



TERMS OF REFERENCE Business Development Staff (Finance)

Rationale/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 (2015-2021) initiative 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) Local and National Level Planning (I-PLAN); 2) Infrastructure Development (I-BUILD); 3) Enterprise Development (I-REAP); and 4) Project Implementation Support (I-SUPPORT).

I-REAP activities can be categorized into two sub-components namely; Rural Agri fishery Enterprise and Productivity Enhancement; and Technology and Information for Enterprise and Market Development. This component will support the development, implementation and sustainability of agricultural, livestock or fishery-based entrepreneurial activities, based on the analysis priority commodity value chains being supported under the Regional Agricultural Fisheries and Modernization Plans (RAFMPs) and as reflected the Provincial Commodity Investment Plans (PCIPs). It will engage the broad sections of the sector in the production of marketable surplus through vertical clustering, joint business planning and investments by proponent groups engaged in rural agri-fishery enterprises.

It is targeted that around 1,500 proponent groups consisting mostly of producer groups including small producers and fisheries associations engaged in enterprises will be assisted over the six-year duration of the project. At present, there are only 138 enterprises pipelined for I-REAP of which 11 has been issued No Objection Letter by World Bank and the National Project Coordination Office (NPCO).

Scope of Services to be Rendered

The main role of the Business Development Staff on Finance is to take the lead in providing technical assistance through coaching and mentoring of the LGU and the Proponent Groups in all financial management related concerns of the enterprise.

Tasks and Responsibilities

1. Identify together with the LGU and the PG the required investment requirements for the proposed enterprise
2. Assist in the preparation of the enterprise budget
3. Assist in the preparation of the enterprise financial statements
4. Prepare the required financial analysis and financial ratios

In addition, the applicant should have:

- Computer literacy, knowledge and proficiency in Microsoft Excel and Word;
- Proficient in written and oral communications;
- Knowledge on file management and organization;
- Team player;
- Works with initiative and less supervision; and,
- Willingness to conduct field travels.

Reporting Responsibilities:

The Procurement Officer will be directly reporting to the DA PRDP RPCO XI - Procurement Unit Head.

Prepared by:



ARNIEL A. SOSA
Procurement Unit Head
PRDP RPCO XI

Recommending Approval:



MARIA FEBE T. ORBE
Regional Coordinator
PRDP RPCO XI

Approved by:



REMELYN R. RECOTER, MNSA, CESO IV
Regional Director

- Willingness to conduct field travels.

Reporting Responsibilities:

The PDA-Procurement will be directly reporting to the DA PRDP RPCO XI - Procurement Unit Head.

Prepared by:




ARNIEL A. SOSA
Procurement Unit Head,
PRDP RPCO XI

Recommending Approval:



MA. FEBE T. ORBE
Regional Coordinator
PRDP RPCO XI

Approved by:



REMELYN R. RECOTER, MNSA, CESO IV
Regional Director



**TERM OF REFERENCE
FOR**

Chauffeur (Driver/Mechanic)

Unit	:	Administrative Unit
Job Title	:	Chauffeur
Job Type	:	Contractual
Monthly Salary	:	Php 20,000.00
Official Station	:	Regional Project Coordination Office XI

Scope of Work

The Chauffeur (Driver/Mechanic) will be supporting the component in the delivery of specified milestones of PRDP under Administrative Unit. He will be stationed in the Regional Project Coordination Office XI (RPCO XI) Davao City. He will be directly under the supervision of the Administrative Unit Head who will likewise be reporting to the Project Director of Mindanao in close coordination with the Deputy Project Director.

Specifically, the tasks of the **Chauffer (Driver/Mechanic)** will include but not limited to the following:

- Transports the RPCO Project Director and RPCO staff to various official destinations attending to official businesses;
- Monitors the status and condition of the vehicle under his responsibility and initiates necessary requests for required maintenance and repair;
- Cleans the vehicle regularly;
- Secures the vehicles in safe premises whenever it is not in use;
- Submits monthly fuel consumption report for the assigned vehicle;
- Ensures that the assigned vehicle is always in running condition to accommodate official engagements of the Project;
- Facilitates minor repair works during weekends in order not to hamper the scheduled travels on weekdays;
- Submits filled-up and signed trip tickets after each travel;
- Maintains a record of all undertaken trips including the records of fuel consumption and materials used in the operation and maintenance of the vehicle; and,
- 10. Performs minor engine/electric troubleshooting.

