



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office XI
F. Bangoy St., Davao City



Philippine rural Development Project (PRDP)

TERMS OF REFERENCE

Planning Officer for the I- PLAN Component

Component	:	I-PLAN Component
Job Title	:	Planning Officer
Status	:	Consultant
Job Type	:	Contractual
Monthly Salary	:	Php40,000.00
Official Station	:	Regional Project Coordination Office- XI
Reporting Responsibilities	:	He/She shall be directly reporting to the I- PLAN Component Head

The Local and National Level Planning Component shall be undertaking the following:

1. Enhancing the Agriculture and Fisheries Modernization Planning Process through rationalization of the DA's planning, programming and budget process; and,
2. Supporting AFMP Implementation through designing a coordinated system of technical support for the implementation of sub-projects prioritized under the Provincial Commodity Investment Plans (PCIP).

Scope of Work:

The Planning Officer will be supporting the component in the delivery of specified milestones of PRDP under the Planning Component. He/She will be stationed in the Regional Project Coordination Office (RPCO) based in Davao City and will travel to other areas in Mindanao as the need arises. He/She will be directly under the supervision of the I- PLAN Component Head who will likewise be reporting to the RPCO Coordinator.

Specifically, the tasks of the Planning Officer will include but not limited to the following:

1. Assists the RPCO I- PLAN Head/Alternate, and I- PLAN Consultant in the implementation of PRDP, specifically, I- PLAN activities such as the conduct of Value Chain Analysis (VCA) and Provincial Commodity(ies) Investment Plans (PCIPs) technical reviews, AFMP updating and others;
2. Provides lead technical support to the I- PLAN team during workshops, seminars and meetings and other capacity building activities that will be provided by the component to the RPCOs & LGUs. This , may include preparation of workshop/training design, presentation materials,



- documentation and preparation of reports. When needed, may act as facilitator or resource person during the conduct of activities;
3. Assists the other project staff in reviewing the VCAs and PCIPs as the source document of various sub-projects that will be prioritized for Business Plan Preparation and Infrastructure Development;
 4. Proposes to the management appropriate interventions in support to the sub-projects identified under Infrastructure Development and Enterprise Development by the PLGU in proper coordination with the RPCOs;
 5. Assists the members of the Project Support Office (PSO), Regional Project Coordination Offices (RPCOs) and Provincial/City Project Management and Implementation Units (P/CPMIUs) as well as members of the core planning teams;
 6. Immediately flags to the I-PLAN Component Head/Alternate implementation bottlenecks, issues/concerns needing immediate action or intervention;
 7. Liaises with the members of the Provincial Project Management & Implementation Units (PPMIUs) as well as members of the regional and provincial/city core planning teams;
 8. Attends meetings called by the PRDP or other meetings as may be assigned by the I-PLAN Component Head/Alternate;
 9. Submits periodic reports on the status of Planning Component implementation, both physical and financial to the I-PLAN Component Head;
 10. Installs a system to manage files/documents of the Planning Component;
 11. Performs other tasks/functions as deemed necessary in relation to the component's deliverables and/or as required by the RPCO I-PLAN Component Head/Alternate/management.

Minimum Qualifications:

Education & Training:

- Must be a graduate of Agriculture, Accountancy/Economics and/or related fields.
- Must be computer literate, with working knowledge on Microsoft Office.
- Must have undergone related trainings in conducting researches, planning or study preparation.
- At least one year experience in project implementation, preferably in planning/monitoring & evaluation.
- Experience in doing value chain analysis, or rapid market appraisal will be an advantage.

Experience:

- At least one (1) year experience in project planning, development, monitoring and evaluation in private or government institution. Experience in preparation of studies and researches is an advantage.



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Knowledge, Skills and Abilities:

- Knowledgeable on agriculture industry subsectors or commodities;
- Possesses analytical and operational knowledge in the field of agri and fishery sectors, including trade and investments;
- Ability to communicate effectively (both oral and written); and,
- Must be a team player.

Prepared by:

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Recommending Approval:

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OIC-ARD for Operations/Project Coordinator, PRDP RPCO-XI

Approved by:

REMELYN R. RECOTER, MNSA, CESO IV

Regional Director

Department of Agriculture RFO-XI