****Department of Agriculture

**PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP)**

Regional Project Coordination Office (RPCO) IX

Research Complex, Sanito, Ipil, Zamboanga Sibugay

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**TERMS OF REFERENCE**

**Job Title :** **RURAL INFRASTRUCTURE ENGINEER (RIE)**

(I-BUILD COMPONENT)

**Official Station :** Regional Program Coordination Office – IX, Ipil,

Zamboanga Sibugay

**Job Type :** Contract of Service

**Monthly Salary :** Php 40,000.00

**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 relativeto 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. Providesguidance 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 otherUnits 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 LGUEngineers and acts as witness to the quality control program instituted for the subproject and in reference to the Infrastructure Quality Monitoring and Durability System (IQMDS).
6. Reviews and endorsesall 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), Occupational Health and Safety Plan (OHSP) 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 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.The RIE shall be assigned for a specific province with 80% to 90% of his time in the field.

**QUALIFICATION STANDARDS:**

**Education:**

* License Civil Engineer.

**Experience:**

* With minimum 5years experience in rural development.

**Knowledge/Skills/Abilities:**

* Minimum of 48 hours relevant trainings from either or a combination of the following field: procurement, FS/DED preparation, Contract Management and Supervision, Materials Testing and Quality Control, Occupational Health and Safety and Operation and Maintenance.
* Proficient in written and oral communications.
* Computer literate with high proficiency in MS word, excel, and power.
* Knowledgeable of the harmonized procurement guidelinesof 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

**Documentary Requirements:**

* Application letter with 2 x 2 picture
* Comprehensive Curriculum Vitae
* Certificate of previous employment (when applicable)
* Certified true copy of Transcript of Records and other Credentials