Qualifications:

Education:

- Preferably a graduate of Automotive/Diesel Mechanic or any related course;
- Preferably has a National Certificate (NC II) -TESDA; and,
- Has valid Professional Driver's License.

Experience:

- Minimum of five (5) years of relevant experience; and,
- Preferably has an experience working with Foreign Assisted Projects (PAFs).

Knowledge/Skills/Abilities:

- He / She must have initial understanding of the different engineering technical documents (*Program of Work, Engineering Plans, etc...*).
- Proficient in written and oral communications.
- Computer literate with high proficiency in MS word, excel, and power point.
- Proven organizational skills and ability to manage multiple tasks simultaneously.
- Can work independently and result oriented.

JOB LOCATION:

- Regional Project Coordination Office XI (RPCO XI), F. Bangoy St., Davao City

Recommending Approval:




DANILO T. ALESNA
PRDP I-BUILD Component Head

Noted by:



MA. FEBE T. ORBE
Regional Program Coordinator

Approved:



REMELYN R. RECOTER, CESO IV
Regional Director



TERMS OF REFERENCE **Business Development Staff (Marketing)**

Rationale/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 (2015-2021) initiative 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) Local and National Level Planning (I-PLAN); 2) Infrastructure Development (I-BUILD); 3) Enterprise Development (I-REAP); and 4) Project Implementation Support (I-SUPPORT).

I-REAP activities can be categorized into two sub-components namely; Rural Agri fishery Enterprise and Productivity Enhancement; and Technology and Information for Enterprise and Market Development. This component will support the development, implementation and sustainability of agricultural, livestock or fishery-based entrepreneurial activities, based on the analysis priority commodity value chains being supported under the Regional Agricultural Fisheries and Modernization Plans (RAFMPs) and as reflected the Provincial Commodity Investment Plans (PCIPs). It will engage the broad sections of the sector in the production of marketable surplus through vertical clustering, joint business planning and investments by proponent groups engaged in rural agri-fishery enterprises.

It is targeted that around 1,500 proponent groups consisting mostly of producer groups including small producers and fisheries associations engaged in enterprises will be assisted over the six-year duration of the project. At present, there are only 138 enterprises pipelined for I-REAP of which 11 has been issued No Objection Letter by World Bank and the National Project Coordination Office (NPCO).

Scope of Services to be Rendered

The main role of the Business Development Staff on Marketing is to take the lead in providing technical assistance through coaching and mentoring the LGU and the Proponent Groups in developing the marketing strategies and plans of the enterprise.

Tasks and Responsibilities

1. Identify together with the LGU and the PG the competitors and assist in the preparation of the competitors assessment to include buying and selling practices, pricing and promotions strategies
2. Conduct target buyers profiling to include information on total demand and potential demand for the enterprise
3. Assist in the preparation of the enterprise marketing plan using the different marketing mix (product, price, place, promotion) and identify corresponding budget

TERMS OF REFERENCE

For

Administrative Assistant

Component/Unit	:	I-SUPPORT ADMINISTRATIVE UNIT
Job Title	:	Administrative Assistant
Job Type	:	Contractual
Monthly Salary	:	Php15,000.00
Official Station	:	Regional Project Coordination Office

SCOPE OF WORK:

The Administrative Assistant shall:

1. The Administrative Staff shall be responsible for the clerical services, property management, office maintenance, payroll keeping, personnel records, central files and other general administrative duties in the RPCO XI ; and 2.
2. Perform other task that may be assigned by the Deputy Project Director and/or Immediate Supervisor.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The Administrative Staff shall report directly to the Deputy Program Director and shall provide on a semi monthly basis (15th and 30th day of the month), a written accomplishment report.


