



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Philippine Rural Development Project  
**Project Support Office (PSO) Visayas Cluster**  
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## **TERMS OF REFERENCE (TOR)**

### **FOR**

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### **PLANNING SPECIALIST**

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#### **OBJECTIVES AND SCOPE OF SERVICES TO BE PROVIDED:**

The **Planning Specialist** will be directly reporting to the I-PLAN Component Head to assist in various planning activities including briefing and orientation related to Operations Manual for PRDP implementing units and partner LGUs.

#### **JOB DESCRIPTION/DUTIES AND RESPONSIBILITIES:**

1. Conduct briefing and orientation/ re-orientation on the I-PLAN component and its Operations Manual for PRDP's different implementation units, including the partner PLGUs;
2. Facilitates and supervises the training and mentoring of the Core Planning Teams at the national regional and provincial levels;
3. Guides the I-PLAN team in the improvement of the I-PLAN Operations Manual;
4. Assists the I-PLAN Team and the RPCOs in finalizing the priority commodities for VCA preparation;
5. Assists the Planning officers of the PSO and VCA experts of the RPCOs in the review of the Value Chain of priority commodities of national and/ or regional importance; and
6. Assists the RPCO I-PLAN units in the preparation of their first Provincial Commodity/ies Investment Plans (PCIPs) which will identify the priority rural infrastructure and enterprise subprojects that are considered catalytic to the development of the priority value chains.

**REQUIRED QUALIFICATIONS:**

**Education:**

Must be a graduate of Agribusiness, Agricultural Economics or business related field. With Master's Degree in Management, Public management or related field is an advantage.

**JOB EXPERIENCE/SKILLS/KNOWLEDGE**

1. Must have at least five (5) years relevant experience in projects implementation preferably in agribusiness/marketing;
2. Must be experienced in business consulting/coaching with agribusiness, agri-based SME development and similar fields;
3. Must be experienced in doing value chain analysis or rapid market appraisal;
4. Must have extensive knowledge in planning activities and proficient in managing multiple tasks;
5. 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
6. Advanced proficiency in MS Word, Excel, and Powerpoint is an advantage.

**APPROVED:**

**REMELYN R. RECOTER, MNSA, CESO III**  
Regional Executive Director, DA-RFO VI  
Project Director

*For and in behalf of the Project Director:*

**ENGR. JOSE ALBERT A. BARROGO**  
Deputy Project Director