**TERMS OF REFERENCE**

Component : I-BUILD

Job Title : Rural Infrastructure Engineer

Status : Consultant

**OVERALL SCOPE OF WORK:**

The Rural Infrastructure Engineershall serve as coordinator for specific island cluster I-BUILD operations. The RIE overall function covers administrativeand 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 providing regular monitoring reports for the assigned island cluster operations;
2. Conducts checking on the completeness and consistency of documents on the submitted technical proposals, bid evaluation reports and variation orders needing NPCO and WB OL or NOL. The documents shall be based from a checklist of requirements per sub-project type;
3. Conducts validation and field appraisal of critical SPs with other units concern;
4. Attends joint technical review of submitted FS and submission of review reports covering the detailed engineering design and plans, program of works, technical specifications, quality plan, inspection and test plan, minimum materials testing requirement, operation and maintenance plan, manpower and equipment utilization schedule and bar chart and S-curve for the issuance of NOL 1;
5. Attends conduct of pre-construction meeting, as-stake survey, pre-final and final inspection as a resource person and witness;
6. Conducts monthly inspection of allactivities of on-going sub-projects and identify issues and problems relative to the five (5) quality assurance elements specified in the infrastructure quality monitoring and durability system(IQMDS) and provide appropriate surveillance and audit reports to the PSOs;
7. Participates in regional, cluster, and NPCO coordination meetings, planning workshops to provide feedbacks and conduct timely, appropriate technical sessions along implementation of subprojects;
8. Acts as island cluster point person for the institutionalization of the operation and maintenance scheme of the Project;
9. Assists the Unit in program facilitation during trainings; and
10. Performs other task as maybe assigned by the NPCOI-BUILD Head.

**DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:**

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

**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 guidelinesof 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