



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
PHILIPPINE RURAL DEVELOPMENT PROJECT

Regional Project Coordination Office – XIII
Capitol Site, Butuan City

Tel. No. (085) 3424092; Fax (085) 341-2114 Email add: prdp13@yahoo.com

TERMS OF REFERENCE

One (1) Project Development Associate (PDA)

(Social and Environmental Safeguard Unit)

1. Background

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED MILLION DOLLARS_ (US\$500,000,000) for the purpose of financing the 'Philippine Rural Development Program (PRDP) ' to support the Government's effort to reduce poverty among the 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).

2. Scope of Works

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the Social and Environmental Safeguards Unit. The PDA's overall function covers administrative and technical support to the Unit's daily activities and proper functioning of the office.

Specifically, the Project Development Associate (PDA) will be tasked to undertake the following:

Specific Responsibilities:

1. Assists the SES Unit in the proper filing of social and environmental documents;
2. Records all incoming and outgoing documents;
3. Conducts initial checking on the completeness and consistency of documents on the submitted Feasibility Study and Business Plan concerning SES compliance;
4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel documents, liquidation of cash advances for office supplies, etc..) for the Unit;
5. Encoding of documents and reports;
6. Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concern offices;
7. Assists the Unit in program facilitation during trainings; and

8. Performs other tasks as maybe assigned by the RPCO SES Unit Head.

QUALIFICATION STANDARDS:

Education:

- The PDA shall be a Bachelor's Degree holder preferably in Environmental Science/Environmental Management/Computer Science or any related courses.

Experience:

- Minimum of one (1) year working experience in performing similar and related works. Experience in working with donor-funded projects is an advantage.

Knowledge, Skills, and Abilities

- Familiar with the social and environmental safeguards framework of the program
- Basic skills in communication, data management and filing systems
- Proficient in Microsoft Office applications
- Must be a team player and can work with minimal supervision.

Requirements

- Certified True Copy of Transcript of Records
- Comprehensive Resume

Reporting Responsibility

Project Development Associate (PDA) will directly reporting to the DA PRDP RPCO-13 Social and Environmental Safeguards Unit.

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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