**TERMS OF REFERENCE –Project Development Associate**

1. **Background**

The Philippine Rural Development Project’s Economics Unit is responsible for providing technical assistance and services for the appraisal and evaluation of subprojects in relation to financial and economic analysis. The Unit is also responsible for developing economic models and analytical tools to aid policy decisions as needed by the project. It is also the responsibility of the Unit to collaborate with the M&E Unit in developing evaluation frameworks and the subsequent conduct of subproject and project-wide level of analysis and evaluation.

**II. Objective and Scope of the Services to be Provided:**

The Project Development Associate will be reporting directly to the Unit Head, with the guidance and directive of the Alternate Unit Head. It shall be the responsibility of the Project Development Associate to 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. The PDA shall ensure that necessary technical specifications and requirements of the concerned component were met.

**III. Duties and Responsibilities**

The Project Development Associate is expected to carry out activities that will result to the following output:

1. Timely and efficient preparation and circulation of correspondences to and from the concerned components/units are done in a timely and efficient manner.
2. Provision of assistance in the conduct of activities and trainings
3. Documentation of activities and trainings of the concerned component;
4. Preparation of itineraries and agenda for component and unit meetings;
5. Preparation of minutes of meetings and updating of action lists;
6. Efficient management of databases needed by the Unit;
7. Efficient management of daily documents, processing, circulation and delivery within and outside components/units;
8. Performance of other functions as may be directed by the Supervisors

**Qualification Requirements**

1. Bachelor’s degree in Economics, Agricultural Economics, or a closely related field with training in Project/project evaluation.
2. Minimum of one (1) year relevant professional experience preferable in a development project; more experienced applicants are welcome to apply.
3. Strong analytical skills, ability to conceptualize, plan and execute innovative ideas, as well as, transfer of knowledge and skills;
4. Excellent written and oral communication skills;
5. Perform and prioritize multiple tasks with attention to details;
6. Excellent computer skills and proficient in Microsoft applications, especially in Microsoft Excel;
7. Familiarity with the PRDP system will be an asset