QUALIFICATION STANDARDS:

1. College degree in Business Administration or other related courses.→
2. One (1) year relevant experience.→
3. Minimum of four (4) hours of relevant training.→
4. Proficient in written and oral communications.→
5. Computer literate with high proficiency in MS word, excel and power point→

JOB LOCATION:

The Administrative Assistant will be directly reporting to the DA PRDP RPCO XI I-SUPPORT Administrative Unit .

Prepared and Noted by:


MARIA FEBE T. ORBE
OIC-ARD for Operations/
RPCO Deputy Coordinator

Approved:


REMELYN R. RECOTER, CESO IV
Regional Director

TERMS OF REFERENCE
For
RURAL INFRA ENGINEER

Component	:	I-BUILD Component
Job Title	:	Rural Infrastructure Engineer
Job Type	:	Contractual
Monthly Salary	:	Php 40,000.00
Official Station	:	Regional Project Coordination Office XI

OVERALL SCOPE OF WORK:

Ascertain the market, technical, environmental/social, organizational and economic viability of rural infrastructure through appropriate design, quality and timely implementation of subprojects.

SPECIFIC TASKS:

1. Provides guidance to LGU engineers in the identification, FS and design preparation of rural infrastructure subprojects (eg. engineering plans, detailed cost estimates, programs of work, and other documents relative to subproject approval);
2. Conducts site validation and review of sub-project plans, detailed estimates and program of works prepared by LGU engineers or contracted service providers to ensure that the proposals follow the Program's policies and the costs are within the established cost parameters.
3. Provides guidance to LGU Engineers in the conduct of pre-procurement conference, pre-bidding conference and pre-construction conference and site validation activities;
4. Closely coordinate with other Units for the organizational development of Operation and Maintenance groups to guarantee the success on the sustainability of the investment.
5. Inspects all on-going sub-projects to identify problem areas and provide advice/guidance to the LGU Engineers and acts as witness to the quality control program instituted for the subproject.
6. Reviews and endorses all technical/bidding requirements for the requests of OL or NOL;
7. Reviews the sub-project environmental and social clearances and ascertain compliance to the Environmental and Social Management Plan (ESMP) and spearhead in the conduct of safeguard audits, prepare analysis and recommendations based from the results.
8. Participates in the conduct of inspection of on-going sub-projects with end users, COA engineers, LGU engineers and other sub-project co-implementers especially during progress billing and final inspection. Ensure that project completion documents are complying with the project requirements especially on the quality control and the timely completion.
9. Keep track of any approved variation orders, prepare analysis and coaching sessions to minimize occurrence of variation orders.
10. Spearhead in the conducts of ex-post fiduciary reviews and monitors the operation and maintenance of completed sub-projects
11. Participate in regional meetings, planning workshops to provide feedbacks and conduct timely, appropriate technical sessions along implementation of rural infrastructures.
12. Prepares monthly accomplishment reports, consolidates SPs within a Province and submits regularly provincial assessment of implementation of all infrastructure subprojects.
13. Do other functions as the RPCO I-BUILD Chief may assign.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The consultant shall report directly to theRPCO I-BUILD Chief and shall provide on a semi monthly basis (15th and 30th day of the month), a written accomplishment report.

QUALIFICATION STANDARDS:

Education:

- Licensed civil engineer or agricultural engineer.

Experience:

- With minimum 5years experience in rural development.

Knowledge/Skills/Abilities:

- Minimum of 48 hours relevant trainings.
- Proficient in written and oral communications.
- Computer literate with high proficiency in MS word, excel, and power.
- Knowledgeable of the harmonized procurement guidelinesof the WB and RA 9184.
- Ability to work with stakeholders on multiple levels including non-government organizations, people's organization, donors, media groups, religious groups and local government units.
- Proven organizational skills and ability to manage multiple tasks simultaneously.
- Can work independently and result oriented.
- Willing to travel extensively on the Provincial assignment most of the time or even on a short notice

JOB LOCATION:

- Regional Project Coordination Office (RPCO), DA, Region ____.

