



April 30, 2015

REQUEST FOR EXPRESSION OF INTEREST

1. The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP) and it intends to apply part of the proceeds of this loan to payments for the **HIRING OF 18 INDIVIDUAL CONSULTANTS**.
2. The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).
3. The Department of Agriculture hereinafter referred to as the "End-user" now request you to submit Expression of Interest for the HIRING OF INDIVIDUAL CONSULTANT namely:

ITEM:

a) Rural Infrastructure Engineer	3 persons x P35,000.00 x 9 mos.	= Php	945,000.00
b) Project Development Associate (I-Build)	1 person x P20,000.00 x 9 mos.	=	180,000.00
c) Project Development Associate (I-Plan)	1 person x P20,000.00 x 9 mos.	=	180,000.00
d) Business Development Officer	4 persons x P35,000.00 x 9 mos.	=	1,260,000.00
e) Project Development Associate (I-Reap)	1 person x P20,000.00 x 9 mos.	=	180,000.00
f) Finance Analyst I	1 person x P30,000.00 x 9 mos.	=	270,000.00
g) Procurement Officer	1 person x P35,000.00 x 9 mos.	=	315,000.00
h) Monitoring and Evaluation Officer	1 person x P40,000.00 x 9 mos.	=	360,000.00
i) Project Development Associate (SES)	1 person x P20,000.00 x 9 mos.	=	180,000.00
j) Project Development Associate (GGU)	1 person x P20,000.00 x 9 mos.	=	180,000.00
k) Project Development Associate (InfoAce)	1 person x P20,000.00 x 9 mos.	=	180,000.00
l) Chauffeur	1 person x P15,000.00 x 9 mos.	=	135,000.00
m) Utility	1 person x P15,000.00 x 9 mos.	=	135,000.00

Duration : June, 2015 to February, 2016
Total : Php 4,500,000.00

Note:

- first 3 months at 65% of the total monthly rate
- pending renewal after the evaluation of 3 months
- the following 6 months at 100% full rate of the total monthly rate

4. A set of Terms of Reference (TORs) are provided in Attachment 1.
5. Only applications received **on or before 10:00AM of May 11, 2015** will be considered. Short-listed applicants will be contacted for the schedule of written examination and interview.
6. Please submit **Application letter with 2x2 picture, Comprehensive CV, and Certificate of Previous Employment, Certified True Copy of School Transcript of Records and other credentials** to the address below or email to bac.darfo12@gmail.com. Kindly indicate the position that the applicants are applying for as the subject.

7. Expression of Interest (EOI) must be delivered at the addressed below not later than **10:00AM of May 11, 2015.**

JIMMY M. OLIVO, PhD.
BAC Chairman
Department of Agriculture
Regional Field Office No. 12
CSA-1 Building, Zulueta Street
Koronadal City

8. The Department of Agriculture, Regional Office No. 12, Koronadal City reserves the right to accept or reject any bid, to annul the Selection of Individual Consultants (SIC) process at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

JIMMY M. OLIVO, PhD.
BAC Chairman

TERMS OF REFERENCE

Job Title	:	BUSINESS DEVELOPMENT OFFICER (BDO)
Official Station	:	Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities	:	He/She shall report directly to the IREAP Unit Head
Job type	:	Contract of Service
Monthly Salary	:	Php 35,000.00

Background :

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the ‘Philippine Rural Development Project (PRDP) ‘and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of Business Development Officer.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

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 and the Provincial Commodity Investment Plans (PCIPs).

The I-REAP activities can be categorized into two sub-components:

- 1) Rural Agri - fishery enterprise and productivity enhancement; and,
- 2) Technology and information for enterprise and market development.

I-REAP Objectives

The general objective of the I-REAP component is to strengthen and develop viable agri-fishery based enterprises through efficient value chains of key agricultural and fishery products in targeted project areas¹. Its specific objectives are as follows:

- a. To increase productivity and marketability of agriculture and fishery products through increased access to information and support services;
- b. To increase farm and fishery household incomes through engagement in value-adding activities; and,
- c. To improve the protection and conservation of the natural resource base of identified enterprises through alternative livelihoods and support facilities.

Scope of Work

The Business Development Officer will be technically providing the component the delivery of specified milestones of PRDP under the I-REAP. He/She will be stationed in the Regional Project Coordination Office (RPCO) based in Koronadal City. He/She will be directly under the supervision of the I-REAP Component Head who in turn will be reporting to the Regional Project Coordinating Officer

¹ PRDP Feasibility Study Volume 3: I-REAP Component

Specifically, the tasks of the Business Development Officer will include but not limited to the following:

- Together with the I-REAP team at the RPCO and PPMIUs , he or she will take the lead in reviewing the enterprises reflected in PCIP as the source document of various enterprises that will be prioritized for Business Plan Preparation;
- Provides technical guidance in facilitating the prioritization of enterprises of a segment of an enterprise particularly in the participating provinces and proponent group selection;
- Proposes to the management appropriate interventions in support to the enterprises proposed by the I-REAP teams at the PLGUs and PG levels and assists in the preparation in designing the appropriate and needed support activities to the PLGUs and PGs;
- Facilitates the conduct of the Business Planning Workshops incorporating therein the sustainability measures for I-REAP investments;
- Conducts capacity needs assessment and recommends to the management the appropriate capacity building interventions for the Proponent Groups and POs under PRDP I-REAP and MRDP-CFAD and the PPMIU on how to manage business operations and in sustaining the completed micro enterprises;
- Provides technical guidance to the PPMIUs through the proponent groups the guidelines in gathering data and information needed in the preparation and development of rural enterprises;
- Provides guidance to the PPMIUs and Proponent Groups in finalizing and packaging business plans for submission to RPCO's technical appraisal and eventual RPAB's approval;
- Provides guidance to the PPMIU in the functionalization of the Enterprise Technical Advisory Group (E-TAG) in providing technical guidance to the proponent group in operationalizing the enterprise;
- Conducts of regular monitoring and evaluation of the various enterprises to be implemented;
- Conducts orientations and planning activities with identified potential partners in providing support to the enterprises along the value chain segment of the priority commodity of an LGU as reflected in the PCIP;
- Prepares needed monthly reports and other reports as required by the Project; and,
- Performs other tasks as deemed necessary in relation to the component's deliverables and/or as required by the management.

