



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
Regional Project Coordination Office - 10
Antonio Luna St., Cagayan de Oro City
Trunkline Nos. (088) 856 2753 to 55; 231 3497

TERMS OF REFERENCE

BUSINESS DEVELOPMENT OFFICER (BDO)

Rationale/Background

The Philippine Rural Development Project (PRDP) is designed to contribute to achieving the national goals of inclusive growth, job creation and poverty reduction. It builds on existing policy frameworks, principles and lessons learned from past programs of the Department of Agriculture (DA). The PRDP was initially a six-year initiative (2013-2018), until its extension until 2022 to continue its objectives to increase the productivity of farms and fisheries and improve the incomes of people from sixteen (16) target regions of the country. The project seeks to achieve this objective by improving farmers' and other industry players' accessibility to a strategic: network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the project namely: 1) Local Planning (IPLAN); 2) Infrastructure Development (I-BUILD); 3) Enterprise Development (I-REAP); and 4) Project Support (I-SUPPORT).

The PRDP was granted a Second Additional Financing (AF2) supplemented by the European Union's (EU) co-financing grant of EUR 18.3 million through a standalone, country-specific, co-financing trust fund for the PRDP. This is part of the EU's "Mindanao Peace and Development Programme - RISE Mindanao" which is EU's peace and development cooperation support for Mindanao, amounting to EUR 35.5 million. The grant will provide incentives for Mindanao local government units (LGUs) belonging to 4th to 6th class categories, LGUs and peoples organizations in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), and conflict affected areas, and indigenous peoples' (IPs) organizations in Mindanao to participate in PRDP. The participation of LGUs in the BARMM, where capacity has been the lowest, will be particularly encouraged and provided with technical assistance.

Moreover, the AF2 design has been adapted to respond to the effects of the coronavirus outbreak of 2019 which was later declared as a global pandemic and will expand the PRDP's benefits and impacts in many ways. It was re-aligned with the DA's Ahon Lahat, Pagkain Sapat (ALPAS) Kontra COVID-19 (Survive, Reboot, Grow) Program, which focuses on food security and sustainability. It places particular emphasis on investments that directly support the government's COVID-19 recovery plan by strengthening agriculture value and supply chains, making food more widely available and affordable, and creating job opportunities along the value chains. It will further scale up to the development of enterprise, improvement of science-based subproject planning and implementation, strengthening capacity and project oversight, and supporting the expansion and mainstreaming of institutional and governance reforms across DA units and agencies, other National Government Agencies (NGAs), and LGUs at the provincial, municipal, and barangay (village) levels.

The AF2 also expands the inclusiveness of PRDP by supporting more LGUs in Mindanao that experience poverty and conflict. The EU Grant will provide incentives for Mindanao LGUs with higher poverty incidences, such as 4th-6th-class LGUs, lower capacity, more conflict-affected areas, and larger population of IP to participate in PRDP. The BARMM LGUs, where capacity has been the lowest, will be particularly encouraged to participate and will be



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provided with technical assistance (TA). The project will continue to work with the BARMM's Ministry of Agriculture, Fisheries and Agrarian Reform (MAFAR), which has been the PRDP's implementing institution under the former Autonomous Region in Muslim Mindanao.

The implementation of the I-REAP component, and the PRDP as a whole, involves several institutional partners at the regional, provincial, municipal and barangay levels. It also involves local communities, households, people's organizations, non-government organizations, private sector academic institutions and other civil society sectors.

I-REAP activities can be categorized into two sub-components namely: Rural Agri fishery Enterprise and Productivity Enhancement; and Technology and Information for Enterprise and Market Development. This component will support the development, implementation and sustainability of agricultural, livestock or fishery-based entrepreneurial activities, based on the analysis priority commodity value chains being supported under the Regional Agricultural Fisheries and Modernization Plans (RAFMPs) and as reflected in the Provincial Commodity Investment Plans (PCIPs). It will engage broad sections of the sector in the production of marketable surplus through vertical clustering, joint business planning and investments by proponent groups engaged in rural agri-fishery enterprises.

Scope of 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 in incomes through better linkages and access to markets. IREAP component will contribute in increasing farmers' income and marketable surplus in the agri-fishery sector is to strengthen and develop value agri-fishery based enterprises through efficient value chains of key agricultural and fishery products in targeted program areas.

The main role of the Business Development Officer is to assist the Component Head and take the lead 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-IREAP 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. Assist the P/C/MPMIU and the PG in the preparation and finalization of the business plans including the required documents and attachments in accordance with the PRDP manuals and guidelines;



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2. Conduct initial validation of the PGs and the review of business models for the subprojects that will be proposed for PRDP I-REAP funding;
3. Conduct initial review of the requested PRDP investments and technical requirements of the proposed subproject 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 obligation, transfer and liquidation of PRDP Funds;
5. Monitor implementation of approved subprojects to ensure smooth implementation and procurement of goods and facilities for the PGs;
6. Assist the Enterprise Development and Marketing Specialist in the monitoring of operation of on-going and completed subprojects;
7. Serve as coordinator for the assigned province;
8. Perform other duties that may be required from time to time.

Required Education and Qualifications:

A. Education and Relevant Experience:

- Bachelor's degree in Agriculture major in Agribusiness, Agricultural Economics, Entrepreneurship and Agricultural Engineering/ Business Administration /Management major in Marketing, Accountancy and Finance/ Bachelor's Degree in Food Technology 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 Skills

- 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
- Proven skills (Event Organizing, Report Preparations, Leadership and Management, Awards and Citations)



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- Can work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sectors;
- Proficient in MS Word, Excel and Powerpoint

MONTHLY RATE: Php50,000.00


PREPARED BY:


LARRY E. PARALUMAN
AMAD Chief
PRDP RPCO 10 IREAP Component Head

RECOMMENDING APPROVAL:


CARLOTA S. MADRIAGA
Director III/ Regional Technical Director
PRDP RPCO 10 Deputy Project Director

APPROVED:


CARLENE C. COLLADO, CPA
OIC-Regional Executive Director
PRDP RPCO 10 Project Director