



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Philippine Rural Development Project
Project Support Office (PSO) Visayas Cluster
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Mandaue City, Cebu 6014
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TERMS OF REFERENCE (TOR)

For

BUSINESS DEVELOPMENT SPECIALIST

OVERALL SCOPE OF WORK:

The main role of the Business Development Specialist (BDS) is to assist the Project Support Office (PSO) in implementing the activities of the PRDP Enterprise Development Component and to provide technical assistance on enterprise operations and management to the PSO and the Regional Project Coordination Office (RPCO) I-REAP team as well as to the enterprises established under I-REAP.

TASKS AND RESPONSIBILITIES:

1. Identifies business development capacity building needs for the RPCOs and PPMIUs;
2. Conducts business development capacity building activities for the RPCO and PPMIU;
3. Reviews subproject proposals or business plans for issuance of NOL1 within the PSO threshold and or for endorsement to the National Project Coordination Office (NPCO) for issuance of NOL 1 (NPCO threshold);
4. Conducts monitoring and submits report on the status of business plan preparation and enterprise implementation and operations;
5. Conducts post quality review of approved business plans;
6. Coordinates/links with other agencies, NGOs, and private sectors in providing support services/technical assistance to I-REAP enterprises/PGs;
7. Identifies bottlenecks and strategies to resolve issues on Sub-project implementation;
8. Documents and facilitates sharing of best practices on business development among clusters; and
9. Performs other functions as may be assigned by the PRDP I-REAP Component Head.

QUALIFICATION REQUIREMENTS

Academic Qualification

At least a Bachelor's degree in Agribusiness, Agricultural Economics, Marketing, Business Administration, Entrepreneurship, Economics and related fields.

Experience

1. At least 5 years of directly related experience in business plan development or feasibility studies and evaluation of project proposals;
2. Demonstrated experience in consulting/coaching farmers groups and agribusiness or agri-based SMEs in preparing business plans, feasibility studies and similar projects; and
3. Preferably has experience working with LGUs, producer groups and SMEs.

Knowledge, Skills and Abilities

1. Considerable knowledge of sound business procedures including business financing, human resources, IT, operations and sales and marketing;
2. Understanding of financing options for business start-ups and business expansions;
3. Strong analytical and operational knowledge of agribusiness;
4. Skill in using financial analysis computer programs;
5. Strong interpersonal skills;
6. 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;
7. Advanced proficiency in MS word, excel, and power point

APPROVED:

REMELYN R. RECOTER, MNSA. CESO III

Regional Executive Director, DA-RFO VI/
Project Director