Expected Outputs:

- At least 1 business plan (minimum) are completely packaged and approved per year and are given the needed NOL from NPCO;
- Needed and appropriate capacity building interventions to PGs are conducted and facilitated;
- Timely reports and technical advices are provided to the Head of the Component for appropriate and timely interventions; and,
- Provided guidance and assistance to the Business Development Head in the course of enterprise preparatory, during implementation, and post implementation activities.

Qualifications

- Education: At least a Bachelor Degree in Agri-Business, and other related fields; and,

Experience:

- With experience in agribusiness, entrepreneurial related activities, agri-based micro enterprise development and similar fields;
- Knowledgeable in the preparation of business plans; and,
- Preferably has experience working with PLGUs and private sectors.

Knowledge, Skills, and Abilities:

- Knowledgeable on at least 4 agriculture industry subsectors or commodities;
- Strong analytical and operational knowledge in agri-business and enterprise development; and,
- Ability to:
 - ✓ Communicate effectively orally and in writing;
 - ✓ Has facilitation skills;
 - ✓ Could work with a team; and,
 - ✓ Work effectively with co-workers, partner agencies and the private sector.

Knowledge, Skills, and Abilities:

- Knowledgeable in the conducting and facilitating varied activities at all levels; and,
- Strong analytical and operational knowledge in institutional development and linking with varied partner institutions.

Reporting Responsibilities:

The Business Development Officer will be directly reporting to the I-REAP Component Head while ensures close coordination with the I-BUILD, I-PLAN, I-SUPPORT Components and other units.

Prepared by:

Noted by:

ELIZABETH B. PUSTA
Supervising Administrative Officer

ZALDY M. BOLORON
OIC-RTD for Operations

Approved by:

AMALIA J. DATUKAN, MBA
Regional Executive Director

TERMS OF REFERENCE

Job Title	:	CHAUFFEUR (DRIVER)
Official Station	:	Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities	:	He/She shall report directly to the Admin Unit Head
Job type	:	Contract of Service
Monthly Salary	:	Php 15,000.00

1. Background

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the ‘Philippine Rural Development Project (PRDP)’ and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of Eight (8) CHAUFFEUR (DRIVER).

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

Scope of Work

Chauffeur (Drive)

The Chauffeur (Driver) will be supporting the component in the delivery of specified milestones of PRDP under Administrative Unit. He will be stationed in the Regional Project Coordination Office (RPCO) based in Koronadal City. He will be directly under the supervision of the Administrative Unit Head who will likewise be reporting to the Regional Director of Regional Project Coordination Office (RPCO).

Specifically, the tasks of the **Chauffeur (Driver)** will include but not limited to the following:

1. Transports the RPCO Regional Director and RPCO staff to various official destinations attending to official businesses;
2. Monitors the status and condition of the vehicle under his responsibility and initiates necessary requests for required maintenance and repair;
3. Cleans the vehicle regularly;
4. Secures the vehicles in safe premises whenever it is not in use;
5. Submits monthly fuel consumption report for the assigned vehicle;
6. Ensures that the assigned vehicle is always in running condition to accommodate official engagements of the Project;
7. Facilitates minor repair works during weekends in order not to hamper the scheduled travels on weekdays;
8. Submits filled-up and signed trip tickets after each travel;
9. Maintains a record of all undertaken trips including the records of fuel consumption and materials used in the operation and maintenance of the vehicle; and,
10. Performs minor engine/electric troubleshooting.

Qualifications:

Education:

- Preferably has a National Certificate (NC II) –TESDA; and,
- Has valid Professional Driver’s License.

Experience:

- Minimum of Three (3) years of relevant experience; and,
- Preferably has an experience working with Foreign Assisted Projects (PAFs).

Knowledge, Skills, and Abilities:

- Knowledge in safe driving principles and practices;
- Familiarity of places in Mindanao is an advantage;
- Knowledge and experience in administrative works; and,
- Ability to work independently and with a team.

Reporting Responsibilities:

The Chauffeur (Driver) will be directly reporting to the PSO Administrative Unit Head while ensures close coordination with the I-BUILD, I-REAP & I-PLAN Components and other units.

