



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office XI
F. Bangoy St., Davao City
Telefax No. (082) 226-3625



REQUEST FOR EXPRESSION OF INTEREST
Hiring of Consultancy Services (Individual Consultant)
Solicitation No. PRDP-RPCO-011-SIC-002-15

Estimated Project Cost: Php 4,480,000.00

The Government of the Philippines has received loan from the World Bank towards the cost of the Philippine Rural Development Project (PRDP) and it intends to apply of the proceeds of this loan to payments for the cost of Hiring of Consultancy Services (Individual Consultancy)/Technical Assistance (TA).

The Department of Agriculture RFO XI hereunder referred to as the End User now requests interested applicants to submit expressions of Interest for the **HIRING OF INDIVIDUAL CONSULTANTS** namely:

Item No.	Position	No. of Staff Required	Monthly Rate
1	Alternate Component Head I-BUILD	1 person	Php 60,000.00
2	Economist	1 person	Php 45,000.00
3	Rural Infrastructure Engineer	3 persons	Php 45,000.00
4	Planning Officer	2 persons	Php 40,000.00
5	Business Development Officer	1 person	Php 40,000.00
6	Finance Analyst II	1 person	Php 40,000.00
7	MIS Officer	1 person	Php 40,000.00
8	Environmental Safeguards Officer	1 person	Php 40,000.00
9	GIS Data Officer	1 person	Php 40,000.00
10	Project Development Associate for I-BUILD Component	1 person	Php 25,000.00
11	Project Development Associate for Procurement Unit	2 persons	Php 25,000.00
12	Administrative Officer I	1 person	Php 25,000.00
13	Chauffer	1 person	Php 20,000.00

Note:

Duration: June-December, 2015

Renewal after the evaluation of 3 months

A set of Terms of References (TOR) are provided in Attachments 1-14.

Bidding procedures will be conducted in accordance with the provisions of the World Bank Guidelines and taking into consideration the related provisions in the Project Loan Agreement and Guidelines in the Procurement under IBRD loans and IDA credits. The individual consultants will be selected in accordance with the procedure set out in the World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers, May 2011.

All Expressions of Interest (EOIs) together with Curriculum Vitae, Transcript of records and all necessary documents must be delivered in hard copies placed in a sealed enveloped marked: "HIRING OF CONSULTANCY SERVICES (INDIVIDUAL CONSULTANTS)" SOLICITATION NO. PRDP-RPCO 011-SIC-002-15.

Expressions of Interest (EOIs) must be delivered at the address below not later than 5:00 pm on **May 25, 2015** BAC Secretariat Office Department of Agriculture Regional Field Office No. XI, Davao City.

The Department of Agriculture RFO XI reserves the right to accept or reject any bid and to annul the Selection of Individual Consultants (SIC) process or reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders.


MILAGROS B. BUCCAT
Chairperson
Bids and Awards Committee I

**TERMS OF REFERENCE
For
RURAL INFRA ENGINEER**

Component	:	I-BUILD Component
Job Title	:	Rural Infrastructure Engineer
Job Type	:	Contractual
Monthly Salary	:	Php 45,000.00
Official Station	:	Regional Project Coordination Office XI

OVERALL SCOPE OF WORK:

Ascertain the market, technical, environmental/social, organizational and economic viability of rural infrastructure through appropriate design, quality and timely implementation of subprojects.

SPECIFIC TASKS:

1. Provides guidance to LGU engineers in the identification, FS and design preparation of rural infrastructure subprojects (eg. engineering plans, detailed cost estimates, programs of work, and other documents relative to subproject approval);
2. Conducts site validation and review of sub-project plans, detailed estimates and program of works prepared by LGU engineers or contracted service providers to ensure that the proposals follow the Program's policies and the costs are within the established cost parameters.
3. Provides guidance to LGU Engineers in the conduct of pre-procurement conference, pre-bidding conference and pre-construction conference and site validation activities;
4. Closely coordinate with other Units for the organizational development of Operation and Maintenance groups to guarantee the success on the sustainability of the investment.
5. Inspects all on-going sub-projects to identify problem areas and provide advice/guidance to the LGU Engineers and acts as witness to the quality control program instituted for the subproject.
6. Reviews and endorses all technical/bidding requirements for the requests of OL or NOL;
7. Reviews the sub-project environmental and social clearances and ascertain compliance to the *Environmental and Social Management Plan (ESMP)* and spearhead in the conduct of safeguard audits, prepare analysis and recommendations based from the results.
8. Participates in the conduct of inspection of on-going sub-projects with end users, COA engineers, LGU engineers and other sub-project co-implementers especially during progress billing and final inspection. Ensure that project completion

documents are complying with the project requirements especially on the quality control and the timely completion.

