



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office 6, Iloilo City
Regional Project Coordination Office (RPCO) No. 6

TERMS OF REFERENCE (TOR)
For

PROJECT DEVELOPMENT ASSOCIATE (PDA) For GGU

OVERALL SCOPE OF WORK:

The Project Development Associate will be engaged to provide the necessary services, inputs and support to the Office of the Geomapping and Governance Unit. The PDA will ensure that tasks, events and all other deliverables are delivered in a timely, efficient and effective manner.

SPECIFIC TASKS:

Reporting directly to the Office of the GGU Unit Head, shall oversee the provision of necessary technical support to ensure the effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned unit. The PDA shall ensure that necessary technical specifications and requirements of the concerned unit were met.

DUTIES AND RESPONSIBILITIES:

1. Prepares initial drafts of correspondences and documents coming from the concerned component/unit;
2. Prepares activity and training design for activities & trainings to be undertaken by the concerned component/unit;
3. Assists in the conduct of such activities & 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 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. Assists in the data management of KMZ files;
8. Assist in the preparation of EVSA with collaboration with the IPLAN Component and PPMIU;
9. Assist in the preparation of thematic maps;
10. Coordinate with the PPMIUs for the submission of accomplished geotag photos;and

11. Travels and attends meetings with the component/unit heads and prepare minutes, action lists; and provide administrative support, if necessary.

Required Outputs and Deliverables:

1. Correspondences from the concerned component/unit are done in a timely and efficient manner.
2. Activities and trainings of the concerned component/unit are done in responsive and learning conducive manners, wherein expected objectives are met without sacrificing the well being of participants.
3. Activities and trainings of the concerned component/unit are properly documented.
4. KMZ files of every subproject per month are properly managed and archived.
5. Thematic maps prepared and submitted to the Project Support Office Visayas.

Required Qualifications:

1. Excellent written and oral communication skills;
2. Can perform and prioritize multiple tasks with attention to details;
3. Can work both in a team and individually.
4. Preferably, with experience on geotagging and EVSA

Educational Requirements:

1. Graduate of civil or agricultural engineering course;
2. Minimum of one (1) year experience in providing internal and external communications support;
3. Computer literate.

RECOMMENDING APPROVAL:

MANUEL O. OLANDAY
**RPCO 6 Deputy Project Director/
Regional Technical Director**

APPROVED:

REMELYN R. RECOTER, MNSA, CESO III
Regional Executive Director
PRDP Project Director
PSO - Visayas Cluster