

Republic of the Philippines  
Department of Agriculture  
**Philippine Rural Development Project (PRDP)**  
**Luzon B Project Support Office (PSO)**  
**Office of the Project Support Director**

**Terms of Reference (TOR)**  
**Training Coordinator**

**I. Background**

**Philippine Rural Development Project (PRDP)** is a six-year project (2013-2019) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

**II. Objective and Scope of the Services to be provided**

**1. Position Description:**

The PRDP Training Coordinator's primary responsibilities are to ensure the smooth and effective functioning of training events and special projects. This involves marketing, planning and execution of regular training programs across the Philippines as well as assistance in planning for and facilitating short, one-time trainings or other training programs initiated throughout the year. Responsibilities include presenter and participant outreach and logistics, as well as coordinating with clients on event details. The position also involves creation of training materials such as case studies, PowerPoint presentations, worksheet handouts, etc. and may also include writing of newsletters and other materials as required by each individual training program. The PRDP Training Coordinator reports directly to the Reporting Manager, but may also be assigned tasks by the Director or Deputy Director.

**2. Responsibilities:**

A successful Training Coordinator demonstrates proficiency in completing the following activities:

**Internal Relationships:**

- Refer outside requests and questions to other staff members when necessary and/or appropriate.
- Attend classes or training and present summary to staff
- Keep VP of Trainings updated on status of assigned projects.

### **External Relationships:**

- Event planning, management and execution of logistics for all training conferences.
- Working with PRDP team and clients to conduct participant outreach and recruitment, giving special attention to participant needs and superb customer service to participants and clients through all events.
- Securing and managing training locations, including event space and lodging. This includes including negotiating with and managing vendors.
- Securing catering for all events, including negotiating with and managing vendors and staying within pre-set budget for each event.
- Answering and responding to outside communications, such as phone calls, faxes, emails, and web-based inquiries. This includes on-going communications, project-based communications, i.e., from training participants, presenters and clients.
- Networking and ability to promote PRDP as appropriate in the context of trainings and conferences.

### **Communication and Process**

- Creating timelines and work plans for each event, as directed by the PRDP management team.
- Creating and organizing training materials including participant binders and handouts, name tags, table tents, signage, etc. Also developing marketing materials for events as appropriate.
- Ensuring appropriate supplies are on site for all events.
- Providing on site staffing logistics management and support staffing at most training events (as directed by PRDP management team).
- Summarizing evaluation reports for trainings and providing outcomes to PRDP management team within one week after training.
- Supporting administrative functions of training program and staff, as needed. This includes but is not limited to: correspondence with training participants and clients, data entry, filing, photocopying, scheduling, booking travel, etc.
- Housing, maintaining, and updating the hard files and electronic files pertaining to training programs and clients.
- Keeping Web sites for individual programs updated with latest training materials.
- Compiling final reports for training programs.
- Managing and updating electronic curriculum library as new trainings are created, or old ones updated and improved.
- Managing and updating database of experts to be used in training programs.
- Tracking coaching and technical assistance requests and activities for each training program.
- Maintaining the standardized appearance of Spitfire training materials; perform edits as necessary, including creation of new presentations, handouts or case studies.
- Project management and/or administrative support for ongoing efforts in the areas of marketing, fundraising, and materials production.
- Other duties as assigned.



### Financial and Administrative

- Submit expense reimbursement forms as appropriate.
- Submit vacation/leave requests as appropriate.
- Track grant reporting deadlines.
- Track participant RSVP forms and keep other databases as needed for different training programs.

### 3. Competencies

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; very good inter-personal skills and a demonstrated capacity to deal with colleagues and counterparts from different backgrounds, and proven ability to function in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.
- **Planning & Organizing:** Based on the supervision received, develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments with minimal supervision; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Technological Awareness:** Keeps abreast of technology development; understands applicability and limitations of GIS technology to the work of the Program; understand satellite geospatial data commercial distribution and licensing systems; possess good knowledge of technicalities of geographic information systems; shows willingness to learn new technology applications.
- **Professionalism:** Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds

appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed; strong interpersonal and communication skills including facilitation skills in training related activities.

#### 4. Required Qualifications

- Must have a bachelor's degree and minimum of one year full-time office experience or other relevant experience. Experience in event management or logistics preferred.



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