9. Keep track of any approved variation orders, prepare analysis and coaching sessions to minimize occurrence of variation orders.
10. Spearhead in the conducts of ex-post fiduciary reviews and monitors the operation and maintenance of completed sub-projects
11. Participate in regional meetings, planning workshops to provide feedbacks and conduct timely, appropriate technical sessions along implementation of rural infrastructures.
12. Prepares monthly accomplishment reports, consolidates SPs within a Province and submits regularly provincial assessment of implementation of all infrastructure subprojects.
13. Do other functions as the RPCO I-BUILD Chief may assign.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The consultant shall report directly to the RPCO I-BUILD Chief and shall provide on a semi monthly basis (15th and 30th day of the month), a written accomplishment report.

QUALIFICATION STANDARDS:

Education:

- Licensed civil engineer or agricultural engineer.

Experience:

- With minimum 2 years experience in rural development.

Knowledge/Skills/Abilities:

- Minimum of 48 hours relevant trainings.
- Proficient in written and oral communications.
- Computer literate with high proficiency in MS word, excel, and power.
- Knowledgeable of the harmonized procurement guidelines of the WB and RA 9184.
- 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.
- Can work independently and result oriented.
- Willing to travel extensively on the Provincial assignment most of the time or even on a short notice

JOB LOCATION:

➤ Regional Project Coordination Office (RPCO), DA, Region ____.

Prepared by:


DANILO T. ALESNA
Head, PRDP I-BUILD Component

Noted by:


MARIA FEBE. T. ORBE
OIC-ARD for Operations/
RPCO Coordinator

Approved:


REMELYN R. RECOTER, CESO IV
OIC-Regional Director

Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
Regional Field Office XI

ECONOMIST

TERMS OF REFERENCE

Job Title	:	ECONOMIST
Official Station	:	Regional Project Coordination Office XI
Reporting Responsibilities	:	He/She shall report directly to the RPCO Coordinator
Job Type	:	CONTRACTUAL
Monthly Salary	:	Php 45,000.00
Job Description	:	<p>The Economist will be engaged to provide necessary technical assistance and services for the conduct of appraisal and evaluation of subprojects under the Philippine Rural Development Project.</p> <ul style="list-style-type: none">• Review of Financial and Economic Analysis of the various feasibility studies/business proposals submitted under PRDP;• Conduct primary research, data collection and analysis and literature reviews;• Prepare databases and data sets and carry out analysis of the same;• Provide technical assistance to Regional Project Coordination Offices during the conduct of technical validation in the field and other related activities if necessary;• Deliver results within tight deadlines and in response to specific client requests; and• Perform other duties and responsibilities that may be assigned by the Project Director/RPCO Coordinator.

Qualifications:

- At least a Bachelor's Degree in Economics, social sciences or a closely related field; and
- Master's Degree is an advantage.

In addition, the applicant should have:

- Knowledge in developing economic models and analytical methods and tools;
- Knowledge and experience in data collection, data analysis and research;
- Strong analytical skills, ability to conceptualize, plan and execute innovative ideas, as well as transfer of knowledge and skills;
- Excellent computer skills and proficient in Microsoft applications especially in Microsoft Excel;
- Experience in administrative and technical works will be an added advantage;
- Work well both independently with minimal management direction and with a team; and
- Able and willing to travel as deemed necessary.

Reporting Responsibilities:

The Economist shall report directly to the RPCO Coordinator, the Economist will work closely with the Infrastructure Development & Enterprise Support Development component to ensure the efficient appraisal and evaluation of sub projects under such component.

