Republic of the Philippines

**DEPARTMENT OF AGRICULTURE**

**Philippine Rural Development Project**

Project Support Office (PSO) Visayas Cluster

 3rd Flr. Evangeline Bldg., R. Colina St., Ibabao-Estancia

Mandaue City, Cebu 6014

Tel Nos (032) 349-2824/2826

Email: psovisayas@gmail.com

**TERMS OF REFERENCE (TOR)**

**FOR**

**PLANNING OFFICER**

**OBJECTIVES AND SCOPE OF SERVICES TO BE PROVIDED:**

The **Planning Officer** shall report directly to I-PLAN Component Head to assist or provide technical support to the Unit.

**JOB DESCRIPTION/DUTIES AND RESPONSIBILITIES:**

1. Assists in the implementation of PRDP, specifically in I-PLAN activities such as the conduct of Value Chain Analyses (VCAs) and Provincial Commodity Investment Plans (PCIPs);
2. Provides lead technical support to the I-PLAN team during workshop, seminar and meetings. This may include preparation of presentation materials, documentation and reports;
3. Writes/edits technical papers such as value chain analyses (VCAs)/industry studies and provincial commodity invest plans;
4. Submits periodic reports on the status of I-PLAN implementation, both physical and financial to the Component Head;
5. Immediately flags the Component Head implementation bottle necks, issues/concerns needing immediate action or intervention;
6. Prepares workshop/training designs; organizes and conducts trainings, seminars, workshops and acts as resource person or facilitator when needed;
7. Liaises with the Regional Planning Coordination Offices (RPCOs)and Provincial Project Management Implementation Units (PPMIUs), and regional/provincial core planning teams;
8. Attends meetings or seminars per instruction of the Component Head;
9. Installs a system to manage files/documents of the I-PLAN Component at the Project Support Office; and
10. Performs other tasks as may, assigned by the Component Head and the Project/Deputy Project Director.

**REQUIRED QUALIFICATIONS:**

**Education:**

Graduate of Agriculture, Agricultural Economics, Business Management Course or related Fields.

**JOB EXPERIENCE/SKILLS/KNOWLEDGE**

1. Must be computer literate with working knowledge in Microsoft Office;
2. At least three (3) year experience in projects implementation preferably in agribusiness/marketing;
3. Experienced in doing value chain analysis/ industry analysis, or rapid market appraisal will be an advantage;
4. Must have experience in planning activities and ability to manage multiple tasks;
5. Proficient in written and oral communication; and
6. Must be familiar with research and data analysis techniques.

APPROVED:

**REMELYN R. RECOTER, MNSA, CESO III**

Regional Executive Director. DA-RFO VI/

Project Director