



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

Enterprise Development Facilitator (Time-based)

Scope of the Services to be rendered

The main tasks of the Enterprise Development Facilitator (EDF) are to assist in providing capacity building interventions on enterprise development and management of I-REAP subprojects, assist in providing technical assistance developing and monitoring quality implementation of I-REAP subprojects and identify and mobilize partners to provide technical assistance and services for I-REAP subprojects and PGs.

Tasks and Responsibilities

1. Assist in the identification of enterprise development and management capacity building needs of PGs;
2. Conduct field monitoring on the status of enterprise implementation and operations and provide necessary recommendations;
3. Participate in the joint quality review of I-REAP subprojects within PSO's threshold;
4. Assist in coordinating and linking with other agencies, NGOs, and private sector to mobilize technical assistance and services to I-REAP enterprises/PGs;
5. Participate during joint and/or project-wide activities to support delivery of results;
6. Document and facilitate sharing of best practices within and among PSOs; and
7. Perform other functions as may be assigned by the PRDP I-REAP Component Head/Alternate.

Qualification Requirements

Academic Qualification

At least a Bachelor's degree in Agribusiness, Agricultural Economics, Marketing, Business Administration, Entrepreneurship, Economics and related fields.

Experience

1. At least 2 years of experience in agribusiness, agri-based SME development and similar fields;
2. Actual experience in enterprise development and business management;
3. Demonstrated experience in SME's marketing and market development of agricultural and fishery-based products;
4. Preferably with experience in networking or linking with private sectors groups, producers group, marketing groups and government agencies.

Knowledge, Skills and Abilities:

1. Considerable knowledge of sound business procedures including business financing, human resources, IT, operations and sales and marketing;
2. Understanding of financing options for business start-ups and business expansions;
3. Strong analytical and operational knowledge of agribusiness;
4. Skill in using financial analysis computer programs;
5. Strong interpersonal skills;
6. 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; and
7. 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

Department of Agriculture

Philippine Rural Development Project

National Project Coordination Office

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