Recommending Approval:


MARIA FEBE T. ORBE
Regional Program
Coordinator

Approved:


REMELYN R. RECOTER, CESO IV
Regional Director



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Philippine Rural Development Project (PRDP)

TERMS OF REFERENCE

Planning Officer for the I-PLAN Component

Component:	I-PLAN Component
Job Title:	Planning Officer
Status:	Consultant
Job Type:	Contractual
Monthly Salary:	Php 40,000.00
Official Station:	Regional Project Coordination Office-XI
Reporting Responsibilities:	He/She shall be directly reporting to the I-PLAN Component Head

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 Planning Officer 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 Davao City and will travel to other areas in Mindanao as the need arises. He/She will be directly under the supervision of the I-PLAN Component Head who will likewise be reporting to the RPCO Coordinator and the Project Director of PSO Mindanao in close coordination with the Deputy Project Director.

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

1. Assists the RPCO I-PLAN Head/Alternate, and I-PLAN Consultant in the implementation of PRDP, specifically, I-PLAN activities such as the conduct of Value Chain Analyses (VCA) and Provincial Commodity(ies) Investment Plans (PCIPs) technical reviews, AFMP updating and others;
2. Provides lead technical support to the I-PLAN team during workshops, seminars and meetings and other capacity building activities that will be provided by the component to the RPCOs & LGUs. This may include preparation of workshop/training design, presentation materials,



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- documentation and preparation of reports. When needed, may act as facilitator or resource person during the conduct of activities;
3. Assists the other project staff in reviewing the VCAs and PCIPs as the source document of various sub-projects that will be prioritized for Business Plan Preparation and Infrastructure Development;
 4. Proposes to the management appropriate interventions in support to the sub-projects identified under Infrastructure Development and Enterprise Development by the PLGU in proper coordination with the RPCOs;
 5. Assists the members of the Project Support Office (PSO), Regional Project Coordination Offices (RPCOs) and Provincial/City Project Management and Implementation Units (P/CPMIUs) as well as members of the core planning teams;
 6. Immediately flags to the I-PLAN Component Head/Alternate implementation bottlenecks, issues/concerns needing immediate action or intervention;
 7. Liaises with the members of the Provincial Project Management & Implementation Units (PPMIUs) as well as members of the regional and provincial/city core planning teams;
 8. Attends meetings called by the PRDP or other meetings as may be assigned by the I-PLAN Component Head/Alternate;
 9. Submits periodic reports on the status of Planning Component implementation, both physical and financial to the I-PLAN Component Head;
 10. Installs a system to manage files/documents of the Planning Component;
 11. Performs other tasks/functions as deemed necessary in relation to the component's deliverables and/or as required by the RPCO I-PLAN Component Head/Alternate/management.

Minimum Qualifications:

Education & Training:

- Must be a graduate of Agriculture, Accountancy/Economics and/or related fields.
- Must be computer literate, with working knowledge on Microsoft Office.
- Must have undergone related trainings in conducting researches, planning or study preparation.
- At least one year experience in project implementation, preferably in planning/monitoring & evaluation.
- Experience in doing value chain analysis, or rapid market appraisal will be an advantage.

Experience:

- At least one (1) year experience in project planning, development, monitoring and evaluation in private or government institution. Experience in preparation of studies and researches is an advantage.



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Knowledge, Skills and Abilities:

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

Prepared by:

JOVITA J. ASTILLA


I-PLAN Component Head, PRDP RPCO-XI

Recommending Approval:


MARIA FEBE T. ORBE

OIC-ARD for Operations/Project Coordinator, PRDP RPCO-XI

Approved by:


REMELYN R. RECOTER, MNSA, CESO IV

Regional Director

Department of Agriculture RFO-XI



TERMS OF REFERENCE`
For

BUSINESS DEVELOPMENT OFFICER

Unit	:	I-REAP
Job Title	:	Business Development Officer
Job Type	:	Contractual
Monthly Salary	:	Php 40,000.00
Official Station	:	Regional Project Coordination Office XI

1. Scope of Work

Business Development Officer

The BDO will be supporting the component in the delivery of specified milestones of PRDP under the I-REAP. He / She will be stationed in the Program Support Office (PSO) based in Davao City. She / He will be directly under the supervision of the I-REAP Component Head who will likewise be reporting to the Program Director of Mindanao in close coordination with the Deputy Program Director.

