

Terms of Reference  
for the  
Hiring of Business Development Officers  
(Part-time, Commission-based)

Background

HarayaConsulting Co. (Haraya) is a professional environmental planning firm established in September 2020 engaged in providing exceptional and earnest technical assistance to both the public and private sectors on the creation of sustainable development strategies, and capacitating people to implement these strategies. The consultancy is composed of licensed environmental planners, architects, social scientists, and program managers dedicated to advancing resilience and sustainable development at the local and national levels.

As the firm is in its start-up phase, its first three (3) years will be dedicated to exploratory activities and building of strategic networks. For 2021, it has the following annual business development targets: 1) At least 7 new client contracts (focus on local plans and LUDIP), 2) At least 1 strategic partnership forged, and 2) At least 16M revenue earned.

Given the nature of the consulting services industry in the Philippines, wherein projects are often acquired through networks, Haraya is challenged by its limited network and the limited networking opportunities due to the pandemic. To overcome these hurdles, the Business Development Department proposes to hire Regional Business Development Officers (BDOs) who can help Haraya build networks and bag projects in their respective areas. These BDOs will ideally find it easier to search for potential clients and build rapport as *kababayans*, and have less difficulty with the travel restrictions.

Scope of Work

1. Understand the nature of the industry and the work of Haraya by attending Haraya orientation and updating meetings, and conducting own research;
2. Liaise with potential clients and projects and refer them to Haraya;
3. Assist Haraya in closing deals including the preparation and submission of proposals;
4. Represent Haraya in pre-bid conferences and bid opening conferences as necessary;
5. Provide regular updates to the Business Development Director; and
6. Perform other related tasks.

Compensation

Compensation will be commission-based with the following rates:

Project Cost	Incentive Range
100,000-500,000	2,000 - 10,000 (2.0% of contract cost)
500,001-1,000,000	10,000 - 20,000 (2.0% of contract cost)
1,000,001-5,000,000	20,000 - 75,000 (1.5% - 2.0% of contract cost)

5,000,001-10,000,000	75,000 - 150,000 (1.5% of contract cost)
10,000,001 - 15,000,000	150,000 - 225,000 (1.5% of contract cost)
15M up	225,000 (1.5% of contract cost)

Allowances will be given for preparation and submission of proposals and bid documents, and attendance to pre-bid and bid conferences.

Qualifications

1. Graduate of Business Administration, Marketing, Public Administration, Environmental Planning, and other related courses preferred;
2. Experience in development planning and/or sales an advantage;
3. Willing to learn about development planning and its related services;
4. Knowledge on government procurement processes is an advantage.