

Project: Philippine Rural Development Project (PRDP)

Job Title: Project Development Associate (PDA)

Estimated Start of Engagement: January 2016

Reporting Responsibility: National Project Coordination Office (NPCO)

1. Background.

The Philippine Rural Development Project (PRDP) is a World Bank (WB) assisted Project to be implemented by the Department of Agriculture (DA) in 16 regions of the country. The development objective of the Project is to increase rural incomes and enhance farm and fishery productivity in targeted areas. It is envisaged to promote more inclusive rural development by supporting smallholders and fisher-folk to increase their marketable surpluses, and by improving access to markets. The PRDP would also support changes in the planning, resource programming and implementation practices of the DA. It will facilitate the integration and financing of priority local investments derived from the DA's agricultural and fisheries modernization plans which have been developed using a value chain approach, and through a consultative process with local stakeholders. The Project will be implemented over a period of six years (2014 to 2020).

Aimed at achieving the Project development objective, the Project is implemented with four components enumerated and briefly described as follows:

Component 1: Local and National Levels Planning. This will support the implementation and mainstreaming of the DA's AFMP planning framework, thereby providing an operational platform for integrated technical support service delivery at the local and national levels. At the regional and local levels, regional AFMPs will be developed taking into account spatial and value chain analysis and using tools for vulnerability and suitability assessment, participatory resource analysis. The local AFMPs shall build on the success of local governments in the implementation of their own development plans.

Component 2: Infrastructure Development. A network of strategic rural infrastructure will be established, linking priority value chains in targeted Project areas that are identified through the regional AFMPs. By the end of the Project, the component will be able to establish an improved access to strategic and climate-resilient rural infrastructure and facilities that primarily benefit target beneficiaries. These rural infrastructures will include farm-to-market roads (FMRs), bridges, communal irrigation systems (CIS), potable water systems (PWS), production and post-production facilities and other infrastructure such as fish landings, fish sanctuary/Protected Area guardhouses, among others.

Component 3: Enterprise Development. This aims to strengthen and develop viable rural agro- industries through investments in the appropriate segments of efficient value chains of key agricultural and fishery products in targeted Project areas. Specifically, I-REAP is designed to: (i) increase productivity and marketability of agriculture and fishery products through increased access to information and support services; and (ii) increase farm and fishery household incomes through engagement in value-adding activities.

Component 4: Project Implementation Support. This aims to introduce innovations and reforms towards more effective and efficient administrative support system in Project implementation, mainly working through the existing DA bureaucracy. The management and implementation support mechanisms in PRDP will build on systems and practices that have proven effective under the MRDP2. To leverage its experience in implementing rural infrastructure projects with Mindanao LGUs, MRDP 2 will form the core of PRDP's Mindanao Project Support Office (PSO). To support implementation on a national scope, PSOs will be established to support Luzon and Visayas projects. A Regional Project Coordination Office (RPCO) will be formed in each Regional Office of the DA to focus on the implementation of the Project in region. A National Project Coordination Office (NPCO) will be established at the DA Central Office to steer the overall implementation of the Project

2. Objective and Scope of the Services to be Provided

The Project Development Associate will be engaged to provide the necessary services, inputs and support to the concerned component/unit. The PDA will ensure that tasks, events and all other deliverables are delivered in a timely, efficient and effective manner.

3. Job Description

Reporting directly to the concerned component/unit head, the PDA 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.

4. Duties and Responsibilities

- Prepare initial drafts of correspondences and documents coming from the concerned component/unit.
- Prepare activity and training design for activities & trainings to be undertaken by the concerned component/unit.
- Assist in the conduct of such activities & trainings by acting as co-facilitator and part of the documentation team.
- Ensure that all correspondences are timely sent and feedbacks from receivers are noted.
- Act as primary point of contact between the concerned component/unit and other component/unit of the Project.
- Assist in the coordination of meetings and training, ensuring that participants are well informed of the schedule and requirements of the event.
- Arrange component/unit meetings by developing itineraries and agenda.
- Travel and attend meetings with the component/unit heads and prepare minutes, action lists and provide administrative support, if necessary.
- Assist in gathering data to be used by the NPCO M&E Unit in preparing various Project M&E reports.

5. 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.

6. Required Qualifications

- Excellent written and oral communication skills;
- Perform and prioritize multiple tasks with attention to details;
- Can work both in a team and individually;
- Graduate of any four (4) year course, preferably related to communications and/or agriculture;
- Minimum of one (1) year experience in providing internal and external communications support;
- Proficient in Microsoft Office applications; and
- Minimum of one (1) year experience in working with foreign assisted and special project implemented by government and non-government agencies.