

# Terms of Reference

<b>Job Title</b>	:	<b>PROJECT DEVELOPMENT ASSOCIATE- I-SUPPORT COMPONENT</b>
<b>Official Station</b>	:	PRDP-Regional Project Coordination Office (RPCO) 8 DA-RFO 8, Tacloban City
<b>Job Type</b>	:	Individual Consultant – Contractual
<b>Monthly Salary</b>	:	Php 30,000.00
<b>Job Duration</b>	:	Three (3) months from receipt of the Notice to Proceed

## OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The Project Development Associate will be engaged to provide the necessary services, inputs and support to the Office of the RPCO 8 Project Director (RPCO 8-PD). The PDA will ensure that tasks, events and all other deliverables are delivered in a timely, efficient and effective manner. The PDA shall ensure that necessary technical specifications and requirements of the concerned component/unit were met.

## JOB DESCRIPTION/ DUTIES AND RESPONSIBILITIES

1. Prepares initial drafts of correspondences and documents coming from the Office of the Project Director;
2. Assists in the preparation of training designs / activity proposals for activities and trainings to be undertaken by the Office of the Project Director;
3. Assist in the conduct of such activities and 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 in the OPD between the concerned Component/Unit 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 meetings of the Project by developing itineraries and agenda;
8. Prepares the presentation/report/agenda/program for management meetings or any other activities called for by the PD;
9. Travels and attends meetings with the Project Director and prepares minutes, action lists and provides administrative support; and
10. Performs other duties and responsibilities as may be directed by the RPCO 8-Project Director.

## REQUIRED QUALIFICATIONS

### A. Education

Graduate of any four (4) year course, preferably related to communications/information Technology/management/social sciences.



**B. Experience**

1. Perform and prioritize multiple tasks with attention to details;
2. Can work both in a team and individual efforts/activities; and
3. At least three (3) years relevant experience.

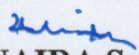
**C. Job Knowledge/Skills**

1. Hands-on minimum experience with PRDP;
2. Must have initial understanding in the preparation of Activity Proposal and Design;
3. Proficient in written and oral communications;
4. Computer literate with high proficiency in MS word, excel, and power point;
5. Proven organizational skills and ability to manage multiple tasks simultaneously;
6. A drive for results while working with limited supervision and under tight timelines;
7. Willingness to conduct field travels.

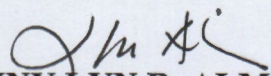
Expressions of Interest (EOI) together with Curriculum Vitae and all necessary documents must be submitted in hard copies placed in sealed enveloped marked: "HIRING OF CONSULTANCY SERVICES / SINGLE INDIVIDUAL CONSULTANTS (SIC) FOR PROJECT DEVELOPMENT ASSOCIATE" to be sent at the address below on the dates specified in the PhilGeps posting.

**Department of Agriculture Regional Field Office No. 8**  
**PRDP-RPCO 8 SBAC Secretariat Office**  
**3<sup>rd</sup> Floor, Administrative Building**  
**Kanhuraw Hill, Tacloban City**

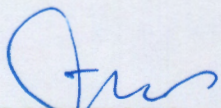
Prepared by:

  
**ZENaida S. ABUNALES, CPA**  
I-SUPPORT Component Head

Recommending Approval:

  
**JENNY LYN R. ALMERIA, Ph.D.**  
PRDP Deputy Project Director

Approved by:

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