

TERMS OF REFERENCE (TOR)

FOR

Business Development Officer on Enterprise Operations

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The PRDP would like to invite the services of individual for the position of **Business Development Officer (Enterprise Operations)**. The main role of the Business Development Officer on Enterprise Operations is to take the lead in coaching and mentoring the RPCOs in providing technical assistance to the LGUs and the Proponent Groups in the preparation of the operational plan and technical requirements of the enterprise.

JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES: he

1. Assists the Component Head in implementing the IREAP activities;
2. Assists in coaching and mentoring the PPMIU I-REAP Teams in identifying the technology required for the enterprise and its adaption and implementation as well as identification of livelihood options for NRM and GEF sites enterprises and in evaluating proponent groups;
3. Assists in the review and evaluation of the business plans of I-REAP subprojects to ensure viability and sustainability of the proposed enterprises;
4. Provides guidance in the operations planning from identifying the inputs/raw material ingredients, the process, technology, the output, product or services and the corresponding budget or expenses;
5. Assists in the identification and assessment existing technology/ies that could be adapted by the enterprise;
6. Assists in the identification of technology or equipment specifications appropriate for the enterprise;
7. Ensures compliance of enterprise to food safety standards (GAP, GAHP, GAFP, GMP, HACCP, etc);
8. Assists the Component Head in the validation and selection of proponent groups and enterprise business model; and
9. Performs other duties that may be required from time to time as may be directed by the Component Head and Project/Deputy Project Director.

REQUIRED QUALIFICATION


A. Education

A graduate of Bachelor's degree in Agriculture, Agricultural Engineering, Industrial Engineering, Agribusiness, Agricultural Economics, Food Science, Food Technology, Business Administration, and other related fields

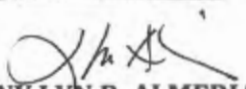
B. Job Experience/Skills and Knowledge

1. At least three (3) years of experience in any or combination of the following: farming, manufacturing, processing, product development, production planning, business plan preparation, project proposal writing, project development
2. Has considerable knowledge in production and processing of agri-fishery based commodities;
3. Good analytical and operational knowledge in Agribusiness;
4. With superb understanding of business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions;
5. with strong interpersonal skills;
6. Has the ability to communicate effectively, both orally and written, can work independently and as part of the team with minimum supervision and work effectively with co-workers, partner agencies and the private sector;
7. With advance proficiency in MS word, excel and PowerPoint.

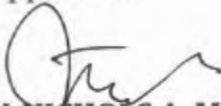
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Recommending Approval:


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