

TERMS OF REFERENCE
SES Project Development Associate
(PSO Mindanao Cluster)

Background

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development – World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION and TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the Philippine Rural Development Project (PRDP) to support the Government's effort to increase rural incomes and enhance farm and fishery productivity in targeted areas.

The PRDP is a six-year (2014-2020) initiative of the government envisioned to increase farm and fishery productivity and income in target areas in all 16 regions of the country. The program seeks to achieve this objectives by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and intervention are to be implemented under four central components of the project, namely: 1) Local and National Level Planning 2) Infrastructure Development 3) Enterprise Development and 4) Project Implementation Support.

Scope of Work

Project Development Associate

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the Social and Environmental Safeguards Unit. The PDA's overall function covers administrative and technical support to the Unit's daily activities and proper functioning of the office.

Specifically, the Project Development Associate (PDA) will be tasked to undertake the following:

- Assists the SES Unit in the proper filing of social and environmental documents;
- Records all incoming and outgoing documents;
- Conducts initial checking on the completeness and consistency of documents on the submitted Feasibility Study and Business Plan concerning SES compliance;
- Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel documents, liquidation of cash advances for office supplies, etc..) for the Unit;
- Encoding of documents and reports;
- Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concern offices;
- Assists the Unit in program facilitation during trainings

Description of Relationship and Reporting Obligations

- The PDA shall report directly to the Project Support Office Social and Environmental Safeguards Unit Head.

Qualification Standards

Education

- The PDA shall be a graduate of any Bachelor Degree. Courses related to Environmental Studies, Social Sciences and Agriculture is an advantage.

Experience:

- Must have a minimum of five (5) years of work experience in performing similar and related works. At least 3 year working with foreign assisted projects.


Knowledge/Skills /Abilities

- He / She must have initial understanding in the preparation of Feasibility and Business Plan;
- Proficient in written and oral communications;
- Computer literate with high proficient in MS Word, Excel and Power Point;
- Proven organizational skills and ability to manage multiple tasks simultaneously;
- A drive results while working with limited supervision and under tight timelines;
- Willingness to conduct field travels

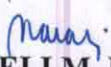
Job Location

- Project Support Office (PSO), Angliongto Sr. Avenue, Mamay Road, Davao City.

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