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

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**TERMS OF REFERENCE (TOR)**

**FOR**

**PROJECT DEVELOPMENT ASSOCIATE (PDA)**

 **I-PLAN COMPONENT**

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

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

**JOB DESCRIPTION/DUTIES AND RESPONSIBILITIES:**

1. Prepares initial drafts of correspondences and documents coming from the component and ensures that all correspondences are timely sent and feedbacks from receivers are noted, prepares transmittal and updates;
2. Prepares activity and training designs for activities & trainings to be undertaken by the concerned component;
3. Assists/facilitates the I-PLAN activities such as the conduct seminars, workshops, training ensuring that participants are well informed of the schedule and requirements of the event and acts as part of the documentation team;
4. Acts as primary point of contact between the concerned component and other component/unit of the Project;
5. Arranges component meetings by developing itineraries and agenda;
6. Assists in the implementation of PRDP specifically in the I-PLAN activities such as the formulation of Value Chain Analyses (VCAs) and approval of the Provincial Commodity Investment Plans (PCIP);
7. Prepares presentation materials, documentation and reports for the component;
8. Assists in the establishment of the IPLAN data base for the PSO Visayas;
9. Acts as liaison of the Component to the Regional Project Coordination Offices (RPCOs)6,7 & 8;
10. Responsible for the I-PLAN Component administrative concerns; and

11 Perform other functions as may be assigned by the PRDP I-PLAN Head and Project/Deputy Project Director.

**EDUCATIONAL REQUIREMENTS**

Graduate of any four (4) year course, preferably related to communications, business or agriculture

**JOB EXPERIENCE/SKILLS/KNOWLEDGE**

1. Must have at least two (2) years relevant experience in projects implementation and providing internal and external communications support;
2. Must have extensive knowledge in planning activities and proficient in managing multiple tasks;
3. Ability to communicate effectively in oral and in writing, work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector; and
4. Advanced proficiency in MS Word, Excel, and Powerpoint is an advantage.

APPROVED:

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

Regional Executive Director. DA-RFO VI/

Project Director