



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

Project Development Associate (Time-based)

Scope of the Services to be rendered

The main role of the Program Development Associate (PDA) for Enterprise Development Component are to provide technical and administrative support to the I-REAP Component and monitor progress of I-REAP subprojects in the assigned cluster.

Tasks and Responsibilities

1. Monitor disbursement of approved I-REAP subprojects;
2. Assist in the review of subprojects proposals or business plans for issuance of NOL 1 within NPCO threshold;
3. Assist in monitoring progress of pipelined and approved subproject;
4. Provide Administrative Support for NPCO I-REAP Component; and
5. Perform other functions as may be assigned by the PRDP I-REAP Head/Alternate.

Qualification Standards

Education:

At least a Bachelors Degree in Agribusiness, Marketing, Agricultural Economics, Economics and related fields.

Experience:

- a. At least one (1) year experience in project implementation;
- b. Actual experience in the conduct and facilitation of trainings and workshops;
- c. Has experience working with LGUs.

Knowledge, Skills and Abilities:

- a. He/she must have initial understanding in the preparation of business plan and other technical documents.
- b. Demonstrated multitasking ability;
- c. Must be computer literate, with working knowledge in MS word, excel, powerpoint and photoshop.

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

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