Prepared by:



DANILO T. ALESNA
Hcad, PRDP I-BUILD Component

Noted by:



MARIA FEBE. T. ORBE
OIC-ARD for Operations/
RPCO Coordinator

Approved:



REMELYN R. RECOTER, CESO IV
Regional Director

**Terms of Reference
for the
PROJECT DEVELOPMENT ASSOCIATE (PDA)**

Unit	:	Procurement
Job Title	:	PROJECT DEVELOPMENT ASSOCIATE (PDA)
Job Type	:	Contractual
Monthly Salary	:	Php 25,000.00
Official Station	:	Regional Project Coordination Office XI
Job Description	:	The Program Development Associate (PDA) – Procurement shall provide his/her expertise in undertakings of various procurement under PRDP (works, goods & consulting services)

- Shall establish and maintain proper documents archive of procurement-related documents including NOL1, NOL2, WB letters and Incoming & Outgoing communication and documents;
- Shall monitor the incoming and outgoing of BERs and shall regularly notify the Procurement Unit Head on the aging of the received documents for prompt actions;
- Assist in the preparation of communications to NPCO, PSOs, & LGUs
- Assist the PRDP RPCO Procurement Unit in monitoring procurement activities
- Shall assist in the preparation of materials/documents to be transmitted to the World Bank and DA PRDP PSO;
- Shall assist in the management of data base through data and documents collections from RPCOs; and
- Perform other related functions as may be assigned by the DA RPCO Procurement Unit Head.

Expected Outputs:

The DA PRDP RPCO Procurement PDA is expected to generate the following output:

- Maintains Proper Recording System;
- Deliver the targeted outputs in support to the Program Components' Procurement Requirements.

Qualifications:

- Graduate of any Bachelor's degree course;
- Computer literacy, knowledge and proficiency in Microsoft Excel and Word;
- Knowledge on file management and organization;
- Team player;
- Works with initiative and less supervision; and,

TERMS OF REFERENCE
For
Project Development Associate (PDA)

Component	:	I-BUILD
Job Title	:	Project Development Associate (PDA)
Status	:	Technical Staff
Job Type	:	Contractual
Monthly Salary	:	Php 25,000.00
Official Station	:	Regional Project Coordination Office

OVERALL SCOPE OF WORK:

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the I-BUILD component. The PDA's overall function covers administrative and technical support to the Specialists' daily activities and proper functioning of the office.

SPECIFIC TASKS:

1. Assists the I-BUILD component in the proper filing of engineering documents;
2. Records all incoming and outgoing documents;
3. Conducts initial checking on the completeness and consistency of documents on the submitted technical proposals and bid documents and route these to the concern specialists and coordinators;
4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel orders, liquidation of cash advances for office supplies, etc..) for the Unit;
5. Encoding of documents and reports (eg. Manuals);
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 task as maybe assigned by the RPCOI-BUILD Component Head.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The PDA shall report directly to the RPCO I-BUILD Component Head.

QUALIFICATION STANDARDS:

Education:

- The PDA shall be a graduate of any Bachelor's Degree preferably Engineering, Computer and Social Sciences.

Experience:

- Minimum of three (3) years working experience in performing similar and related works. At least 1 year working in foreign assisted projects or special programs.

5. Set-up the enterprise financial management system and cascade this to the LGUs and the PGs
6. Assist the LGU and the PG in complying the comments and recommendations of the business plan reviewers
7. Assist the Component Head in the validation and selection of proponent groups and enterprise business model
8. Perform other duties that may be required from time to time

Qualification Requirements

Academic Qualification

At least a Bachelor's degree in Accountancy, Business Administration major in Finance, Agribusiness, Agricultural Economics, and other related fields


Experience

At least two (2) years' experience in any or combination of the following: financial management, cost accounting, bookkeeping, financial audit, preparation of financial analysis, financial statements, computation of financial ratios, feasibility study preparation, business plan preparation, project proposal writing, project development


