

**TERMS OF REFERENCE**  
**For**  
**RURAL INFRA ENGINEER**

Component	:	<b>I-BUILD Component</b>
Job Title	:	<b>Rural Infrastructure Engineer</b>
Job Type	:	<b>Contractual</b>
Monthly Salary	:	<b>Php 40,000.00</b>
Official Station	:	<b>Regional Project Coordination Office XI</b>

**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 theRPCO I-BUILD Chief and shall provide on a semi monthly basis (15<sup>th</sup> and 30<sup>th</sup> day of the month), a written accomplishment report.

### **QUALIFICATION STANDARDS:**

#### **Education:**

- Licensed civil engineer or agricultural engineer.

#### **Experience:**

- With minimum 5years 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 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

### **JOB LOCATION:**

- Regional Project Coordination Office (RPCO), DA, Region \_\_\_\_.

Prepared by:




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