Prepared by:

Noted by:

ELIZABETH B. PUSTA
Supervising Administrative Officer

ZALDY M. BOLORON
OIC-RTD for Operations

Approved by:

AMALIA J. DATUKAN, MBA
Regional Executive Director

TERMS OF REFERENCE

Job Title	:	FINANCE ANALYST I
Official Station	:	Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities:	:	He/She shall report directly to the Finance Unit Head
Job type	:	Contract of Service
Monthly Salary	:	Php 30,000.00

Background :

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the ‘Philippine Rural Development Project (PRDP) ‘and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of Finance Analyst I.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

OBJECTIVE AND SCOPE OF SERVICES TO BE PROVIDED:

The **Financial Analyst I** will be under the supervision of the Finance Unit Head and will be engaged to provide services, inputs and support more specifically in the financial aspect of the program’s implementation, to wit:

- Provides Assistance to the Regional Focal Person in conducting financial implementation activities for the project;
 - Provides information to the LGU relating to the PRDP financial updates and activities;
 - Review and Follow-up the timely liquidation of funds for the project;
 - Provides support to the conduct of Financial Management Training to the LGU;
 - Assists in the conduct of Financial Management Assessment (FMA) of LGU’s Financial Management Team;
 - Provides technical assistance and recommendations on financial problems encountered by RPCO and LGUs;
 - On a periodic basis, monitor and validate documentations of financial transactions and physical accomplishment of subprojects to LGUs;
 - Coordinates with PRDP-PSO Financial Management Specialist regarding updates on financial and physical accomplishments of the LGU;
 - Reviews and prepares consolidated annual SSAF submitted by the LGU;
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- Maintains the books of accounts of the project and individual ledger for each subproject;
 - Analyzes reviews and processes the release of funds for sub-projects requested by the LGUs;

- Assists in the conduct of PRDP Orientation/Training particularly in the financial aspect for the project and acts as resource speaker; and,
- Perform other duties as may be assigned by the PRCO Finance Focal person.

REQUIRED QUALIFICATIONS (Education, Experience, Knowledge, Skills and Abilities)

- At least a graduate of Business course, major in Accounting
- Minimum of Four (4) years' experience in the above mentioned duties and responsibilities in the implementation of projects (previously involve in special and foreign-funded projects is preferred); and,
- Competent, willing to work over regular working hours, and can go on travel within and outside the region even on short notice.

Reporting Responsibilities:

The Finance Analyst will be directly reporting to the Finance Unit Head while ensures close coordination with the I-BUILD, I-PLAN, I-REAP Components and other units.

Prepared by:

ELIZABETH B. PUSTA
Supervising Administrative Officer

Noted by:

ZALDY M. BOLORON
OIC-RTD for Operations

Approved by:

AMALIA J. DATUKAN, MBA
Regional Executive Director

TERMS OF REFERENCE

Job Title	:	M & E Specialist
Official Station	:	Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities	:	He/She shall report directly to the RPCO M & E Head
Job type	:	Contract of Service
Monthly Salary	:	Php 40,000.00

1. Background

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP) 'and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of M & E Specialist.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (ISUPPORT).

Scope of Works:

The M&E Specialist shall be in charge of ensuring efficient and effective implementation of the RBME system based on the RBME Manual. He/She shall be responsible in producing the following outputs during the implementation of the project: (1) Periodic Project's Progress Report – project wide (monthly, quarterly, semi-annual and annual) consistent with the formats, data requirements and timelines indicated in the RBME system manual; (2) Project Mid-Year and Year-End Assessment and Planning Workshop Reports; (3) Concise feedback reports including recommendations to the Management (monthly or as frequently as necessary); (4) Systems of reporting runs smoothly at all times; and (5) Others as contained in the RBME system manual.

Specifically, the tasks of the M&E Specialist will include but not limited to the following:

1. Analyzes the progress of PRDP and provides feedback to the Management;
2. Prepares and submits periodic progress reports (project-wide) with analyses of implementation of the project (e.g. monthly, quarterly, semi-annual, annually) based on reports submitted by the PPMIUs;
3. Spearheads problem solving sessions based on M&E findings involving MPMIUs and PPMIUs;
4. Spearheads period implementation assessment and planning sessions in the cluster (Quarterly, Mid-Year and Year-End); Ensures that RBME Systems will be fully functional in the respective area of responsibility, hence, reporting shall run smoothly at all times; and,
5. Provides assistance to track PRDP results based on indicators specified in the PRDP Results Framework (e.g. assist in mid-term/project-end evaluation studies);

Recommends improvements in the RBME system over time during implementation of the Others as indicated in the RBME system manual. system.

Qualifications Education: At least a Civil Engineer / Agricultural Engineer Graduate.

Work Experience:

At least five (5) years of relevant experience in handling Monitoring & Evaluation works in foreign assisted projects (FAPs) is an advantage.

Knowledge, Skills and Abilities

Demonstrates experience in designing and implementing M & E systems and tools in a multifaceted program as well as using the Management Information System (MIS);

Experiences in providing M & E technical assistance as part of international donor-funded projects that apply international best practices. A World Bank experience is a plus;

- Excellent communication skill (oral and written);
- Ability to work quickly and efficiently without sacrificing quality of work; and,
- Ability to manage multiple work assignments to meet timelines indicated in the RBME System Manual. Reporting Responsibilities

The M&E Specialist shall report directly to the RPCO-M&E Unit Head and shall work in close coordination with the other M&E Specialists, MIS Officer/Specialist, and other Components/Units in analyzing data as required in the preparation of project's reports. He/She will be responsible to oversee the compliance of the PPMIUs in the effective implementation of the RBME system by providing the necessary technical guidance/support.