Knowledge, Skills and Abilities


1. Skill in using financial analysis using computer programs/software;
2. Strong analytical and operational knowledge of agribusiness
3. Considerable knowledge on agriculture and fishery commodities
4. Understanding of business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions;
5. Strong interpersonal skills;
6. Ability to communicate effectively in oral and in writing, work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector;
7. Advanced proficiency in MS word, excel, and power point


Prepared by:


JANET F. DOBLI
Chief, AMAD/
RPCO XI IREAP Head

Recommending Approval:


MARIA FEBE T. ORBE
ARD for Operations/
RPCO Coordinator

Approved by: 


REMELYN R. RECOTER, MNSA, CESO IV
Regional Executive Director/RPCO Head

**Terms of Reference for the
PROCUREMENT OFFICER**

Unit	:	Procurement
Job Title	:	PROCUREMENT OFFICER
Job Type	:	Contractual
Monthly Salary	:	Php 40,000.00
Official Station	:	Regional Project Coordination Office
Job Description	:	The Procurement Officer shall provide his/her expertise in undertakings of various procurement under PRDP (works and goods)

- Assist in the Procurement Trainings;
- Shall assist the LGU and People's Organization in their PRDP procurement activities;
- Shall assist in the review of the Philippine Bidding Documents (PBDs) and recommend to Procurement Unit Head to provide clearance for the issuance of No Objection Letter 1 (NOL1);
- Shall monitor the incoming and outgoing of BERs and shall regularly notify the Procurement Unit Head on the aging of the received documents for prompt actions;
- Assist in the preparation of BER Review Report and follow-up issuance of No Objection Letter 2 (NOL2);
- Assist the PRDP RPCO Procurement Unit in monitoring procurement activities;
- Perform other related functions as may be assigned by the DA RPCO Procurement Unit Head.

Expected Outputs:

The DA PRDP RPCO Procurement Officer is expected to generate the following output:

- Compliance to the 2010 Philippine Bidding Documents and its Harmonized Procurement Guidelines;
- Deliver the targeted outputs in support to the Program Components' requirements.

Qualifications:

- Graduate of agricultural/civil engineering course;
- Knowledgeable of the harmonized procurement guidelines of the WB and RA 9184;
- At least one (1) year experience in Procurement of works and goods;
- Must have knowledge/experience in dealing with LGU and People's Organization;

4. Facilitate market linkage of the enterprise with potential or target buyers
5. Prepare purchase agreement with farmer suppliers and marketing agreement with the buyers
6. Assist the LGU and the PG in complying the comments and recommendations of the business plan reviewers
7. Assist the Component Head in the validation and selection of proponent groups and enterprise business model
8. Perform other duties that may be required from time to time

Qualification Requirements

Academic Qualification

At least a Bachelor's degree in Agribusiness, Agricultural Economics, Business Administration major in Marketing, Agriculture, and other related fields


Experience

At least two (2) years' experience in any or combination of the following: market development, product development, preparation of marketing plan, business plan preparation, project proposal writing, project development


Knowledge, Skills and Abilities


1. Considerable knowledge in marketing agri-fishery based commodities
2. Analytical and operational knowledge of agribusiness
3. Understanding of business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions
4. Strong interpersonal skills
5. Ability to communicate effectively in oral and in writing, work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector
6. Advanced proficiency in MS word, excel, and power point


Prepared by:


JANET F. DOBLI
Chief, AMAD/
RPCO XI IREAP Head

Recommending Approval:


MARIA FEBE T. ORBE
ARD for Operations/
RPCO Coordinator

Approved by: 


REMELYN R. RECOTER, MNSA, CESO IV
Regional Executive Director/RPCO Head


Knowledge, Skills, and Abilities:

- Knowledge in safe driving principles and practices;
- Familiarity of places in Mindanao is an advantage;
- Knowledge and experience in administrative works; and,
- Ability to work independently and with a team.

Prepared by and Noted by:


MARIA FEBE T. ORBE
OIC-ARD For Operations/
RPCO Project Coordinator

Approved:


REMELYN R. RECOTER, CESO IV
Regional Director