

## **TERMS OF REFERENCE (TOR)**

**FOR**

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### **Business Development Officer on Organizational Management**

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#### **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 (Organizational Management)**. The main role of the Business Development Officer on Organizational Marketing is to take the lead in providing technical assistance through coaching and mentoring of the RPCOs in the preparation of the organizational and management requirements of the enterprise.

#### **JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:**

1. Assists in the identification of the appropriate organizational and business structure for the enterprise;
2. Assists in the preparation of the organizational and management plan for the enterprise including the required operations and administrative staff with corresponding job descriptions, qualifications and remunerations;
3. Help in identifying the business capability requirements of the proponent groups including the operations and management staff;
4. For GEF areas, provides assistance in the organization of farmers and fisher folk;
5. Link with concerned DA agencies i.e. ATI and other government agencies i.e. CDA, DOLE, DTI for the provision of capability building or training to proponent groups and its members;
6. Ensures compliance of enterprise to labor laws and occupational safety;
7. Assists the LGU and the PG in complying the comments and recommendations of the business plan reviewers;
8. Assists the Component Head in the validation of proponent groups and enterprise business model; and
9. Performs other duties that may be required from time to as may be directed by the Component Head and Project/Deputy Project Director.

#### **REQUIRED QUALIFICATIONS**


##### **A. Education**

At least a Bachelor's degree in Agribusiness, Agricultural Economics, Business Administration major in Marketing, Agriculture, and other related fields

**B. Job Experience/Skills and Knowledge**

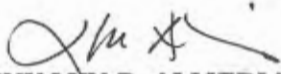
1. At least two (2) years of experience in any or combination of the following: organizational diagnosis, strategic planning and community organizing;
2. Considerable knowledge in business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions;
3. Analytical and operational knowledge of agribusiness
4. With Strong interpersonal skills;
5. Has the Ability to communicate effectively in oral and in writing, work independently and as part of the team with minimum supervision and work effectively with co-workers, partner agencies and the private sector;
6. Advance proficiency in MS word, excel and PowerPoint

Prepared by:



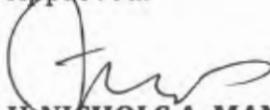
**LARRY U. SULTAN**  
I-REAP Component Head

Recommending Approval:



**JENNY LYN R. ALMERIA, PhD**  
RPCO 8, Deputy Project Director

Approved:



**U. NICHOLS A. MANALO**  
OIC-Regional Executive Director /  
PRDP RPCO 8, Project Director