination Office (NPCO)

TERMS OF REFERENCE – PROGRAM DEVELOPMENT ASSOCIATE (PDA)

A. Objective and Scope of the Services to be Provided

The Program Development Associate will be engaged to provide the necessary services, inputs and support to the Procurement Unit. The PDA will ensure that tasks, events and all other deliverables are delivered in a timely, efficient and effective manner.

B. Job Description

Reporting directly to the Procurement Unit Head, the PDA shall oversee the provision of necessary technical support to ensure the effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned component/unit. The PDA shall ensure that necessary technical specifications and requirements of the concerned component/unit were met.

C. Duties and Responsibilities

1. Prepare minutes of the meetings during bid opening, PRDP Technical Working Group (TWG) meetings and SBAC meeting;
2. Prepare notices of meetings for the TWG meeting and SBAC meeting;
3. Facilitate the communications between SBAC, prospective bidders and winning bidders in the accomplishing the required procurement documents in relation to perfecting the award of contracts;
4. Prepare initial drafts of correspondences and documents coming from the concerned component/unit.
5. Prepare activity and training design for activities & trainings to be undertaken by the concerned component/unit.
6. Assist in the conduct of such activities & trainings by acting as co-facilitator and part of the documentation team.
7. Ensure that all correspondences are timely sent and feedbacks from receivers are noted.
8. Act as primary point of contact between the concerned component/unit and other component/unit of the Program.
9. Assist in the coordination of meetings and training, ensuring that participants are well informed of the schedule and requirements of the event.
10. Arrange component/unit meetings by developing itineraries and agenda.
11. Travel and attend meetings with the component/unit heads and prepare minutes, action lists and provide administrative support, if necessary.

D. Required Outputs and Deliverables

1. Minutes of meeting of bid opening, TWG meeting and SBAC meetings and action lists are well prepared and updated;
2. Monitor schedule of TWG members and SBAC for possible meetings;
3. Correspondences from the concerned component/unit are done in a timely and efficient manner.
4. Activities and trainings of the concerned component/unit are done in responsive and learning conducive manners, wherein expected objectives are met without sacrificing the well being of participants.
5. Activities and trainings of the concerned component/unit are properly documented.

E. Required Qualifications

1. Excellent written and oral communication skills;
2. Perform and prioritize multiple tasks with attention to details;
3. Can work both in a team and individually;

F. Education Requirements

1. Graduate of any four (4) year course, preferably related to communications and/or agriculture;
2. Minimum of one (1) year experience in providing internal and external communications support;
3. Proficient in Microsoft Office applications; and
4. Minimum of one (1) year experience in working with foreign assisted and special project implemented by government and non-government agencies.

Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be sent to prdpnpco@gmail.com /prdpnpco@gmail.com and directed to:

ENGR. ARNEL V. DE MESA

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