

TERMS OF REFERENCE

Component	: I-BUILD
Job Title	: Alternate Component Head
Job Type	: Contractual
Monthly Salary	: Php 60,000.00
Official Station	: Regional Project Coordination Office XI

OVERALL SCOPE OF WORK:

The Alternate Component Head shall oversee the overall management of the I-BUILD component to ensure effective implementation of plans and systems. The consultant's overall function covers technical provisions of sound project management, implementation standards, quality assurance and quality control programs in the implementation of infrastructure subprojects.

The Alternate Component Head shall work with relevant units/consultants/specialists at the RPCO and shall assist in ensuring that PRDP strategies and interventions are a) identified, designed, programmed and prioritized according to their consistency and contribution to both the PRDP strategic plans and targets and overall economic development plans of the program areas, and b) complementary to sustainable rural development initiatives of rural development actors in the project areas.

SPECIFIC TASKS:

1. Oversee the development of the different technical and operation and maintenance manuals for the Program.
2. Ensure the implementation of infrastructure subprojects in accordance to the I-BUILD operations manual and technical manuals from project identification, preparation, approval, financing, implementation and operation and maintenance.
3. Enhance and institute systems for quality assurance and quality control and oversee its implementation.
4. Supervise the activities of subordinates in dispensing their specific tasks and functions.
5. Do other functions as the RPCO I-BUILD Head may assign.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

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

QUALIFICATION STANDARDS:

Education:

- Licensed Agricultural Engineer or Civil Engineer

Experience:

- With minimum 2 years experience in rural development.

Knowledge/Skills/Abilities:


- Minimum of 48 hours training on Project Management.
- Proficient in written and oral communications.
- Knowledgeable of the harmonized procurement guidelines 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.
- Can work independently and result oriented.
- Willing to travel extensively on different locations most of the time or even on a short notice

Prepared by:



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