



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
4th Floor, DA Building, Elliptical Road, Diliman
Quezon City 1100, Philippines

TERMS OF REFERENCE

Business Development Officer (Time-based)

Scope of Services to be rendered

The main role of the Business Development Officer is to take the lead in coaching and mentoring of the PSOs and RPCOs in providing technical assistance to the LGUs and the Proponent Groups in preparing the operational plan and technical requirements of the enterprise.

Tasks and Responsibilities

1. Assist the NPCO in implementing the activities of the PRDP Enterprise Development Component;
2. Assist in coaching and mentoring the PSO and RPCO 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. Review and evaluate business plans of I-REAP subprojects to ensure viability and sustainability of the proposed enterprises;
4. Provide guidance in operations planning from identifying the inputs/raw material ingredients, the process, technology, the output, product or services and the corresponding budget or expenses;
5. Identify and assess existing technology/ies that could be adapted by the enterprise;
6. Assist in the identification of technology or equipment specifications appropriate for the enterprise;
7. Prepare process and operational flow of the enterprise;
8. Ensure compliance of enterprise to food safety standards (GAP, GAHP, GAFF, GMP, HACCP, etc);
9. Assist the LGU and the PG in complying the comments and recommendations of the business plan reviewers;
10. Assist the Component Head in the validation and selection of proponent groups and enterprise business model; and
11. Perform other duties that may be required from time to time

Qualification Requirements

Academic Qualification

At least a Bachelor's degree in Agriculture, Agricultural Engineering, Agribusiness, Agricultural Economics, Food Science, Food Technology, Business Administration, and other related fields

Experience

At least two (2) years' experience in any or combination of the following: farming, manufacturing, processing, product development, production planning, business plan preparation, project proposal writing, project development

Knowledge, Skills and Abilities

1. Considerable knowledge in production and processing of agri-fishery based commodities
2. Analytical and operational knowledge of agribusiness
3. Understanding of business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions
4. Strong interpersonal skills
5. 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
6. Advanced proficiency in MS word, excel, and power point

Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be sent to ireapnpco@gmail.com and directed to:

ENGR. CIRILO N. NAMOC

National Deputy Project Director
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