



## **TERMS OF REFERENCE**

### **REQUEST FOR EXPRESSIONS OF INTEREST**

#### **Two( 2)- GIS DATA OFFICER**

#### **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).

#### **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 tasks of the GIS Data Officer will include but not limited to the following:

- Creates maps and graphs, using GIS software and related equipment;
- Meets with users to define data needs, project requirements, required outputs, or to develop applications;
- Conducts research to locate and obtain existing databases;
- Gathers, analyzes, and integrates spatial data from staff and determine how best the information can be displayed using GIS;
- Compiles geographic data from a variety of sources including censuses, field observations, satellite imageries, aerial photographs, and existing maps;
- Analyzes spatial data for geographic statistics to incorporate into documents and reports;
- Designs and updates database, applying additional knowledge of spatial feature representations;



- Enters new map data through use of a digitizer or by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales;
- Analyzes geographic relationships among varying types of data;
- Prepares metadata and other documentations;
- Operates and maintains GIS system hardware, software, plotter, digitizer, color printer, and video camera;
- Moves, copies, deletes, and adds files, drawings, and maps to output reports in hard copy or electronic transfer;
- Presents information to users and answers questions;
- Retrieves stored maps; and,
- Maintains and complies with company's established internal controls.

### **Qualifications:**

- Bachelors Degree or formal education in GIS preferred. Degree in Engineering, Computer Science, geography, natural resources or related field. Equivalent combination of education and experience or extensive professional experience as an advance GIS user will also be considered;
- Must have a high degree of computer literacy; strong proficiency in MS Windows, moderate to strong proficiency in MS PowerPoint is preferable;
- Minimum one (1) year of experience with the use, manipulation and processing of various GIS techniques;
- Must be familiar with databases for storing data, running queries, and creating reports;
- Experience in developing web-based GIS maps on the internet;
- 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; and,
- Ability to develop productive relationships with customers, colleagues, and management.

### **Work Experience:**

- Minimum of one (1) year experience in providing internal and external communications and administrative support; and,
- Minimum of one (1) year experience in working with a foreign-assisted project (FAPs) or any development work is an advantage.

### **Knowledge, Skills and Abilities:**



- Knowledge of an operational environment;
- 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;
- Maintain proficiency in the use of ESRI ArcGIS 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; and,
- 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 GIS Data Officer would report directly to the RPCO-GGU 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.

Only applicants received on or before August 6, 2015 at 05:00am will be considered. Short-listed applicants will be contacted for the schedule of written examination and interview.

Please submit application letter with 2x2 picture and comprehensive CV to the address below or email to [prdp.proc13@gmail.com](mailto:prdp.proc13@gmail.com).

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