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

- Assist the other program staff in reviewing the enterprises reflected in PCIP as the source document of various enterprises that will be prioritized for Business Plan Preparation;
- Assist in facilitating the prioritization of enterprises in the participating provinces and proponent group selection;
- Proposed to the management appropriate interventions in support to the enterprises proposed by the I-REAP teams at the PLGU and PG level and assist in the preparation in designing the appropriate and needed support activities to the PLGU and PGs;
- Assist in facilitating the conduct of the Business Planning Workshops incorporating therein the sustainability measures for I-REAP investments;
- Assist in building the capacity of 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;
- Assist in providing the RPCO and PPMIU through the proponent group the guidelines in gathering data and information needed in the preparation and development of rural enterprises;
- Assist the PPMIU and Proponent Groups in finalizing and packaging business plans for submission to RPCO's technical appraisal and eventual RPAB's approval;
- Assist in identifying 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; and
- Perform other tasks as deemed necessary in relation to the component's deliverables and/or as required by the program management.

3. Qualifications

Education: At least a Bachelors Degree in Agribusiness, Entrepreneurial Field, Business Administration, Finance, Economics, and other related fields



Experience:

- At least 2 years of experience in agribusiness, entrepreneurial related activities, agri-based micro enterprise development and similar fields;
- With some background experiences in preparing business plans;
- Preferably has experience working with PLGUs, some producer groups and micro enterprises;

Knowledge, Skills, and Abilities:

- Knowledgeable on at least 2 agriculture industry subsectors or commodities
- Strong analytical and operational knowledge in agri-business and enterprise development;
- Ability to:
 - ✓ Communicate effectively orally and in writing
 - ✓ Could work with a team
 - ✓ Work effectively with co-workers, partner agencies and the private sector

Prepared by:


JANET DOBLI
I-REAP Focal Person/Chief, AMAD

Noted:


MARIA FEBE T. ORBE
RPCO Coordinator/OIC-ARD for Operations

Approved:


REMELYN R. RECOTER, CESO IV
OIC-Regional Director



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TERMS OF REFERENCE (TOR)
FOR
FINANCE ANALYST

Unit : **FINANCE**
Job Title : **FINANCE ANALYST**
Job Type : **Contractual**
Monthly Salary : **Php 40,000.00**
Official Station : **Regional Project Coordination Office XI**

Scope of Work

The **Financial Analyst** 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.
- 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.
- 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.

Prepared by:


MA. LORNA P. JAMORA
Finance Head

Noted:


MARIA FEBE T. ORBE
ARD for Operations / RPCO-XI Coordinator

Approved by:


REMELYN R. RECOTER, MNSA, CESO IV
OIC-Regional Director
DA-RFO XI



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
PHILIPPINE RURAL DEVELOPMENT PROGRAM
Regional Project Coordination Office XI
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Tel. No. (082) 226-3625



TERMS OF REFERENCE

For

MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER

Unit	:	MONITORING AND EVALUATION (M&E)
Job Title	:	MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER
Job Type	:	Contractual
Monthly Salary	:	Php 40,000.00
Official Station	:	Regional Project Coordination Office XI

1. Scope of Work

The MIS Officer shall assist the M&E Head Officer and shall work in close coordination with the other M&E Staff and other Components/Units in the maintenance of the PRDP Management Information System. Specifically, the MIS Officer shall:

- Assist the PRDP- RPCO M&E Officers in the preparation and maintenance of the Management Information System;
- Assist in the M&E Officers in capacitating the concerned Provincial/ Municipal Project Implementing Units personnel in the application of the MIS;
- Consolidates and review monthly reports generated from the MIS;
- Prepares presentation materials (Implementation progress reports) prior to World Bank Missions, PSO - RPCO - P/MLGU Coordination Meetings and other related activities;
- Facilitation of Implementation Management Agreement (IMA) and other enabling document.


