

**DEPARTMENT OF AGRICULTURE
PHILIPPINE RURAL DEVELOPMENT PROJECT**

Regional Project Coordination Office - XI
F. Bangoy St., Davao City
Tel. No. (082) 2263625

**REQUEST FOR EXPRESSIONS OF INTEREST
ONE (1) PROJECT DEVELOPMENT ASSOCIATE (PDA) - SOCIAL AND ENVIRONMENTAL
SAFEGUARDS**

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP)' and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of **ONE (1) PROJECT DEVELOPMENT ASSOCIATE (PDA) - SOCIAL AND ENVIRONMENTAL SAFEGUARDS for PRDP-RPCO XI.**

The PRDP is a six-year (2013-2018) initiative of the government 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) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (ISUPPORT).

OVERALL SCOPE OF WORK:

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the Social and Environmental Safeguards Unit. 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 SES Unit in the proper filing of social and environmental documents;
2. Records all incoming and outgoing documents;
3. Conducts initial checking on the completeness and consistency of documents on the submitted Feasibility Study and Business Plan concerning SES compliance;
4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel documents, liquidation of cash advances for office supplies, etc.) for the Unit;
5. Encodes of documents and reports;
6. Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concern offices;

7. Assists the Unit in Project facilitation during trainings; and
8. Performs other task as maybe assigned by the RPCO SES Unit Head.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The PDA shall report directly to the RPCO SES Unit Head.

QUALIFICATION STANDARDS:

Education:

- The PDA shall be a graduate of any Bachelor's Degree related courses preferably in Environmental Management or any Social Sciences Courses

Experience:

- Minimum of two (2) years working experience in performing similar and related works.


Knowledge/Skills/Abilities:

- Must have initial understanding in the preparation of Feasibility Study and Business Plan;
- 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;
- A drive for results while working with limited supervision and under tight timelines;
- Willingness to conduct field travels.

JOB LOCATION:

- Regional Project Coordination Office (RPCO), PRDP -DA-RFO XI, Davao City

Prepared by:


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Approved by:


REMELYN R. RECOTER, MNSA, CESO III
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