



Republic of the Philippines  
**Department of Agriculture**  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
**National Project Coordination Office**  
4<sup>th</sup> Floor, DA Building, Elliptical Road, Diliman  
Quezon City 1100, Philippines

## **TERMS OF REFERENCE**

### **Business Development Officer (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 engage 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 Officer is tasked to take the lead in coaching and mentoring the PSOs and RPCOs in providing technical assistance to the LGU and the Proponent Groups in all financial management related concerns of the enterprise.

#### **Tasks and Responsibilities**

1. Assist the NPCO in implementing the activities of the PRDP Enterprise Development Component;



2. Assist in coaching and mentoring the PSO and RPCO I-REAP Teams in identifying the required investment requirements for the proposed enterprise and in the preparation of the enterprise budget;
3. Review and evaluate business plans of I-REAP subprojects, specifically the financial assumptions and the financial analysis of the business plan to ensure viability and sustainability of the proposed enterprises;
4. Provide technical guidance to the PSOs and the RPCOs in the setting-up of the enterprise financial management system;
5. Assist in the validation and selection of proponent groups and enterprise business model particularly in analyzing the financial capability of the PG; and
6. 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, accounting, bookkeeping, financial audit, business plan preparation, project proposal writing, project development

Demonstrated experience in consulting/coaching farmers groups and agribusiness or agri-based SMEs in financial management, bookkeeping, cost accounting, preparing business plans, feasibility studies and similar projects

Preferably has experience working with LGUs, producer groups and SMEs.

### *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