Qualifications

1. Education: A graduate of any Bachelor's Degree.
2. Computer Literate

Knowledge, Skills and Abilities;


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

Prepared by:




RONNIE JOHN M. YULO
M&E Component Head

Noted by:



MARIA FEBE T. ORBE
OIC-ARD for Operations/
RPCO Coordinator

Approved:



REMELYN R. RECOTER, CESO IV
OIC-Regional Director

**Philippine Rural Development Program
Social and Environmental Safeguards**

**TERMS OF REFERENCE
For**

SOCIAL SAFEGUARD OFFICER

Component	:	Social and Environmental Safeguards
Job Title	:	SOCIAL SAFEGUARD OFFICER
Job Type	:	Contractual
Monthly Salary	:	Php 40,000.00
Official Station	:	Regional Project Coordination Office XI

Scope of Work

The **Social Safeguard Officer** will ensure the compliance and implementation of Safeguards policy of the program. Specifically, the Social Safeguard Officer will be tasked to undertake the following:

1. Ensure effective installation and implementation of social safeguards framework and grievance redress mechanism at municipal, provincial and regional levels;
2. Develop and maintain the grievance redress database/registry
3. Serve as safeguards advisor to other regional Social Safeguards Specialists/Focal Persons to ensure alignment among all project components on safeguard related issues;
4. Conduct appraisal and review of Feasibility Study, Detailed Engineering Design and Business Plan to check compliance to Social Safeguards Framework and recommend appropriate measures in the Environmental and Social Management Plan;
5. Review and monitor the implementation of Abbreviated Resettlement Plan;
6. Lead in the conduct of spot monitoring of subprojects and evaluation of safeguards compliance;
7. Conduct of post review of subprojects issued with NOL by the Regional Program Coordinating Office;
8. Prepare and submit timely and regular progress reports indicating status of full compliance with social safeguards framework/policy;
9. Perform other tasks as Unit Head, Program Director/Deputy Program Director may assign.

Qualification Requirements

1. Minimum of 5 years of professional working experience in foreign assisted project.
2. Minimum of 48 hours training on Social and Environmental Safeguards
3. Knowledge on Indigenous Peoples Right Act (IPRA Law), Land Acquisition Processes, Philippine Environmental Laws, Philippine Environmental Impact Statement System and any related local laws and policy;
4. Prior familiarity with World Bank safeguards policies;
5. Knowledge on social impact assessment and able to formulate environmental and social management plan;
6. Bachelor's degree in Environmental Science or any related fields of study.
7. Possess good oral and written communication skills.
8. Willingness to conduct field travels.

Reporting Responsibility

The Social Safeguards Officer will be directly reporting to the SES Unit Head. Social Safeguards Officer will be based at the Program Support Office in Davao City.


Prepared by:


RAY R. REINTAR
SES Component Head

Noted:


MARIA FEBE T. ORBE
ARD for Operations/
RPCO Coordinator

Approved by:


REMELYN R. RECOTER, CESO IV
OIC-Regional Director



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
Regional Project Coordinating Office XI
F. Bangoy St., Davao City

TERMS OF REFERENCE

GIS DATA ANALYST

Component	:	GGU
Job Title	:	GIS DATA ANALYST
Status	:	Technical Staff
Job Type	:	Contractual
Monthly Salary	:	Php 40,000.00
Official Station	:	Regional Project Coordination Office

Regional Project Coordinating Office XI

Scope of Work

The main objective of the Geomapping and Governance Unit (GGU) is to contribute to the 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 GIS Data Analyst/PDA would:

- Work with latest GIS/Geomapping software and subject matter experts (SMEs) to quickly assess, design, develop, maintain, revise, and validate instructor-led and web-based training materials that are educational and effective in line with the strategic priorities of the Philippine Rural Development Project.

- Collaborate with team members to identify, contribute, and recommend new ideas, methods for enhancing the GIS curriculum.
- Apply solid instructional design skills, effective learning principles, and creativity to course design to engage participants in the learning process, encourage participation, and meet requirements of the adult learner.
- Conduct GIS Training activities across the Region including providing organization, logistics and administrative support for all training and awareness raising events, during preparation, implementation and follow-up.
- Assist and provide inputs for evaluation and monitoring of training related activities to evaluate and enhance the overall content design of the PRDP training curriculum.
- Attend relevant meetings and for a as part of the PRDP including providing a monthly report on activities carried out, administrative issues (financial expenses, logistics and security) and user's 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.
- Promote PRDP activities and services, where applicable inform supervisor of potential projects and participate in project proposals.

Qualifications

- Bachelor's or master's degree in Information Technology, Computer Science other related field
- Minimum of one year of experience with the use, manipulation and processing of various GIS techniques
- Good 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

Work Experience: Minimum of 2 year experience in providing internal and external communications and administrative support.