Prepared by:

Noted by:

ELIZABETH B. PUSTA
Supervising Administrative Officer

ZALDY M. BOLORON
OIC-RTD for Operations

Approved by:

AMALIA J. DATUKAN, MBA
Regional Executive Director

TERMS OF REFERENCE (TOR)

Job Title	:	PROJECT DEVELOPMENT ASSOCIATE (PDA)
Official Station	:	Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities:	:	He/She shall report directly GGU Unit Head
Job type	:	Contract of Service
Monthly Salary	:	Php 20,000.00

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP) and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of PROJECT DEVELOPMENT ASSOCIATE.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

Scope of Work

The main objective of the Geomapping and Governance Unit (GGU) is to contribute to greater transparency and accountability for stakeholders. Using the latest ICT innovations available such as the freely available open source Geo-tagging, GIS and other complementing online technologies, the Unit aims to make information regarding the projects being proposed and implemented publicly available and accessible.

Specifically, the PROJECT DEVELOPMENT ASSOCIATE will include but not limited to the following:

- Collaborates with team members to identify, contribute, and recommend new ideas or methods for enhancing the GIS curriculum;
- Applies solid instructional design skills, effective learning principles, and creativity to course design to engage participants in the learning process, encourage participation, and meet the requirement of the adult learner;
- Conducts GIS training activities across Philippines including providing organization, logistics and administrative support for all training and awareness raising events, during preparation, implementation and follow-up;

- Assists and provides inputs for evaluation and monitoring of training related activities to evaluate and enhance the overall content design of the PRDP training curriculum;
- Attends relevant meetings as part of PRDP which includes in providing a monthly report on activities carried out, administrative issues (financial expenses, logistics and security) and users' needs to management for all aspects of PRDP-related work;
- Undertake any other business related to the project as may be recommended and agreed by PRDP management; and,
- Promotes PRDP activities and services, where applicable, informs supervisor of potential projects and participate in project proposals.

Qualifications:

- Bachelor's degree
- At least with basic knowledge in GIS application
- Exceptional written and verbal communication, presentation, and interpersonal skills;
- Superior initiative and the ability to work independently as well as in a team environment;
- Ability to explain complex concepts and tasks in understandable terms;
- Ability to develop productive relationships with customers, colleagues, and management; and,

Work Experience:

- Minimum of Four (4) years' experience in providing internal and external communications and administrative support; and,
- Minimum of Two (2) years' experience in working with a foreign-assisted project (FAPs) or any development work is an advantage.

Knowledge, Skills and Abilities:

- Knowledge of GIS systems;
- Knowledge of today's GIS standards and applications used in local, county, state, and federal agencies;
- Knowledge of basic mapping and cartographic concepts; mapping symbols and standards; GIS concepts, mathematical concepts, research methods, database design principles, basic graphic arts principles; customer service principles;
- Maintains proficiency in the use of Quantum GIS skills;
- Ability to prioritize and organize, work well under stress, meet deadlines;
- Ability to be flexible and adapt to constant change;
- Ability to perform field work and travel when required;
- Strong interpersonal skills to assist and communicate with staff

Competencies:

- **Teamwork:** Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; very good interpersonal skills and a demonstrated capacity to deal with colleagues and counterparts from different backgrounds, and proven ability to function in a multi-cultural and multi-ethnic environment with sensitivity and respect for diversity.
- **Planning & Organizing:** Based on the supervision received, develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments with minimal supervision; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; monitors and adjusts plans and actions as necessary; uses time efficiently.
- **Technological Awareness:** Keeps abreast of technology development; understands applicability and limitations of GIS technology to the work of the

Programme; understands satellite geospatial data commercial distribution and licensing systems; possesses good knowledge of technicalities of geographic information systems; shows willingness to learn new technology applications.

- **Professionalism:** Ability to identify issues, analyzes and participates in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plans own work and manages conflicting priorities. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed; strong interpersonal and communication skills including facilitation skills in training related activities.

Reporting Responsibilities

The PROJECT DEVELOPMENT ASSOCIATE will report directly to the RPCO Focal Person / Unit Head. He/She shall oversee the provision of necessary support to ensure effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned unit. S/he shall also ensure that necessary technical specifications and requirements of the concerned component/unit are met.

Prepared by:

Noted by:

ELIZABETH B. PUSTA
Supervising Administrative Officer

ZALDY M. BOLORON
OIC-RTD for Operations

Approved by:

AMALIA J. DATUKAN, MBA
Regional Executive Director

TERMS OF REFERENCE (TOR)

Job Title	: PROJECT DEVELOPMENT ASSOCIATE (PDA)
Official Station	: Regional Project Coordination Office XII
Reporting Responsibilities	: He/She shall report directly to the I-BUILD Component Head
Job Type	: Contract of Service
Monthly Salary	: Php 20,000.00

Background :

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP) 'and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of Project Development Associate (PDA).

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

Scope of Work

The Project Development Associate (PDA) will provide the general / overall assistance in terms of logistical and administrative management and in facilitating the varied administrative concerns in the whole I-Build operation. She / He will facilitate the coordination works in the conduct of various capacity interventions of varied stakeholders. He / She will be stationed at the Regional Project Coordination Office (RPCO) based in Koronadal City. She / He will be directly under the supervision of the I-Build Component Head who in turn will be reporting to the Regional Project Coordination Office Head in close coordination with the Regional Director.

