



Republic of the Philippines  
Department of Agriculture  
PHILIPPINE RURAL DEVELOPMENT PROJECT  
National Project Coordination Office  
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Quezon City 1100, Philippines

## **TERMS OF REFERENCE (TOR)**

### **BUSINESS DEVELOPMENT OFFICER (BDO) PROJECT SUPPORT OFFICE (PSO)**

#### **BACKGROUND**

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development (IBRD or the "Bank"), specifically under Loan Agreement for IBRD Loan No. 8421-PH dated September 8, 2014 in an amount equivalent to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND UNITED STATES DOLLARS (US\$501,250,000) for the purpose of part-financing the Philippine Rural Development Project (PRDP), and another loan from the same Bank in the amount of ONE HUNDRED AND SEVENTY MILLION UNITED STATES DOLLARS (\$170,000,000), under Loan Agreement for IBRD Loan No. 8816-PH dated March 2, 2018, for the purpose of providing additional financing to scale up the original Project.

The development objective of the Project is to increase rural incomes and enhance farm and fishery productivity in targeted areas in all the 16 regions of the country. It is envisaged to promote more inclusive rural development by supporting smallholders and fisher-folk to increase their marketable surpluses, and by improving access to markets. The PRDP would also support reforms in the planning, resource programming and implementation practices of the DA. It will facilitate the integration and financing of priority local investments derived from the DA's agricultural and fisheries modernization plans which have been developed using a value chain approach, and through a consultative process with local stakeholders. The Project will be implemented over a period of six years (2014 to 2020).

Specific investments and interventions are implemented under four (4) central components of the Project enumerated and briefly described as follows:

**Component 1: Local and National Levels Planning (I-PLAN).** This component supports the implementation and mainstreaming of the DA's AFMP planning framework, thereby providing an operational platform for integrated technical support service delivery at the local and national levels. At the regional and local levels, regional AFMPs are being developed taking into account spatial and value chain analysis and using tools for vulnerability and suitability assessment, participatory resource analysis. The local AFMPs shall build on the success of local governments in the implementation of their own development plans.

**Component 2: Infrastructure Development (I-BUILD).** A network of strategic rural infrastructure is being established, linking priority value chains in targeted Project areas that are identified through the regional AFMPs. By the end of the Project, the component will be able to establish an improved access to strategic and climate-resilient rural infrastructure and facilities that primarily benefit target beneficiaries. These rural infrastructures include farm-to-market roads (FMRs), bridges, communal irrigation systems (CIS), potable water systems (PWS), production and post-production facilities and other infrastructure such as fish landings, fish sanctuary/Protected Area guardhouses, among others.

**Component 3: Enterprise Development (I-REAP).** This aims to strengthen and develop viable rural agro- industries through investments in the appropriate segments of efficient value chains of key agricultural and fishery products in targeted Project areas. Specifically, I-REAP is designed to: (i) increase productivity and marketability of agriculture and fishery products through increased access to information and support services; and (ii) increase farm and fishery household incomes through engagement in value-adding activities.

**Component 4: Project Implementation Support (I-SUPPORT).** Providing overall operational support to the implementation is the I-SUPPORT component that ensures efficient and effective delivery of the Project transactions in terms of financial management, procurement, monitoring & evaluation, geotagging, social and environmental safeguards and grievance redress mechanism. It leads in the introduction of innovations and reforms towards more effective and efficient administrative support system in Project implementation, mainly working through the existing DA bureaucracy. At the national level, the National Project Coordination Office (NPCO) is established at the DA Central Office to steer the overall implementation of the Project. Four (4) Project Support Offices (PSOs) have been established to support the implementation in the main islands of the country (2 in Luzon, 1 in Visayas and 1 in Mindanao). A Regional Project Coordination Office (RPCO) is formed and functioning in each Regional Office of the DA to focus on the implementation of the Project in the region.

### **SCOPE OF THE ASSIGNMENT**

Through I-REAP, PRDP will engage broad sections of the sector in the production of marketable surplus through investments in strategic segments of priority commodity value chains prioritized under the Regional Agricultural Fisheries and Modernization Plans (RAFMP) and the Provincial Commodity Investment Plans (PCIPs). The PLGUs will be supported in building their capacities to identify and invest in enterprises and support services needed to develop priority value chains and a more market-oriented agriculture and fishery sector in their areas. Complementing this, community entrepreneurial activities would be supported to help producer groups raise incomes through better linkages and access to markets. I-REAP component will contribute in increasing farmers' income and marketable surplus in the agri-fishery sector is to strengthen and develop viable agri-fishery based enterprises through efficient value chains of key agricultural and fishery products in targeted program areas.

The main task of the Business Development Officer (BDO) is to assist the Component Head in the review and approval of subprojects proposed for funding under the PRDP I-REAP Component and in the monitoring of implementation and operation of approved subproject or enterprises.

### **DUTIES AND RESPONSIBILITIES**

The Business Development Officer (BDO) shall report directly to the I-REAP Component Head. Specifically, the BDO shall:

1. Assist in the conduct of subproject and PG validation and confirmation based on the I-REAP guidelines and provide recommendations to improve the business model for the subproject to be proposed for PRDP I-REAP funding.
2. Review business plans and related documents of proposed I-REAP subprojects ensuring compliance with PRDP requirements and standards, providing thereof recommendations for improvement.
3. Recommend approval of business plans and issue No Objection Letter to I-REAP subprojects within the PSO threshold.



4. Provide technical assistance to the Regional Project Coordination Office, Provincial/City/Municipal Project Management Implementing Unit (P/C/MPMIU) and Proponent Group in the compliance to comments and recommendation during the Joint Technical Review to facilitate issuance of No Objection Letter.
5. Provide assistance in the compliance to documentary requirements to facilitate obligation, transfer and liquidation of PRDP funds.
6. Monitor implementation of approved subprojects to ensure smooth implementation and procurement of goods and facilities for the PGs.
7. Assist the Enterprise Development and Marketing Specialist of the PSO in the conduct of Business Process Review/Enterprise Assessment to assess the readiness of the PG in operating the approved enterprise and come up with an Action Plan.
8. Serve as coordinator for the assigned region.
9. Perform other duties that may be required from time to time.

## **REQUIRED EDUCATION AND QUALIFICATION**

### **A. Education and Relevant Experiences**

- At least a Bachelor's degree in Agriculture, Agribusiness, Entrepreneurship, Business Administration/Management, Marketing, Accountancy, Finance, Agricultural Engineering, and other related fields
- At least two (2) years of relevant experience in the preparation and evaluation of project proposal/feasibility study/business plan, enterprise development, livelihood projects, marketing, financial management, accounting, bookkeeping, financial audit, organizational management, strategic planning and community organizing

### **B. Knowledge, Competencies and Abilities**

- Considerable knowledge in production, processing and marketing of agri-fishery based commodities
- Operational knowledge on agri-fishery based enterprises
- Understanding of business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions
- Strong interpersonal skills
- Ability to communicate effectively in oral and in technical writing
- Ability to multi-task and deliver results in an efficient and effective way
- Can work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector
- Proficient in MS word, Excel, and Power point

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