



PLANADES

Planning and Development Research Institute (PLANADES), Inc.

(Formerly: Planning and Development Research Foundation Inc., formerly: U.P. Planning and Development Research Foundation Inc.)

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TERMS OF REFERENCE PROJECT DEVELOPMENT OFFICER

I. Position Title

PROJECT DEVELOPMENT OFFICER

II. General Function

The Project Development Officer shall take a lead role in the identification, development, planning, coordination, implementation, monitoring, and evaluation of projects of the Planning and Development Research Institute (PLANADES), Inc.

The position shall provide technical and project management leadership to ensure that projects are developed and implemented efficiently, within approved timelines and budgets, and in accordance with PLANADES policies and procedures, contractual obligations, client requirements, and applicable laws and regulations.

The Project Development Officer shall also support Management in expanding PLANADES' project portfolio by identifying potential projects, developing competitive technical proposals, establishing and maintaining relationships with clients and development partners, and providing guidance and supervision to Project Development Officers and other project staff.

III. Scope of Work and Responsibilities

1. Project Identification, Planning and Development

- Lead the identification and assessment of potential projects, consulting opportunities, grants, partnerships, and other business development opportunities relevant to PLANADES.
- Conduct and/or supervise research, technical analysis, feasibility assessments, and background studies required for project development.
- Lead the preparation of Expressions of Interest (EOIs), technical proposals, project concepts, work plans, methodologies, timelines, staffing plans, and other proposal requirements.
- Coordinate with Management, technical experts, consultants, and partner organizations in developing project proposals.
- Review Terms of Reference (TOR), Requests for Proposals (RFP), bidding documents, and other solicitation documents and identify key technical, administrative, financial, and compliance requirements.

- Assess project feasibility, institutional capacity, resource requirements, risks, and potential organizational benefits before recommending project participation.
- Ensure timely completion and submission of project proposals and bidding requirements.

2. Project Management and Implementation

- Lead and oversee assigned projects from project initiation through completion and close-out.
- Develop and maintain detailed project implementation plans, schedules, milestones, deliverables, and monitoring mechanisms.
- Ensure that project activities are implemented in accordance with approved contracts, TORs, work plans, budgets, and client requirements.
- Monitor project progress and proactively identify delays, implementation issues, and other risks that may affect project performance.
- Recommend and coordinate corrective actions to address project implementation concerns.
- Conduct regular project coordination and progress meetings with project teams, consultants, clients, and other stakeholders.
- Ensure the timely preparation, review, and submission of project deliverables.

3. Supervision and Team Coordination

- Provide technical guidance, direction, and supervision to Project Development Officers, Assistant Project Development Officers, research staff, and other personnel assigned to projects.
- Assign and monitor project-related tasks and ensure that responsibilities, deadlines, and expected outputs are clearly communicated.
- Review the work and outputs of project development staff prior to submission to Management, clients, or other stakeholders.
- Provide coaching and mentoring to junior project staff to strengthen their project development and management capabilities.
- Coordinate with PLANADES' technical, administrative, finance, accounting, HR, and ICT teams to facilitate effective project implementation.
- Recommend appropriate staffing and technical expertise required for projects.

4. Stakeholder and Client Management

- Serve as a focal person for assigned clients, government agencies, development partners, consultants, partner organizations, and other stakeholders.
- Establish and maintain productive professional relationships with existing and prospective clients and partners.
- Represent PLANADES in project meetings, technical discussions, consultations, conferences, and coordination activities when authorized by Management.
- Facilitate communication among project stakeholders to ensure alignment on project objectives, deliverables, timelines, and expectations.

- Address and escalate significant project concerns to Management when necessary.
- Support Management in negotiations and discussions relating to project scope, deliverables, timelines, and implementation arrangements.

5. Financial and Resource Management

- Coordinate with the Accounting and Finance Team in developing and monitoring project budgets and financial requirements.
- Monitor project expenditures against approved budgets, work plans, and contractual provisions.
- Review project resource requirements and recommend appropriate allocation and utilization of project resources.
- Coordinate project billing milestones and deliverables with the Accounting and Finance Team to facilitate timely invoicing and collection.
- Monitor the completion of technical requirements necessary for project billing.
- Assist Management in assessing the financial viability and resource requirements of prospective projects.
- Ensure project activities are implemented with due consideration for economy, efficiency, and proper utilization of organizational resources.

6. Monitoring, Evaluation and Quality Assurance

- Establish appropriate project monitoring and evaluation mechanisms.
- Regularly evaluate project accomplishments against approved targets, milestones, indicators, and deliverables.
- Review project outputs to ensure compliance with PLANADES quality standards and client requirements.
- Identify project performance gaps and recommend appropriate corrective or preventive actions.
- Document lessons learned and good practices for application to current and future projects.
- Ensure that project completion and evaluation activities are properly undertaken and documented.

