



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 (Enterprise Operations)**

#### **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 to take the lead in coaching and mentoring of the PSOs and RPCOs in providing technical assistance to the LGUs and the Proponent Groups in preparing the operational plan and technical requirements 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 technology required for the enterprise and its adaption and implementation as well as identification of livelihood options for NRM and GEF sites enterprises and in evaluating proponent groups;
3. Review and evaluate business plans of I-REAP subprojects to ensure viability and sustainability of the proposed enterprises;
4. Provide guidance in operations planning from identifying the inputs/raw material ingredients, the process, technology, the output, product or services and the corresponding budget or expenses;
5. Identify and assess existing technology/ies that could be adapted by the enterprise;
6. Assist in the identification of technology or equipment specifications appropriate for the enterprise;
7. Ensure compliance of enterprise to food safety standards (GAP, GAHP, GAFF, GMP, HACCP, etc);
8. Assist the Component Head in the validation and selection of proponent groups and enterprise business model; and
9. Perform other duties that may be required from time to time

## **Qualification Requirements**

### *Academic Qualification*

At least a Bachelor's degree in Agriculture, Agricultural Engineering, Agribusiness, Agricultural Economics, Food Science, Food Technology, Business Administration, and other related fields

### *Experience*

At least two (2) years' experience in any or combination of the following: farming, manufacturing, processing, product development, production planning, business plan preparation, project proposal writing, project development

Demonstrated experience in consulting/coaching farmers groups and agribusiness or agri-based SMEs on operational planning, enterprise operation, preparation of business plans, feasibility studies and similar projects

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

### *Knowledge, Skills and Abilities*

1. Considerable knowledge in production and processing of 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