**TERMS OF REFERENCE**

Component : I-BUILD Component

Job Title : RURAL INFRASTRUCTURE ENGINEER (RIE)

Status : Consultant

**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. Provisions of technical guidance to the PPMIUs in the preparation and identification of subprojects in the Provincial Commodity Investment Plan (PCIP);
2. Conduct and submission of site validation report of the priority subprojects submitted by the LGUs;
3. Schedule and conduct training or orientation of the PPMIUs in the preparation of feasibility study, detailed engineering design and plan preparation and program of work preparation;
4. Conduct and submission of field appraisal report of every submitted feasibility study (FS)/business study to ensure that the plans are in accordance to site condition, limits of the road right of way (RROW) are properly explained to the Project Affected Persons (PAP);
5. Provision of technical guidance during the deliberation of subproject approval by the RPAB;
6. Conduct joint review of submitted FS, business plan 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;
7. Presentation of Project policies during pre-procurement conferences, pre-bidding conferences for IBUILD SPs and IREAP Civil Works;
8. Review and endorse all technical/bidding requirements for the requests of OL or NOL 2;
9. Schedule and help conduct training on contract management and supervision skills training and materials testing and quality control training;
10. Conduct pre-construction training with other units before any subproject is implemented;
11. Participate in the conduct of as-stake survey and quantity verification specially during the relocation of station 0+000 or setting of control points and bench marks (BM) for roads and other infrastructure types;
12. Conduct review of proposed variation orders, prepare analysis and do coaching sessions to minimize occurrence of variation orders;
13. Inspect, supervise, witness and monitor all activities 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 LGUs;
14. Conduct at least monthly validation of contractor’s accomplishments or statement of work accomplishments (SWA) as member of the Joint Inspection Team (JIT) to facilitate billing to include coordination with other units in the compliance of environmental and social safeguards and geo-tagging;
15. Jointly conduct pre-final inspection and final inspection of substantially and 100% completed subprojects;
16. Help facilitate the organization of Barangay Implementing Teams (BIT/Citizen’s Monitoring Team (CMT) (IA, BAWASA, BROM) and Grievance Committee;
17. Assist in the conduct training on operation and maintenance of every completed subproject for the LGUs (P/C/M/B LGU, civil society organizations);
18. Participate in the semi-annual operation and maintenance audit of all completed subprojects;
19. Participate in regional, cluster, and NPCO coordination meetings, planning workshops to provide feedbacks and conduct timely, appropriate technical sessions along implementation of subprojects;
20. Review, update and upload validated monthly accomplishment reports per subproject to the web-based Monitoring and Evaluation system;
21. 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 Chief 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/her time in the field.

**QUALIFICATION STANDARDS:**

**Education:**

* Licensed civil engineer or agricultural engineer.

**Experience:**

* With minimum 5 years 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 guidelines of 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 be assigned at the Provincial subproject level most of the time.

**JOB LOCATION:**

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