Knowledge, Skills and Abilities

- Knowledge of an operational environment.
- Knowledge in GIS systems.
- Knowledge in today's GIS standards and applications used in local, county, state, and federal agencies.
- Knowledge in Applied Geotagging Technology
- Knowledge of basic mapping and cartographic concepts; mapping symbols and standards.
- Proficient in using ADOBE Photoshop, Corel Draw and other multimedia software.
- Ability to prioritize and organize, work well under stress, and 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 demonstrative 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 adjust 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; understand satellite geospatial data commercial distribution and licensing systems; possess good knowledge of technicalities of geographic information systems; shows willingness to learn new technology applications.
- **Professionalism:** Ability to identify issues, analyze and participate 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, plan own work and manage 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 perspective 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 GIS Data Specialist would report directly to the PSO-GGU Unit Head. The GIS Data Specialist shall oversee the provision of necessary support to ensure effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned unit. She/he shall also ensure that necessary technical specifications and requirements of the concerned unit are met.

Recommending Approval:

Noted by:


PAMELA G. SOSA

PRDP GGU Component Head


MA. FEBE T. ORBE

Regional Program Coordinator

Approved:


REMELYN R. RECOTER, CESO IV
Regional Director

TERMS OF REFERENCE
For
Project Development Associate (PDA)

Component	:	I-BUILD
Job Title	:	Project Development Associate (PDA)
Status	:	Technical Staff
Job Type	:	Contractual
Monthly Salary	:	Php 25,000.00
Official Station	:	Regional Project Coordination Office

OVERALL SCOPE OF WORK:

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the I-BUILD component. The PDA's overall function covers administrative and technical support to the Specialists' daily activities and proper functioning of the office.

SPECIFIC TASKS:

1. Assists the I-BUILD component in the proper filing of engineering documents;
2. Records all incoming and outgoing documents;
3. Conducts initial checking on the completeness and consistency of documents on the submitted technical proposals and bid documents and route these to the concern specialists and coordinators;
4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel orders, liquidation of cash advances for office supplies, etc..) for the Unit;
5. Encoding of documents and reports (eg. Manuals);
6. Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concern offices;
7. Assists the Unit in program facilitation during trainings; and
8. Performs other task as maybe assigned by the RPCOI-BUILD Component Head.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The PDA shall report directly to the RPCO I-BUILD Component Head.

QUALIFICATION STANDARDS:

Education:

- The PDA shall be a graduate of any Bachelor's Degree preferably Engineering, Computer and Social Sciences.

Experience:

- Minimum of three (3) years working experience in performing similar and related works. At least 1 year working in foreign assisted projects or special programs.

Knowledge/Skills/Abilities:

- He/She must have initial understanding of the different engineering technical documents (*Program of Work, Engineering Plans, etc..*).
- 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.

JOB LOCATION:

- Regional Project Coordination Office XI(RPCO XI), F. Bangoy St., Davao City

Recommending Approval:

Noted by:


DANILO T. ALESNA
PRDP I-BUILD Component Head


MA. FEBE T. ORBE
Regional Program Coordinator

Approved:


REMELYN R. RECOTER, CESO IV
OIC-Regional Director

**Terms of Reference
for the
PROJECT DEVELOPMENT ASSOCIATE (PDA)**

Unit	:	Procurement
Job Title	:	PROJECT DEVELOPMENT ASSOCIATE (PDA)
Job Type	:	Contractual
Monthly Salary	:	Php 25,000.00
Official Station	:	Regional Project Coordination Office
Reporting Responsibilities:		He/She shall report directly to the Procurement Unit Head
Job Description	:	<p>The Program Development Associate (PDA) - Procurement shall provide his/her expertise in undertakings of various procurement under PRDP (works, goods & consulting services)</p> <ul style="list-style-type: none">• Shall assist the LGU and People's Organization in their PRDP procurement activities;• Shall assist in the review of the Philippine Bidding Documents (PBDs) and recommend to Procurement Unit Head to provide clearance for the issuance of No Objection Letter 1 (NOL1);• Shall establish and maintain proper documents archive of procurement-related documents including NOL1, NOL2, WB letters and Incoming & Outgoing communication and documents;• Shall monitor the incoming and outgoing of BERs and shall regularly notify the Procurement Unit Head on the aging of the received documents for prompt actions;• Assist in the preparation of BER Review Report;• Assist in the preparation of communications to NPCO, PSOs, & LGUs• Assist the PRDP RPCO Procurement Unit in monitoring procurement activities• Shall assist in the preparation of materials/documents to be transmitted to the World Bank and DA PRDP PSO;• Shall assist in the management of data base through data and documents collections from RPCOs; and• Perform other related functions as may be assigned by the DA RPCO Procurement Unit Head.

