

TERMS OF REFERENCE

Component : I-BUILD
Job Title : Rural Infrastructure Engineer
Status : Consultant

OVERALL SCOPE OF WORK:

The Rural Infrastructure Engineer shall serve as coordinator for specific island cluster I-BUILD operations. The RIE overall function covers administrative and technical support to the PSO's concerns in terms of meeting the overall island cluster targets vis a vis the I-BUILD component objectives.

SPECIFIC TASKS:

1. Assists the I-BUILD Unit in monitoring the island cluster operations;
2. Conducts initial checking on the completeness and consistency of documents on the submitted technical proposals and bid evaluation reports needing NPCO and WB OL or NOL. The documents shall be based from a checklist of requirements per sub-project type. These type of sub-projects shall include farm-to-market-roads, rural bridges, potable water systems, irrigation systems and other rural infrastructure types;
3. Island cluster point person for the institutionalization of the operation and maintenance scheme of the Program;
4. Conducts random SP inspection of ongoing SPs, safeguards and fiduciary audit in aid of systems/policy enhancement in subproject implementation;
5. Assists in the maintenance of island cluster data base, consolidation of progress reports and analysis of data to hasten management decision making;
6. Assists the Unit in program facilitation during trainings; and
7. Performs other task as maybe assigned by the NPCO I-BUILD Chief.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The RIE shall report directly to the NPCO I-BUILD Chief.

QUALIFICATION STANDARDS:

Education:

- The RIE shall be a licensed civil engineer or agricultural engineer.

Experience:

- Minimum of five (5) years working experience in performing similar and related works. At least 3 years in foreign assisted projects implemented by LGUs.

Knowledge/Skills/Abilities:

- Attended at least 48 hours relevant trainings.
- Had been involved in the preparation of engineering technical documents (*Program of Work, Detailed Engineering Design and Estimates, Engineering Plans, etc..*).
- Proficient in written and oral communications.
- Knowledgeable of the harmonized procurement guidelines of 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 within the island cluster assignment most of the time or even on a short notice

JOB LOCATION:

- National Project Coordination Office (NPCO), DA, Quezon City