



PLANADES

Planning and Development Research Foundation, Inc.

Address: PLANADES Office, School of Urban and Regional Planning Bldg, E. Jacinto Street

University of the Philippines, Diliman, Quezon City 1101, Philippines

Telephone No. (632) 8332-5034; (+63) 8917 701 3833; E-mail: info@planades.org

SEC Company Reg. No.: 71359, DOST Accreditation Certificate No.: Rev. 5/04-052022, PRC Accreditation No.: 0001, Tin. No.: 001-160-447-00000

TERM OF REFERENCE

Position Title: Project Development Officer (PDO)

Job Summary

The Project Development Officer (PDO) supports the planning, coordination, implementation, and monitoring of assigned PLANADES projects, while assisting in business development initiatives and supervising project support staff.

Key Duties and Responsibilities

- Assist the Executive Director in marketing, proposal preparation, concept development, and partnership building.
- Supervise and provide guidance to the Project Development Unit and do semi-annual performance evaluation of the team
- Coordinate multidisciplinary teams in preparing technical proposals, logical frameworks, results matrices, implementation schedules, and budget justifications.
- Ensure proposals are fully aligned with donor priorities, national development plans, and institutional strategic objectives.
- Coordinate with Project Directors, Team Leaders, and technical staff to ensure timely and effective project implementation.
- Manage formal communications, clarifications, and negotiations with client/funding agencies during pre-bid, bid, awarding, notice to proceed, contract preparation, Project Team orientation, handing over the project to the project team leader by complying evaluation stages.
- Oversee PPAs implementation readiness, mobilization planning, and PPAs kick-off coordination.
- Track client/donor's policy updates, procurement guidelines, and compliance requirements.
- Monitor project progress, PPAs' milestones, deliverables, and reporting schedules to ensure timely compliance. Further, identify risks or issue, and recommend corrective actions to ensure quality deliverables.
- Facilitate project meetings, updates, and reporting; assist in the preparation and submission of technical and administrative reports.
- Work closely with finance units to prepare grant budgets, cost estimates, and co-financing arrangements.
- Provide strategic leadership and technical coordination with the Project Development Unit (PDU) in the preparation, consolidation, and submission of pre-



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- bidding and bidding documentation through PHILGEPS, ADB Consultant Management System (CMS), World Bank procurement portals, and other relevant local and international competitive funding and procurement platforms, including those supporting institutional research programs, projects, and priority activities (PPAs).
- Lead end-to-end grant lifecycle management, from opportunity identification and eligibility screening to proposal development, submission, and post-award compliance.
- Develop internal guidelines, templates, and standard operating procedures (SOPs) for PPAs development and management.
- Ensure project compliance with donor, client, and internal PLANADES policies and standards.
- Support identification of new project opportunities and institutional growth initiatives.
- Coordinate with administrative and finance units to support smooth project operations.
- Maintain NAS based a centralized PPAs database and institutional knowledge repository.
- Perform other related duties as assigned by Management.

Required Qualifications

Education

- Master's degree in Urban/Regional Planning, Development Studies, Economics, Environmental Science, Public Administration, Engineering, Social Sciences, or related fields.
- Licensed Environmental Planner, Engineer, forester, or any other professional license holding is an advantage.

Experience

- At least 6–10 years of experience in project development, project management, grant management, research, consulting, or development work.
- Experience working with government agencies, LGUs, NGOs, Scientific organization, donors, or consulting firms is preferred.
- Working experience with Bids and Awards Committee (BAC) is advantage

Publication

At least one international or three local publications



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Skills

- Proficient in end-to-end use of PHILGEPS, ADB Consultant Management System (CMS), World Bank procurement portals, and other donor-specific e-submission platforms.
- Ability to manage multi-portal compliance, document versioning, and synchronized submissions across parallel funding calls.
- Skilled in digital eligibility screening, online clarifications, and electronic bid negotiations.
- Strong project planning, monitoring, and reporting skills.
- Proficient in MS Word, Excel, and PowerPoint (project management tools are a plus).
- Strong written and verbal communication skills in English; Filipino proficiency required.
- Ability to analyze funding trends, success rates, and donor priorities using data analytics tools (e.g., dashboards, pivot tables, grant performance trackers).
- Competence in monitoring key grant indicators (timelines, budgets, milestones, risks) through digital dashboards.
- Strong command of project management software (e.g., task boards, Gantt charts, milestone trackers).
- Skilled in conducting virtual client briefings, online pre-bid conferences, and remote negotiations.

Core Competencies

- Ability to manage multiple projects simultaneously while meeting deadlines and quality standards.
- Strong organizational, time-management, and follow-through skills. Project management and coordination
- Analytical and problem-solving skills
- Ability to provide guidance, direction, and constructive feedback to the PDU Team.
- Demonstrates accountability, professionalism, and ethical conduct in managing people and tasks.
- Understanding of organizational positioning, marketing of consulting services, and partnership development.
- Ability to contribute to proposal development and institutional growth initiatives.
- Strong communication and interpersonal skills
- Demonstrates integrity, accountability, and commitment to PLANADES' mission and values.
- Maintains confidentiality and adheres to organizational policies, procedures, and standards.
- Hold leadership and supervisory capability
- Competent in strategic and business development orientation
- Demonstrate Integrity, professionalism, and commitment to organizational values



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Reporting Line

- The Project Development Officer shall report directly to the Executive Director of PLANADES.
- The Project Development Unit Team shall report directly to the Project Development Officer
- Works closely with project directors, project advisers, team leaders, technical teams, administrative units, and external partners subject to the approval of the Executive Director

Salary Bracket

The basic salary bracket will range from Php 45,000.00 to Php 55,000.00/per month

Send your CV with Letter of Intent, one recent 2x2 picture with your contact details to the following emails at info@planades.org and cc to tabassamrr@gmail.com