Specifically, the tasks of the Project Development Associate (PDA) will include but not limited to:

- Together with the other RPCO I-Build team members, he or she will provide assistance in the delivery of the overall expected output of the component in consonance to the overall project's output by facilitating the provision of the needed administrative and logistical support in carrying out the various tasks of members of the team;
 - In consultation with the Rural Infra Engineers of the component, she/he will prepare the annual plan for the needed supplies and materials of the component for approval of the I-Build Head. She / He will see to it that all required supplies and materials are readily available when needed;
 - Facilitate the needed timely support to all I-Build manpower particularly the preparation of travel orders, vehicle requests and other work related concerns;
 - In coordination with components, she/he shall facilitate the canvassing of venues for trainings, meetings and workshops and the needed supplies and materials in the conduct of varied activities of the component;
- Facilitate the establishment of a systematic filing system of the component;
 - Assist the RIEs and I0Build Head in updating the data bank of the component for ease in retrieving information and data that is critically needed in project implementation;
 - Assist the I-Build in the preparation of regular updated reports needed by the component head and other PRDP components;
 - Maintain a daily journal of activities of the component to record the daily major events of the component;
 - Facilitate the maintenance of orderliness and cleanliness within office premises to provide a better working space for the workers;
 - Assist in the conduct of various capacity building activities; workshops and meetings; and,
 - Perform other tasks as deemed necessary in relation to the component's deliverables and/or as required by the program management.

Expected Outputs:

1. Assisted the establishment of a systematic filing system that is crucial in the operation of the project within its project life;
2. Overall support to the needs of the project manpower is ably provided. Timely reports are provided to the Head of the Component for appropriate and timely interventions.
 - Assists the I-BUILD COMPONENT Unit in the proper filing of documents;
 - Records all incoming and outgoing documents;
 - Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel documents, liquidation of cash advances for office supplies, etc.) for the Unit;
 - Encoding of documents and reports;
 - Facilitate the Unit in program trainings; and
 - Performs other task as maybe assigned by the Unit Head.

REQUIRED QUALIFICATIONS (Education, Experience, Knowledge, Skills and Abilities)

Education:

- The PDA shall be a graduate of any Engineering Degrees or any related courses.

Experience:

- Minimum of Three (3) years working experience in performing similar and related works. At least 1 year working with foreign assisted projects.

Knowledge/Skills/Abilities:

- Proficient in written and oral communications;
- Computer literate with high proficiency in MS word, excel, and power point;
- Proven organizational skills and ability to manage multiple tasks simultaneously;
- Can work independently and result oriented.

Reporting Responsibilities:

The PDA shall report directly to the RPCO I-BUILD Unit Head and shall provide weekly written accomplishment report.

Prepared by:

Noted by:

ELIZABETH B. PUSTA
Supervising Administrative Officer

ZALDY M. BOLORON
OIC-RTD for Operations

Approved by:

AMALIA J. DATUKAN, MBA
Regional Executive Director

TERMS OF REFERENCE

Job Title : **PROJECT DEVELOPMENT ASSOCIATE (PDA)**
Official Station : Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities : He/She shall report directly to the RPCO InfoAce Head
Job type : Contract of Service
Monthly Salary : Php 20,000.00

Background

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP) 'and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of Project Development Associate

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (ISUPPORT).

OBJECTIVES AND SCOPE OF SERVICES TO BE PROVIDED:

The **Project Development Assistant (PDA)** who will be assigned in **InfoACE Unit** will be under the supervision of the Unit Head and will be engaged to provide services,

inputs and support more specifically in the communication and advocacy aspects of the project's implementation, to wit:

- Assists the InfoACE unit head in the planning and implementing of information/advocacy strategies for the Project;
- Coordinates and maintains active partnership with the information focal persons of provincial local government units (PLGUs), other regional field offices (RFOs) and other partner agencies;
- Assists in the coordination of press conferences and other media engagements;
- Prepares news releases, features stories and photo releases to be sent and disseminated to media outlets, other DA-RFUs, DA-Central Office.
- Writes and edits up-to-date news and feature stories as well as photos releases for posting at the website, social media accounts such as Facebook, and monitors publication of PRDP stories in newspapers/news websites;
- Writes script for audio-visual presentations;
- Manages publication of in-house newsletter, information/IEC materials and other publications;
- Recommends information and advocacy strategies to the InfoACE unit head;
- Does other job that may be assigned by the Unit head from time to time.

REQUIRED QUALIFICATIONS (Education, Experience, Knowledge, Skills and Abilities)

CORE COMPETENCE

- Skillful in writing Press Releases (PRs) in forms of news and features stories;
- Adept in design and producing Information, Education and communication materials;
- Sound technical knowledge in producing radio plugs and audio-visual productions (AVPs) for TV and other communications media; and
- Innovative and effective in varying work assignments, condition and time pressure.

QUALIFICATIONS

- Graduate of AB Mass Communications/Journalism or BS Development Communication;
- At least 3 years of experience in information, communication and advocacy work;
- Willing to travel in areas of Soccsksargen and other places as ordered by the project management; and
- With relevant communication and advocacy seminars and trainings.

Prepared by:

Noted by:

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Supervising Administrative Officer

ZALDY M. BOLORON
OIC-RTD for Operations

Approved by:

AMALIA J. DATUKAN, MBA
Regional Executive Director

TERMS OF REFERENCE (TOR)

Job Title : **PROJECT DEVELOPMENT ASSOCIATE**
Official Station : Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities: He/She shall report directly to the I-PLAN Unit Head
Job type : Contract of Service
Monthly Salary : Php 20,000.00

1. Background

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP) 'and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of PROJECT DEVELOPMENT ASSOCIATE.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

The **Local and National Level Planning Component** shall be undertaking the following:

- 1) Enhancing the Agriculture and Fisheries Modernization Planning Process through rationalization of the DA's planning, programming and budgeting process; and,
- 2) Supporting AFMP Implementation through designing a coordinated system of technical support for the implementation of sub-projects prioritized under the Provincial Commodity Investment Plans (PCIP).

