

Republic of the Philippines
Department of Agriculture
Philippine Rural Development Project (PRDP)
National Project Coordination Office (NPCO)
I-PLAN Component

TERMS OF REFERENCE – PROJECT DEVELOPMENT ASSOCIATE

A. Objective and Scope of the Services to be Provided

The Project Development Associate will be engaged to provide necessary administrative and technical support to the I-PLAN Component activities related to value chain analysis (VCAs) and other PRDP-related activities.

B. Job Description

Reporting directly to the I-PLAN Component Head/Alternate Component Head, the Project Development Associate shall provide assistance in facilitating the documents of I-PLAN Component. He/She shall secure the conduct of activities and prepare necessary documents and reports. Further, he/she shall act as liaison and coordinator for the activities to be conducted and implemented by I-PLAN Component.

C. Duties and Responsibilities

1. Facilitate incoming and outgoing of documents/files of I-PLAN Component. Receive and release documents/files immediately to the concerned office/s or unit/s;
2. Coordinate meetings, workshops and seminars with offices concerned. Prepare and transmit notice of meeting/invitation/memorandum to the concerned offices;
3. Provide technical support to the I-PLAN team during workshops, seminars and meetings. This may include preparation of presentation of materials, documentation and preparation of reports;
4. Prepare and facilitate the processing of TO, PAL TOs and other pre-travel documents of I-PLAN staff;
5. Prepare and facilitate the processing of post-travel documents of I-PLAN staff;
6. Prepare and facilitate the processing of Procurement Request Action Slip (PRAS);
7. Prepare and facilitate the drafting of Work and Financial Plan (WFP) of I-PLAN Component;
8. Assist the I-PLAN staff in preparing documentary requirements in processing of consultancy fee;
9. Regularly check transmittals/communications/updates sent through the official email address of I-PLAN component and inform I-PLAN management about these;
10. Manage and maintain filing of documents;
11. Attend meetings called by NPCO or I-PLAN Component Head/Alternate Component Head or other meetings as may be assigned by the I-PLAN Component head/alternate; and
12. Perform other functions as may be assigned by the I-PLAN Head/Alternate.

D. Required Outputs and Deliverables

1. Notice of meeting/Invitation/Memorandum
2. Presentation materials and Activity Reports
3. Pre-travel documents (e.g. Travel Order (TO), PAL TO, etc.)
4. Post travel documents (e.g. Reimbursement)
5. Procurement Request Action Slip
6. Work and Financial Plan
7. Documentary requirements for the payment of consultancy fee
8. Filed documents/files of I-PLAN Component

E. Required Qualifications

1. Must be computer literate, with working knowledge in Microsoft Office;
2. At least six (6) months experience in project implementation, preferably in agribusiness/marketing; and
3. Must have good communication and interpersonal skills.

F. Education Requirements

1. Must be a graduate of Agribusiness, Agricultural Economics or related fields.

Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be sent to prdpiplan2@gmail.com and directed to:

ENGR. ARNEL V. DE MESA

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