TERMS OF REFERENCE (TOR)

For

PROJECT DEVELOPMENT ASSOCIATE (PDA)

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 ensure that the necessary technical specifications and requirements of the Enterprise Component are met.

DUTIES AND RESPONSIBILITIES:

1. Prepares initial drafts of correspondences and documents coming from the component;
2. Prepares activity and training designs for activities & trainings to be undertaken by the concerned component;
3. Assists in the conduct of such activities & trainings by acting as co-facilitator and part of the documentation team;
4. Ensures that all correspondences are timely sent and feedbacks from receivers are noted;
5. Acts as primary point of contact between the concerned component and other component/unit of the Project;
6. Assists in the coordination of meetings and training, ensuring that participants are well informed of the schedule and requirements of the event;
7. Arranges component meetings by developing itineraries and agenda;
8. Travels and attends meetings with the component head and prepares minutes, action lists; and provide administrative support;

Required Outputs and Deliverables:

1. Correspondences from the concerned component are done in a timely and efficient manner;
2. Activities and trainings of the concerned component are done in responsive and learning conducive manners, wherein expected objectives are met without sacrificing the wellbeing of participants;
3. Activities and trainings of the concerned component are properly documented;
4. Minutes of meeting and action lists are well prepared and updated.

Required Qualifications:

1. Excellent written and oral communication skills;
2. Can perform and prioritize multiple tasks with attention to details;
3. Can work both in a team and individually.
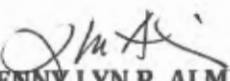
Educational Requirements:

1. Graduate of any four (4) year course, preferably related to communications and/or agriculture;
2. Minimum of one (1) year experience in providing internal and external communications support;
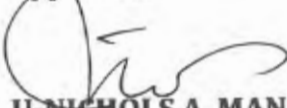3. Proficient in Microsoft Office applications.

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