



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

TERMS OF REFERENCE

Business Development Staff (Organizational Management)

I. 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 Organizational Management is to take the lead in providing technical assistance through coaching and mentoring of the LGU and the Proponent Groups in preparing the organizational and management requirements of the enterprise.

Tasks and Responsibilities

1. Identify together with the LGU and the PG the appropriate organizational and business structure for the enterprise
2. Assist in preparing the organizational and management plan for the enterprise including the required operations and administrative staff with corresponding job descriptions, qualifications and remunerations
3. Identify the business capability requirements of the proponent groups including the operations and management staff
4. For GEF areas, facilitate organization of farmers and fisherfolk
5. Link with concerned DA agencies i.e. ATI and other government agencies i.e. CDA, DOLE, DTI for the provision of capability building or training to proponent groups and its members
6. Ensure compliance of enterprise to labor law and occupational safety
7. Assist the LGU and the PG in complying the comments and recommendations of the business plan reviewers
8. Assist the Component Head in the validation and selection of proponent groups and enterprise business model
9. Perform other duties that may be required from time to time

Qualification Requirements

Academic Qualification

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

Experience

At least two (2) years experience in any or combination of the following: organizational diagnosis, strategic planning, community organizing

Knowledge, Skills and Abilities

1. Considerable knowledge in business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions
2. Analytical and operational knowledge of agribusiness
3. Strong interpersonal skills
4. 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
5. Advanced proficiency in MS word, excel, and power point