7. Documentation and Reporting

- Ensure complete, accurate, organized, and updated documentation for all assigned projects.
- Review and/or prepare project progress reports, technical reports, accomplishment reports, presentations, management updates, and other required documentation.
- Maintain appropriate monitoring systems for project contracts, deliverables, deadlines, billing milestones, correspondence, and other critical project information.
- Ensure timely submission of required reports and deliverables to clients, funding agencies, government institutions, and other stakeholders.
- Ensure proper turnover, filing, archiving, and retention of project documents.

8. Compliance and Risk Management

- Ensure that projects comply with applicable laws and regulations, PLANADES policies and procedures, contractual requirements, and client or funding agency guidelines.

- Review project requirements and identify potential contractual, operational, financial, technical, and compliance risks.
- Maintain and monitor appropriate project risk registers or other risk-monitoring mechanisms when applicable.
- Immediately escalate significant project risks, delays, compliance issues, or contractual concerns to Management.
- Coordinate with appropriate PLANADES units in addressing regulatory, administrative, procurement, financial, and contractual requirements.

9. Business Development and Organizational Growth

- Actively identify potential project opportunities from government agencies, local government units, international development organizations, private institutions, NGOs, and other prospective clients.
- Maintain a pipeline and monitoring system for potential projects and proposal opportunities.
- Assist Management in developing strategies to strengthen PLANADES' project portfolio and institutional partnerships.
- Participate in networking, business development, and partnership-building activities.
- Monitor relevant industry, government, and development-sector trends that may create opportunities for PLANADES.
- Contribute to the preparation and maintenance of institutional profiles, project credentials, technical capability statements, and other business development materials.

10. Capacity Building and Knowledge Management

- Develop and facilitate training, workshops, orientations, and mentoring activities related to project development and project management.
- Promote knowledge sharing and continuous improvement among project teams.
- Develop or recommend project management tools, templates, checklists, and systems that improve organizational efficiency.
- Ensure that lessons learned and good practices from completed projects are documented and incorporated into succeeding projects.

11. ICT and Project Information Management

- Coordinate with the ICT Team to ensure proper uploading, storage, organization, backup, and archiving of project documents in the organization's designated information systems or Network Attached Storage (NAS).
- Ensure that project teams comply with prescribed folder structures, file naming conventions, document submission protocols, and records management requirements.
- Monitor completeness of electronic project files and documentation.
- Support the digitization and proper archiving of project records.
- Coordinate with the ICT Team on project information and documentation requirements.

12. Management Support

- Provide Management with regular updates on the status of ongoing projects, prospective projects, project risks, deadlines, and significant implementation concerns.
- Prepare project summaries, management reports, presentations, and other information required for Management and Board discussions.
- Provide technical recommendations to Management concerning project development, implementation, resource requirements, and organizational improvements.
- Participate in Management, project, and staff meetings as may be required.

13. Other Duties

- Perform other related duties and responsibilities that may be assigned by the Executive Director or Management in support of PLANADES' projects, programs, and organizational objectives.

IV. Minimum Qualifications

Education

- Bachelor's degree in Urban and Regional Planning, Architecture, Engineering, Economics, Public Administration, Development Studies, Environmental Planning, Business Administration, Management, Social Sciences, or another relevant field.
- A master's degree or relevant postgraduate studies is required.
- Having a professional license is preferable.

Experience

- Preferably at least five (5) years of relevant professional experience in project development, project management, research, consulting, development planning, or a related field.
- Demonstrated experience in preparing technical proposals, project plans, reports, and other project documentation.
- Experience in managing or coordinating multidisciplinary projects and project teams is preferred.
- Experience working with government agencies, LGUs, development organizations, donor-funded projects, or consulting organizations shall be an advantage.

Skills and Competencies

- Strong project development and project management capabilities.
- Strong leadership, supervisory, and team coordination skills.
- Excellent analytical, research, technical writing, and report preparation skills.
- Strong verbal and written communication and presentation skills.
- Ability to develop technical proposals and respond to TORs, RFPs, and bidding requirements.
- Ability to manage multiple projects, priorities, and deadlines simultaneously.
- Strong stakeholder management and interpersonal skills.

- Working knowledge of project budgeting, monitoring, risk management, and contract compliance.
- Proficiency in Microsoft Office and appropriate project management and collaboration tools.
- High level of professionalism, integrity, accountability, initiative, and attention to detail.

The Project Development Officer shall report directly to the Executive Director or designated supervising officer and shall coordinate closely with the Project Development Unit, technical teams, Accounting and Finance Team, Administrative and HR Unit, ICT Team, project consultants, and other concerned personnel.

The Project Development Officer may supervise Assistant Project Development Officers, research personnel, project assistants, and other project staff as may be assigned by Management.

V. 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