Republic of the Philippines

**DEPARTMENT OF AGRICULTURE**

Regional Field Office 6, Iloilo City

**Office of the Project Director**

PRDP Project Support Office (PSO) for Visayas

Tel. Nos.: (033)330-1722; (033)337-3549; Fax: (033) 336-4221

 Email: psovisayas@gmail.com

**TERMS OF REFERENCE (TOR)**

**For**

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 **PROJECT DEVELOPMENT ASSOCIATE (PDA)**

**For I-REAP Component**

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**OVERALL SCOPE OF WORK:**

The Project Development Associate will be engaged to provide the necessary services, inputs and support to the Office of the I-REAP Component. The PDA will ensure that tasks, events and all other deliverables are delivered in a timely, efficient and effective manner.

**SPECIFIC TASKS:**

Reporting directly to the Office of the I-REAP Component Head, shall oversee the provision of necessary technical support to ensure the effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned component/unit. The PDA shall ensure that necessary technical specifications and requirements of the concerned component/unit were met.

**DUTIES AND RESPONSIBILITIES:**

1. Prepares initial drafts of correspondences and documents coming from the concerned component/unit.
2. Prepares activity and training design for activities & trainings to be undertaken by the concerned component/unit.
3. Assists in the conduct of such activities & trainings by acting as co-facilitator and part of the documentation team.
4. Ensures that all correspondences are timely sent and feedbacks from receivers are noted.
5. Acts as primary point of contact between the concerned component/unit and other component/unit of the Project.
6. Assists in the coordination of meetings and training, ensuring that participants are well informed of the schedule and requirements of the event.
7. Arranges component/unit meetings by developing itineraries and agenda.
8. Travels and attends meetings with the component/unit heads and prepare minutes, action lists; and provide administrative support, if necessary.

**Required Outputs and Deliverables:**

1. Correspondences from the concerned component/unit are done in a timely and efficient manner.
2. Activities and trainings of the concerned component/unit are done in responsive and learning conducive manners, wherein expected objectives are met without sacrificing the well being of participants.
3. Activities and trainings of the concerned component/unit are properly documented.
4. Minutes of meeting and action lists are well prepared and updated.

**Required Qualifications:**

1. Excellent written and oral communication skills;
2. Can perform and prioritize multiple tasks with attention to details;
3. Can work both in a team and individually.

**Educational Requirements:**

1. Graduate of any four (4) year course, preferably related to communications and/or agriculture;
2. Minimum of one (1) year experience in providing internal and external communications support;
3. Proficient in Microsoft Office applications.

**Recommending Approval**

**MANUEL O. OLANDAY**

**RPCO 6 Deputy Project Director/**

**Regional Technical Director**

 **APPROVED:**

 **ENGR. REMELYN R. RECOTER**

 **PSO Visayas Project Director/**

 **Regional Executive Director**