

Republic of the Philippines  
Department of Agriculture  
**Philippine Rural Development Program (PRDP)**  
**Project Support Office (PSO)**  
**Cash Unit**

**Terms of Reference (TOR)**

**I. Background**

**A. Philippine Rural Development Program (PRDP)** is a six-year program (2013-2019) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

**B. The PRDP program**

The approach of the program is **Value Chain Analysis**; Focused on Climate Resiliency and Adaptation. The tools are Value Chain Analysis and Suitability Assessment; Resources and Social Assessment. The entry point for value chain interventions at the local level is the Province.

**C. Program Development Objective**

The objective of the Program is to have at least 5% increase in annual real household incomes of farmers beneficiaries; 30% increase in income of targeted beneficiaries of enterprise development; 7% increase in value of annual marketed output and 20% increase in numbers of farmers and fishers with improved access to DA services.

**D. Objective and Scope of the Services to be provided**

The PRDP would like to invite the services of individuals for the position of Utility Worker. The individuals to be hired will be engaged to provide services, inputs and support to the Program's implementation and capacity-strengthening activities for the PRDP. The following are the positions available, works to be accomplished and the qualifications of individuals to be hired for the Program:

## **UTILITY WORKER**

1. Cleans rooms, buildings and surrounding;
2. Keeps office equipment and furniture clean and orderly;
3. Collect dumps and burn garbage;
4. Open doors and various windows before office hours and closes them after office hours;
5. Hauls and transfers office furniture;
6. Fills drinking containers with water;
7. Keeps toilets and closets clean and sanitary;
8. Occasionally does messengerial, minor clerical and simple carpentry work;
9. May guard building at night;
10. May drain, scrape or clean floors of industrial plant;
11. May perform general ground maintenance work; and
12. Performs other functions as may be directed by the Deputy Program Director and/or Supervisors.

### **Required Qualifications**

1. Must be able to read and write

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