

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

TERMS OF REFERENCE – PLANNING OFFICER

A. Objective and Scope of the Services to be Provided

The Planning Officer will be engaged to provide 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 Planning Officer shall review and endorsed value chain analysis. He/She shall work closely with assigned PSO I-PLAN on VCA development and timelines. Further, he/she shall lead the preparation of guidelines and work closely with other DA and non-DA agencies for the project collaboration.

C. Duties and Responsibilities

1. Assist and provide technical support in the implementation of I-PLAN activities specifically on the conduct of value chain analyses (VCA). Review and endorse VCA (new and updating) based on prescribed service standard timeline;
2. Provide technical support on the project collaboration activities with other DA and non-DA agencies. Develop Program Agreement between PRDP and other agencies;
3. Assist in the preparation on the development of guidelines related to I-PLAN activities. Develop and issue I-PLAN guidelines to support and enhance PRDP activities; and
4. Assist in the preparation of national I-PLAN Coordination meetings conducted with PSOs and RPCOs.

D. Required Outputs and Deliverables

1. Reviewed and endorsed VCAs to ODPD
2. Developed and signed Program of Agreement
3. Developed and issued Guidelines

E. Required Qualifications

1. Must be computer literate, with working knowledge in Microsoft Office;
2. At least one year experience in project implementation, preferably in agribusiness/marketing. Experience in doing value chain analysis, or rapid market appraisal will be an advantage; 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

National Deputy Project Director
Philippine Rural Development Project
National Project Coordination Office
Email:prdpnpco@gmail.com