



Department of Agriculture

# PHILIPPINE RURAL DEVELOPMENT PROJECT

## Regional Project Coordination Office-10

### TERMS OF REFERENCE (TOR)

#### BUSINESS DEVELOPMENT OFFICER (BDO) REGIONAL PROJECT COORDINATION OFFICE (RPCO)

#### 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 an other 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 are 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 Projects areas. Specifically, I-REAP are designed to: (i) increase access to information 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 farmer's 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 providing technical assistance to the Provincial/City/Municipal Project Management Implementing Unit (P/C/MPMIU) and the Proponent Groups (PG) in the preparation and finalization of the required documents to avail funding under PRDP I-REAP and in the monitoring of implementation and operation of approved I-REAP 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. Conduct validation activities using IREAP Initial Evaluation Form (Annex 15) with other units/components and finalized the submitted business model (PG & C/PPMIU) for PRDP IREAP funding, in preparation of Enterprise Prioritization & PG Selection approved by C/PLGU;
2. Preparation and finalization of the business plans and Appraisal (Annex 16) of the Proponent Group (PG) with C/PPMIU including required documents and attachments in accordance with the PRDP IREAP manuals and guidelines;
3. Conduct a rigid technical review and workshop as of completeness and consistency of business plan, economic & financial analysis, commodity technologies and documentary requirements in preparation of NPCO-PSO-RPCO Joint Technical Review (JTR) in terms of market, operations, organization and management and budget in accordance with the PRDP I-REAP guidelines;
4. Provide assistance in the compliance to documentary requirements to facilitate NPCO-PSO-RPCO clearance for Regional Project Advisory Board (RPAB) approval, issuance of NOL1, procurement, obligation, issuance of NOL 2, fund transfer, liquidation and implementation of PRDP funds;
5. Assist the Enterprise Development and Marketing Specialist in the monitoring of operation of ongoing and completed subprojects; and
6. Perform other duties that may be required from time to time.

## **EXPECTED OUTPUTS**

1. At least 3 PGs validated, prioritized and selected (with business models reviewed annually);
2. At least 2 P/C/MPMIU and PG business plans prepared and finalized (annually);
3. At least 2 JTR & RPAB business plans approved;
4. At least 2 NOL 1 approved and implemented proponent groups;
5. Subproject Implementation assisted;

## **REQUIRED QUALIFICATIONS**

### **A. Education**

At least a Graduate of Bachelor's degree in Business Administration, Accountancy and Financial Management

### **B. Experience**

At least three (3) years of relevant experience in the preparation and evaluation of value chain intensive business plans/proposals/feasibility studies, enterprise development, marketing, economic and financial analysis & management, accounting, bookkeeping, financial audit, organizational management, strategic planning and community organizing; and Foreign-Funded Projects.

### **C. Knowledge, Skills and Abilities**

With forty (40) hours relevant training:

Considerable knowledge in production, processing and marketing of agriculture and fishery based commodities;

Operational knowledge on agri-fishery based enterprises;

Computer literate in MS word, Excel, and Power point.