Scope of Work

The Project Development Associate (PDA) will be supporting the component in the delivery of specified milestones of PRDP under the Planning Component. He/She will be stationed in the Regional Project Coordination Office (RPCO) based in Koronadal City and will travel to other areas in Region 12 as the need arises. He/She will be directly under the supervision of the Planning Component Head who will likewise be reporting to the RPCO Focal Person in close coordination with the Regional Director.

Specifically, the tasks of the PDA will include but not limited to the following:

- Assists the PRDP Regional Planning Component in the implementation of PRDP specially on the conduct of activities such as the conduct of Value Chain Analyses (VCA) and Provincial Commodity Investment Plans (PCIP) technical reviews, AFMP Updating and others;
- Liaises with members of the Regional Project Coordination Office (RPCO) and Provincial/City Project Management and Implementation Units (P/CPMIUs) particularly on activities that shall be undertaken by the component;
- Arranges component meetings and workshops by developing itineraries and agenda and ensure the participation of expected participants;
- Prepares/drafts communications/letters/correspondence as assigned by the Planning Head;
- Manages and records all incoming and outgoing communications of the component as well as to maintain/update document tracking slips and ensures timely responses on subject matter;
- Acts as primary contact person between the component and other component/units of PRDP;
- Provides assistance to other component staff in preparing administrative reports;
- Prepares and consolidates various documents needed in processing training and other relevant claims of creditors;
- Drafts/prepares ODPD/OPD correspondences and memoranda;
- Provides information and assistance to concerned PPMIUs and other partner agencies on the updates and status of project implementation;
- Assists in the conduct of meetings, trainings and conferences as initiated by the concerned component as approved by management; and,
- Performs other activities vital towards the speedy realization of the established functions.

Qualifications

Education & Training:

- A graduate of Economics, Agribusiness , Agricultural Economics or related field; and,
- Must have attended relevant training on communications, records management or any related training on office management.

Experience:

- Minimum of one (1) year experience in handling administrative and technical support either in private or government institution; and,
- Experience in working at Planning Unit/Division is an advantage.

Knowledge, Skills, and Abilities:

- Knowledgeable on at least agriculture industry subsectors or commodities;
- Strong analytical and operational knowledge in the field of agri and fishery sector, including trades and investments;
- Ability to communicate effectively (both oral and written); and,
- Must be a team player.

Reporting Responsibilities:

The PDA will be directly reporting to the I-PLAN Component Head while ensures close coordination with the I-BUILD, I-REAP & I-SUPPORT components and other units.

Prepared by:

Noted by:

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ZALDY M. BOLORON
OIC-RTD for Operations

Approved by:

AMALIA J. DATUKAN, MBA
Regional Executive Director

TERMS OF REFERENCE

Job Title	:	PROJECT DEVELOPMENT ASSOCIATE (PDA)
Official Station	:	Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities	:	He/She shall report directly to the IREAP Unit Head
Job type	:	Contract of Service
Monthly Salary	:	Php 20,000.00

1. Background

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED MILLION DOLLARS (US\$500,000,000) for the purpose of financing the ‘Philippine Rural Development Program (PRDP) ‘ to support the Government’s effort to reduce poverty among the rural communities in the country.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

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 and the Provincial Commodity Investment Plans (PCIPs).

2. Scope of Work

Project Development Associate (PDA)

The Project Development Associate (PDA) will provide the general / overall assistance in terms of logistical and administrative management and in facilitating the varied administrative concerns in the whole I-REAP operation. She / He will facilitate the coordination works in the conduct of various capacity interventions of varied stakeholders. He / She will be stationed at the Regional Project Coordination Office (RPCO) based in Koronadal City. She / He will be directly under the supervision of the I-REAP Component Head who in turn will be reporting to the Regional Project Coordination Office Head in close coordination with the Regional Director.

Specifically, the tasks of the Project Development Associate (PDA) will include but not limited to:

- Together with the other RPCO I-REAP team members, he or she will provide assistance in the delivery of the overall expected output of the component in consonance to the overall project's output by facilitating the provision of the needed administrative and logistical support in carrying out the various tasks of members of the team;
- In consultation with the other specialists and officers of the component, she/he will prepare the annual plan for the needed supplies and materials of the component for approval of the I-REAP Head. She / He will see to it that all required supplies and materials are readily available when needed;
- Facilitate the needed timely support to all I-REAP manpower particularly the preparation of travel orders, vehicle requests and other work related concerns;
- In coordination with components, she/he shall facilitate the canvassing of venues for trainings, meetings and workshops and the needed supplies and materials in the conduct of varied activities of the component;
- Facilitate the establishment of a systematic filing system of the component;
- Assist the BDO in updating the data bank of the component for ease in retrieving information and data that is critically needed in project implementation;
- Assist the BDO in the preparation of regular updated reports needed by the component head and other PRDP components;
- Maintain a daily journal of activities of the component to record the daily major events of the component;
- Facilitate the maintenance of orderliness and cleanliness within office premises to provide a better working space for the workers;
- Assist in the conduct of various capacity building activities; workshops and meetings;
- Perform other tasks as deemed necessary in relation to the component's deliverables and/or as required by the program management.

Expected Outputs:

3. Assisted the establishment of a systematic filing system that is crucial in the operation of the project within its project life;
4. Overall support to the needs of the project manpower is ably provided. Timely reports are provided to the Head of the Component for appropriate and timely interventions.

