



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

For

Project Development Associate (PDA)

For I-REAP Component

OVERALL SCOPE OF WORK:

The Project Development Associate will be engaged to provide the necessary services, inputs and support to the Office of the I-REAP Component. The PDA will ensure that tasks, events and all other activities in the Enterprise Component are delivered in a timely, efficient and effective manner.

SPECIFIC TASKS:

Reporting directly to the I-REAP Component Head, the PDA shall oversee the provision of necessary technical support to ensure the effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned component. He/She must and monitor progress of I-REAP subprojects in PSO – Visayas cluster;

DUTIES AND RESPONSIBILITIES:

1. Monitors releases and disbursement of approved I-REAP subprojects;
2. Assists in the review of subprojects proposals or business plans for issuance of NOL 1 within PSO threshold;
3. Assists in monitoring progress of pipelined and approved subproject;
4. Maintains and updates PSO – I-REAP data based and weekly monitoring updates of subproject implementation;
5. Prepares presentation materials, documentation and reports for IREAP Component;
6. Attends meetings and trainings with the Component Head and prepares needed documents;
7. Provides administrative support for PSO I-REAP Component; and
8. Performs other functions as may be assigned by the PRDP I-REAP Head

Required Outputs and Deliverables:

1. Timely and updated monitoring of releases and disbursement of subprojects;
2. Assisted in the review of subprojects proposals or business plans and met the service standard in the issuance of NOL 1 within PSO threshold;
3. Monitored progress of pipelined and approved subproject;
4. Maintained and updated PSO – I-REAP data based and conducted weekly monitoring updates of subproject implementation;
5. Presentation materials are well prepared during meetings and trainings; and
6. Activities and trainings of the concerned component are properly documented;

Educational Requirements:

At least a Bachelor's Degree in Agribusiness, Marketing, Agricultural Economics, Economics and related fields.

Experience:

1. At least one (1) year experience in project implementation;
2. Actual experience in the conduct and facilitation of trainings and workshops;
3. Has experience working with LGUs.

Knowledge, Skills and Abilities:

1. He/she must have initial understanding in the preparation of business plan and other technical documents.
2. Demonstrated multitasking ability;
3. Must be computer literate, with working knowledge in MS word, excel, power point and photoshop.

APPROVED:

REMELYN R. RECOTER, MNSA. CESO III
Regional Executive Director, DA-RFO VI/
Project Director