Expected Outputs:

The DA PRDP RPCO Procurement PDA is expected to generate the following output:

- Compliance to the 2010 Philippine Bidding Documents and its Harmonized Procurement Guidelines;

- Maintains Proper Recording System;
- Deliver the targeted outputs in support to the Program Components' Procurement Requirements.

Qualifications:

- Graduate of any Bachelor's degree course;
- Must have knowledge/experience in dealing with LGU and People's Organization;
- Computer literacy, knowledge and proficiency in Microsoft Excel and Word;
- Knowledge on file management and organization;
- Team player;
- Works with initiative and less supervision; and,
- Willingness to conduct field travels.

Reporting Responsibilities:

The PDA-Procurement will be directly reporting to the DA PRDP RPCO XI - Procurement Unit Head.

Prepared by:



ARNIEL A. SOSA

Procurement Unit Head, PRDP RPCO XI

Recommending Approval:



MA. FEBE T. ORBE

OIC Assistant Regional/
PRDP RPCO XI Regional Coordinator

Approved by:



REMELYN R. RECOTER
OIC Regional Director

**Terms of Reference for the
PROJECT DEVELOPMENT ASSOCIATE**

Unit	:	Procurement
Job Title	:	PROJECT DEVELOPMENT ASSOCIATE (PDA)
Job Type	:	Contractual
Monthly Salary	:	Php 25,000.00
Official Station	:	Regional Project Coordination Office
Reporting Responsibilities:		He/She shall report directly to the Procurement Unit Head
Job Description	:	The Procurement Officer shall provide his/her expertise in undertakings of various procurement under PRDP (works and goods)

- Shall assist the LGU and People's Organization in their PRDP procurement activities;
- Shall assist in the review of the Philippine Bidding Documents (PBDs) and recommend to Procurement Unit Head to provide clearance for the issuance of No Objection Letter 1 (NOL1);
- Shall establish and maintain proper documents archive of procurement-related documents including NOL1, NOL2, WB letters and Incoming & Outgoing communication and documents;
- Shall monitor the incoming and outgoing of BERs and shall regularly notify the Procurement Unit Head on the aging of the received documents for prompt actions;
- Assist in the preparation of BER Review Report and follow-up issuance of No Objection Letter 2 (NOL2);
- Assist in the preparation of communications to NPCO, PSOs, & LGUs;
- Assist the PRDP RPCO Procurement Unit in monitoring procurement activities;
- Shall assist in the preparation of materials/documents to be transmitted to the World Bank and DA PRDP PSO;
- Shall facilitate the preparation of materials, documents, and venue arrangements for the conduct of the Procurement Trainings;
- Shall assist in the management of data base through data and documents collections from RPCOs; and
- Perform other related functions as may be assigned by the DA RPCO Procurement Unit Head.

Expected Outputs:

The DA PRDP RPCO Procurement PDA is expected to generate the following output:

- Compliance to the 2010 Philippine Bidding Documents and its Harmonized Procurement Guidelines;
- Monitor PhilGEPS posting and keeps the records of PhilGEPS Receipts;

- Maintains Proper Recording System;
- Deliver the targeted outputs in support to the Program Components' requirements.

Qualifications:

- Graduate of agricultural/civil engineering course;
- Knowledgeable of the harmonized procurement guidelines of the WB and RA 9184;
- Must have knowledge/experience in dealing with LGU and People's Organization;


In addition, the applicant should have:

- Computer literacy, knowledge and proficiency in Microsoft Excel and Word;
- Proficient in written and oral communications;
- Knowledge on file management and organization;
- Team player;
- Works with initiative and less supervision; and,
- Willingness to conduct field travels.

