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**TERMS OF REFERENCE**  
**BUSINESS DEVELOPMENT SPECIALIST for Finance**

**1. Background**

The PRDP is a six-year (2014-2020) initiative envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The Project seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the Project, namely: 1) Local Planning (I-PLAN); 2) Infrastructure Development (I-BUILD); 3) Enterprise Development (I-REAP); and 4) Program Support (I-Support).

Through I-REAP, PRDP will engage broad sections of the sector in the production of marketable surplus through investments in strategic segments of priority commodity value chains prioritized under the Regional Agricultural Fisheries and Modernization Plans and the Provincial Commodity Investment Plans (PCIPs).

The I-REAP activities can be categorized into two sub-components:

- 1) Rural Agri-fishery enterprise and productivity enhancement; and
- 2) Technology and information for enterprise and market development

**2. SCOPE OF WORK**

**Business Development Specialist (BDS) for Finance**

Two (2) full time BDS will be hired in the I-REAP component for Mindanao cluster. The BDS in each PSO will closely work and coordinate with the NPCO BDS in the business planning process. This is to ensure consistency in the business planning framework that will be used for PRDP- I-REAP.

The tasks of the BDS for Finance will include but not limited to:

1. Design the program for the conduct of the Business Plan Preparation Workshop in order to develop and prepare the required enterprises for I-REAP funding and support;
2. Capacitate the various stakeholders at the RPCO and PPMIU level under I-REAP component the appropriate economic and financial analysis for the projects required / standard FNPV, FIRR, BCR, ROI, and Profitability Ratio among others;
3. In close coordination with the Economist Group of PSO, design and conduct of the Economic and Financial Analysis (EFA) Training and Workshop;
4. Evaluate the various business plans proposed by the PGs adhering to the guidelines set forth by the project;
5. Conduct capacity enhancement for the RPCO Business Development Teams particularly the BDO for finance, the various parameters for a sound financial projections and assumptions of a certain enterprise identified along the segment of the value chain;
6. Build the capacity of the RPCOs, Proponent Groups and the PPMIU to develop and prepare business plans through the conduct of business plan preparation workshops where participants will prepare actual business plans that will be submitted for I-REAP funding;
7. Guide the PPMIU and Proponent Groups in gathering data and information needed in the preparation and development of business plans;



8. Technically assist the PPMIU and Proponent Groups in finalizing and packaging business plans for submission to PRDP;
9. Responsible for identifying business development services needs of the priority commodity;
10. Responsible in capacitating the RPCO and PPMIU in the preparation of business model/concept/framework for the value chain segment of the priority and emerging commodities;
11. Participate in the enterprise identification / prioritization process anchored on the P/CCIPs;
12. Provide technical advice on matters relating to business development to the PSO and / or RPCO-I-REAP team; and
13. Participate in the strategic planning, monitoring and evaluation of I-REAP; and
14. Perform other functions that are deemed necessary in the attainment of project deliverables.

In terms of qualifications, the BDS for Finance must possess the following:

**Education:**

A graduate in these field of discipline e.g. Bachelor of Science in Financial Management, Accountancy, Agriculture Economics; Business Administration preferably with Masteral studies in any of the related course

**Experience:**

- (i) At least 1-3 years of experience in business development activities
- (ii) Actual experiences in the preparation of business plans of leading commodities and evaluation of business proposals may it be micro, small and or medium enterprises that was successfully or currently implemented;
- (iii) Demonstrated experiences in facilitating innovative mechanisms of establishing financial assumptions, balance sheets, projected income statements and other related financials in relation to a business proposal anchored on a agri-business development and building alliances with the private sector; and

**Knowledge, Skills and Abilities:**

- (i) Knowledgeable on at least two to three agriculture-industry subsectors or commodities;
- (ii) Strong analytical and operational knowledge in agribusiness and enterprise development;
- (iii) Proven leadership and strong interpersonal skills; and
- (iv) 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.

**Expected Output/Deliverables:**

1. At least 6 business plans are packaged and issued NOL and implemented (1 BP per province and chartered cities covered under the project) in each year of PRDP-I-REAP operation;
2. At least 3 Economic and Financial Analysis Training/Workshops are conducted in 12 months of engagement.
3. Recommended some operational policies in the enhancements to the I-REAP operations manual in order to suit implementation requirements at the ground level as need arises.




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4. Submission of back-to-office reports (detailed) and its recommendations, actions to be taken within 3 working days upon report to station.

**Submitted by:**

  
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HEAD, I-REAP Component

**APPROVED:**

  
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