3. Qualifications

Education: A graduate of any college degree and/or diploma course

Experience:

- At least 2-years of experience in working with foreign assisted project
- With some background re facilitating and coordinative works with LGUs and other institutions

Knowledge, Skills, and Abilities:

- Knowledgeable on government and private protocols
- Strong coordinative and facilitation skills
- Ability to provide basic information and data in relation to I-REAP operation
 - ✓ Communicate effectively
 - ✓ Has facilitation skills
 - ✓ Could work with a team
 - ✓ Work effectively with co-workers, partner agencies and the private sector

Prepared by:

Noted by:

ELIZABETH B. PUSTA
Supervising Administrative Officer

ZALDY M. BOLORON
OIC-RTD for Operations

Approved by:

AMALIA J. DATUKAN, MBA
Regional Executive Director

TERMS OF REFERENCE

Job Title : **PROJECT DEVELOPMENT ASSISTANT (PDA)**
Official Station : Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities He/She shall report directly to the SES Unit Head
Job type : Contract of Service
Monthly Salary : Php 20,000.00

1. Background

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the ‘Philippine Rural Development Project (PRDP) ‘and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of Project Development Associate.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (ISUPPORT).

Scope of Works:

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the Social and Environmental Safeguards Unit. The PDA's overall function covers administrative and technical support to the Unit's daily activities and proper functioning of the office.

Specifically, the tasks of the Project Development Associate (PDA) will include but not limited to the following:

1. Assists the SES Unit in the proper filing of social and environmental documents;
2. Records all incoming and outgoing documents;
3. Conducts initial checking on the completeness and consistency of documents on the submitted Feasibility Study and Business Plan concerning SES compliance;
4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel documents, liquidation of cash advances for office supplies, etc.) for the Unit;
5. Encodes of documents and reports;
6. Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concern offices;
7. Assists the Unit in project facilitation during trainings; and
8. Performs other tasks as maybe assigned by the NPCO SES Unit Head.
9. Such other duties and functions as may be assigned by his/her supervisor;

Qualifications:

Education: The PDA shall be a Bachelor's Degree holder preferably in Environmental Science/Environmental Management/Computer Science or any related courses.

Experience:

Minimum of three (3) years working experience in performing similar and related works. Experience in working with donor-funded projects is an advantage

Knowledge, Skills, and Abilities

Familiar with the social and environmental safeguards framework of the project; Basic skills in data management and filing systems;• Proficient in Microsoft Office applications; and,• Must be a team player and can work with minimal supervision•

Reporting Responsibilities:

The Project Development Associate will be directly reporting to the SES Unit Head while ensures close coordination with the I-BUILD, I-REAP & I-SUPPORT components and other units.

Prepared by:

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OIC-RTD for Operations

Approved by:

AMALIA J. DATUKAN, MBA
Regional Executive Director

TERMS OF REFERENCE

Job Title : **PROCUREMENT OFFICER**
Official Station : Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities : He/She shall report directly to the Procurement Unit Head
Job type : Contract of Service
Monthly Salary : Php 35,000.00

Background :

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP)' and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of Procurement Officer.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for

Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

Scope of Work:

The Procurement Officer shall provide his/her expertise in assisting various procurements under PRDP (works, goods & consulting services) for the successful delivery of specified milestones of the Project. He / She will be stationed in the Regional Project Coordination Office (RPCO XII) based in Koronadal City. She / He will be directly under the supervision of the Procurement Unit Head who will likewise be reporting to the Regional Director in close coordination with the RPCO Focal Person.

Specifically, the tasks of the Procurement Officer shall include but not limited to the following:

- Provides assistance in the preparation of Philippine Bidding Documents and other relevant documents for the issuance of NOL 1;
- Manages the Contracts, Equipment, and Key Personnel Database in relation to all the contracted works under PRDP;
- Updates Procurement-related entries and documents on the Project Website Procurement Opportunities regarding the procured works of the LGUs;
- Provides necessary assistance in the conduct of Procurement-related Trainings;
- Attends and observes pre-bid conferences and bid openings to be undertaken by the LGUs;
- Assists the Bid Evaluation Reports and Awards Recommendation forwarded by the RPCOs which were submitted by the LGUs;
- Drafts review findings of the submitted BERs;
- Involves and participates in the procurement activities of the PSO Mindanao;
- Assists the PSO BAC in all its procurement activities, provides administrative support, and prepares minutes of meetings and resolutions; and,
- Performs other responsibilities as may be designated by the Procurement Unit Head, Deputy Project Director, and Project Director.

Expected Outputs:

The provision of technical support to the Procurement team at all levels is expected to generate the following output:

- Compliance to the 2010 Philippine Bidding Documents and its Harmonized Procurement Guidelines;
- Majority of LGUs be trained and oriented regarding the WB Harmonized Procurement Guidelines;
- Compliance with an updated Contracts , Equipment and Key Personnel Database; and,
- Compliance to update the website postings of all the works to be procured by the LGU.

Qualifications:

- A graduate of Bachelor's Degree in Engineering or any related course;
- At least three (3) year of adept experience in World Bank Procurement of works, goods, or consulting services; and,
- Has undertaken at least Procurement-related trainings in works, goods, or consulting services.

In addition, the applicant should have:

- Competence in analyzing and interpreting Detailed Engineering Design (DED) drawings, specifications and other technical aspects of the projects;
- Sound Analytical Skill
- Excellent writing and communication skills;
- Strong leadership and management skills;

- Strong interpersonal and teamwork skills in dealing co-workers; Project partners. Private sectors, and others entities who are involved in the Project; and,
- Knowledgeable and Proficient in Microsoft Excel, PowerPoint, and Word.