Reporting Responsibilities:

The Procurement Officer will be directly reporting to the DA PRDP RPCO XI - Procurement Unit Head.

Prepared by:


ARNIEL A. SOSA

Procurement Unit Head, PRDP RPCO XI

Recommending Approval:


MA. FEBE T. ORBE
 OIC Assistant Regional/
 PRDP RPCO XI Regional Coordinator

Approved by:


REMELYN R. RECOTER, MNSA, CESO IV
 OIC Regional Director

TERMS OF REFERENCE

FOR THE

ADMINISTRATIVE OFFICER

Unit	:	ADMINISTRATIVE
Job Title	:	ADMINISTRATIVE OFFICER
Job Type	:	Contractual
Monthly Salary	:	Php 25,000.00
Official Station	:	Regional Project Coordination Office XI

Reporting Responsibilities :

She / he will be directly reporting to the RPCO Administrative Unit Head while ensures close coordination with the I-BUILD, I-REAP & I-PLAN Components and other units.

Scope of Work

The Administrative will be supporting the component in the delivery of specified milestones of PRDP under Administrative Unit. She/he will be stationed in the Regional Project Coordination Office (RPCO) XI based in DA RFO XI, F. Bangoy St., Davao City. She/he will be directly under the supervision of the Administrative Unit Head who will likewise be reporting to the Regional Project Coordinator.

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

1. Coordinates all activities of RPCO XI with the Project's Components and Units;
2. Administers personnel policies, rules and regulation of the Project;
3. Facilitates the preparation of on leaves, resignations, transfers, performance ratings and other personnel benefits and services;
4. Processes payment of staff salaries and other payments for administrative-related concern;
5. Prepares and facilitates Project staff's travel requirements such as travel authority, and other travel document
6. Facilitates the contract of services of the RPCO personnel;
7. Drafts correspondences on administrative and Project-related matters;

8. Assists the DA RFO XI Property Inspector in the inspection of the delivery of the properties, supplies and equipment of the Project;
9. Facilitates clerical services such as property management, payroll keeping, personnel records central files and other administrative duties; and,
10. Performs other functions as may be directed by the Regional Project Coordinator and/or Supervisors.

Qualifications

Education:

- At least two years in college or a graduate of any vocational courses

Experience:

- Minimum of five (5) years of experience in administrative functions; and,
- Experience in handling administrative activities in Foreign Assisted Projects (FAPs) is an advantage.

Knowledge, Skills, and Abilities:


- Computer Literate (MS Office, Excel and PowerPoint);
- Possesses good communication skills(oral and written);
- Team Player; and,
- Works effectively with co-workers, partner agencies and stakeholders.

Noted:


MARIA FEBE T. ORBE

ARD for Operations / RPCO-XI Coordinator

Approved by:


REMELYN R. RECOTER, MNSA, CESO IV

OIC-Regional Director

DA-RFO XI

TERMS OF REFERENCE
FOR THE
CHAUFFEUR (DRIVER/MECHANIC)

Unit	:	ADMINISTRATIVE
Job Title	:	CHAUFFEUR (DRIVER/MECHANIC)
Job Type	:	Contractual
Monthly Salary	:	Php 20,000.00
Official Station	:	Regional Project Coordination Office XI
Reporting Responsibilities	:	He/She will be directly reporting to the RPCO Administrative Unit Head while ensures close coordination with the I-BUILD, I-REAP & I-PLAN Components and other units.

Scope of Work

The Chauffeur (Driver/Mechanic) 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) XI based in DA RFO XI, F. Bangoy St., Davao City. He will be directly under the supervision of the Administrative Unit Head who will likewise be reporting to the Regional Project Coordinator of Region XI.

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

1. Transports the RPCO Coordinator 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. Ensure that the assigned vehicle is always in running condition to accommodate official engagements of the Project;
7. Facilitate 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 a graduate of Automotive/Diesel Mechanic or any related course;
- Preferably has a National Certificate (NC II) –TESDA; and,
- Has valid Professional Driver's License.

Experience:

- Minimum of five (5) 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.

Noted:


MARIA FEBE T. ORBE

ARD for Operations / RPCO-XI Coordinator

Approved by:


REMELYN R. RECOTER, MNSA, CESO IV

OIC-Regional Director

DA-RFO XI