



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 Staff (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 Staff on Operations is to take the lead in providing technical assistance through coaching and mentoring of the LGU and the Proponent Groups in preparing the operational plan and technical requirements of the enterprise.

## **Tasks and Responsibilities**

1. Identify together with the LGU and the PG the technology required for the enterprise and its adaption and implementation as well as identification of livelihood options for NRM and GEF sites
2. 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
3. Identify and assess existing technology/ies that could be adapted by the enterprise
4. Assist in the identification of technology or equipment specifications appropriate for the enterprise
5. Work closely with the I-BUILD in the preparation of the DED and POW for the infrastructure component of the enterprise
6. Prepare process and operational flow of the enterprise
7. Ensure compliance of enterprise to food safety standards (GAP, GAHP, GAFF, GMP, HACCP, etc)
8. Assist the LGU and the PG in complying the comments and recommendations of the business plan reviewers
9. Assist the Component Head in the validation and selection of proponent groups and enterprise business model
10. 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, Industrial 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

### *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