Reporting Responsibilities:

The Procurement Officer will be directly reporting to the Procurement Unit Head and ensure close coordination with the I-BUILD, I-REAP, & I-PLAN Components and other units.

Prepared by:

Noted by:

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Supervising Administrative Officer

ZALDY M. BOLORON
OIC-RTD for Operations

Approved by:

AMALIA J. DATUKAN, MBA
Regional Executive Director

TERMS OF REFERENCE (TOR)

Job Title : **RURAL INFRASTRUCTURE ENGINEER**
Official Station : Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities: He/She shall report directly to the I-Build Unit Head
Job type : Contract of Service
Monthly Salary : Php 35,000.00

Background :

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the ‘Philippine Rural Development Project (PRDP) ‘and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of RURAL INFRASTRUCTURE ENGINEER.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

Scope of Work

Specifically, the tasks of the I-BUILD Rural Infrastructure Engineer will include but not limited to the following:

- Assists the I-BUILD Component in monitoring the Regional operations;
- Conducts initial checking on the completeness and consistency of documents on the submitted technical proposals and bid evaluation reports needing NPCO and WB OL or NOL. The documents shall be based from a checklist of requirements per sub-project type. These type of sub-projects shall include farm-to-market-roads, rural bridges, potable water systems, irrigation systems and other rural infrastructure types;
- Conducts random SP inspection of ongoing SPs, safeguards and fiduciary audit in aid of systems/policy enhancement in subproject implementation;
- Assists in the maintenance of RPCO data base, consolidation of progress reports and analysis of data to hasten management decision making; and,
- Performs other task as maybe assigned by the RPCO I-BUILD Component Head.

Qualifications:

Education:

- Must be a Licensed Civil Engineer.

Experience:

- Minimum of two (2) years working experience in performing similar and related works; and,
- At least 1 year in foreign-assisted projects (PAFs) implemented by LGUs.

Knowledge/Skills/Abilities:

- Has attended at least 72 hours relevant trainings;
- Has been involved in the preparation of engineering technical documents (Program of Work, Detailed Engineering Design and Estimates, Engineering Plans, etc.);
- Proficient in written and oral communications;
- Knowledgeable in harmonized procurement guidelines of the WB and RA 9184;
- Computer literate with high proficiency in MS word, excel, and power point;
- Ability to work with stakeholders on multiple levels including non-government organizations, people's organization, donors, media groups, religious groups and local government units;

- Proven organizational skills and ability to manage multiple tasks simultaneously;
- Ability to work independently and result oriented; and,
- Willing to travel extensively within the island cluster assignment most of the time or even on a short notice.

Reporting Responsibilities:

The Rural Infrastructure Engineer shall report directly to the RPCO I-BUILD Component Head and shall provide on a semi monthly basis (15th and 30th day of the month) written accomplishment report.

Prepared by:

Noted by:

ELIZABETH B. PUSTA
Supervising Administrative Officer

ZALDY M. BOLORON
OIC-RTD for Operations

Approved by:

AMALIA J. DATUKAN, MBA
Regional Executive Director

TERMS OF REFERENCE

Job Title : **UTILITY/MESSENGER**
Official Station : Regional Project Coordination Office (RPCO) XII
Reporting Responsibilities He/She shall report directly to the Admin Unit Head
Job type : Contract of Service
Monthly Salary : Php 15,000.00

1. Background

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the ‘Philippine Rural Development Project (PRDP) ‘and it intends to apply

part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of Utility/ Messenger.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players 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 program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (ISUPPORT).

Scope of Works:

Utility The Utility/Messenger will be supporting the component in the delivery of specified milestones of PRDP under Administrative Unit. He/She will be stationed in the Regional Project Coordination Office (RPCO) based in Koronadal City. He/She will be directly under the supervision of the Administrative Unit Head who will likewise be reporting to the RPCO Administrative Head in close coordination with the RPCO Focal.

Specifically, the tasks of the Utility/Messenger will include but not limited to the following:

- Cleans the office premises and its surroundings;
- Keeps office equipment and furniture clean and orderly;
- Collects and disposes dumps/garbage properly;
- Opens office doors and windows before office hours and closes them after;
- Assists transfers of office furniture;
- Facilitates the replenishment of water in the dispenser;
- Keeps the toilets/comfort rooms clean and sanitary;
- Performs occasional office errands, minor clerical job, and simple carpentry and electrical works
- Cleans and scrapes the floors of the office and its corridors;
- Performs general ground maintenance works; and.
- Performs other functions as may be directed by the Supervisors

Qualifications :

1. Must be literate; and,
2. Having a driver's license is an advantage.

Experience:

- Has a minimum of at least one (1) year experience in utility and messenger works.

Knowledge, Skills, and Abilities:

1. Knowledge in safe driving principles and practices;
2. Must be dependable, trustworthy and loyal; and,
3. Ability to prioritize and organize workloads in completing duties with less supervision.
4. Has the ability to: Learn the principles of general maintenance work;
5. Understand and carry out oral and written instructions;
6. Maintain daily records relative to maintenance supplies; and,
7. Establish, maintain and foster positive and harmonious working relationships with colleagues in the course of work.

Prepared by:

Noted by:

ELIZABETH B. PUSTA
Supervising Administrative Officer

ZALDY M. BOLORON
OIC-RTD for Operations

Approved by:

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Regional Executive Director