



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Unit No. 8, Tacloban City
Office of the Project Director
Philippine Rural Development Project
Regional Project Coordination Office No. 8 (RPCO 8)
Tel. Nos. (053) 325-7242; (053) 325-9618; (053) 325-9883
Email: prdp.rpco8@gmail.com

TERMS OF REFERENCE

Consultant for the Mapping of Prospective Proponent Groups in Region VIII

Rationale:

In implementing subprojects under the PRDP particularly in I-Build and I-REAP Component, Prospective Proponent Groups is needed. A Prospective Proponent Group is any organization (established or on the process of establishment in the region) engaged or plans to engage in an entrepreneurial activity relating to agriculture. Possible Prospective Proponent Groups for subprojects are the following:

- Existing producer groups with members producing commodities included in the priority value chain and that have the potential to increase their marketable surplus;
- Farmers and fishery groups identified in the commodity value chain that have the potential to produce marketable surplus and demonstrate willingness to voluntarily adopt clustering of growers and forge contract marketing agreements with the private sector.

Identification of prospective proponents is a crucial part in sub-projects identification. This will deepen the analysis to come up with the interventions to be supported in I-BUILD and I-REAP Components. These issues can be addressed by hiring a Consultant who will be directly involved in the mapping of these prospective proponents. This directive approach would ensure that the needed activities are properly implemented, the process is strictly followed, and a good quality output is timely delivered.

Objectives

By the end of the engagement, a list of prospective proponent groups for RPCO 8 should have been finalized and submitted.

The proposed engagement aims to achieve the following:

1. Prepare a list of prospective proponent groups in the whole region. A Prospective Proponent Group is any organization (established or on the process of establishment in the region) engaged or plans to engage in an entrepreneurial activity relating to agriculture; and,

2. Prepare a profile for each of the prospective proponent group to aide PRDP-RPCO8 in engaging the group for a possible subproject.

Outputs

1. Final hard bound and electronic copies with geotagged maps of the list of prospective proponent groups and their profile covering the provinces within Region 8.

Duration

The engagement with the Consultant shall be for 90 days from receipt of Notice to Proceed (NTP).

Scope of Work

The Resource Person obligates himself/herself to undertake and perform the following tasks and services as **Consultant**:

- Prepare and finalize an organizational profile using prescribed PRDP format;
- Prepare and finalize the list of prospective proponents/organizations and their profile based on the approved organizational profile PRDP format;
- Initiate discussion and meetings with other agencies (*e.g. DPWH, NEDA DTI, DOST, CDA, DAR, DENR, DSWD, DA attached bureaus, etc*) and/or private sector groups relevant to the completion of the study;
- Initiate and facilitate the conduct of Key Informants Interview (KII), survey and other processes;
- Finalize and submit e-copies of list of prospective proponent groups with geotagged maps and their profile to the RPCO 8 for review and comply with any recommendations provided within the next two (2) weeks after submission;
- Prepare Inception Report;
- Prepare Monthly Progress Reports; and
- Prepare a Completion Report.

Estimated Cost of Services

The Estimated Cost of Services is Two Hundred Ten Thousand Pesos (P210,000.00) for professional fee, inclusive of government taxes and dues. It is also inclusive of the following:

- a) Cost of all transportation in relation to the delivery of outputs under the engagement;
- b) Postage and communications; and,
- c) Incidental expenses relating to the fulfillment of the engagement.

| ITEM | AMOUNT (PhP) |
|---|--------------|
| Professional Fees for: 1. Survey Questionnaire 2. Data Gathering (Survey, KII & Desk Research) 3. List of Prospective proponent groups and their profile | 210,000.00 |
| Incidental Expenses of the Consultant | |

The proposed budget covers only the professional fees and incidental expenses (travel and accommodation) of the Consultant.

Logistics and Administrative Requirements

The Service Provider shall be responsible to provide his/her own transport means, computer unit, supplies and materials required for the duration of the engagement.

Skills and Educational Qualification Requirements

The service provider's qualification will be the following:

- 1) A graduate of any four-year course, preferably in his field of social sciences;
- 2) Must have a substantial experience (at least 2 years) in conducting surveys especially agriculture and similar fields;
- 3) A computer literate;
- 4) Familiar and knowledgeable in Giographic Information System particularly in geotagging and geomapping; and
- 5) Must have an experience working with Special Projects and other Overseas Development Assistance project support to the Philippines.

The applicant shall be on the following criteria:

| Criteria | Description | Relative Weight Distribution |
|------------------------|--|------------------------------|
| 1. Curriculum Vitae | Overview of the consultant's experience and other qualifications for a job opportunity | 60% |
| 2. Interview | Formal consultation for the purpose of evaluating the qualifications of the consultants for the position | 25% |
| 3. Written Examination | Assesses the consultant's knowledge of basic concepts based on criterion-referenced testing. Consultants will be measured against the skill and knowledge represented by each test item. | 15% |

Work Plan

| Activities | 1 st Month | 2 nd Month | 3 rd Month |
|---|-----------------------|-----------------------|-----------------------|
| 1. TOR Signing, Finalization of Survey/Customized Questionnaire | X | | |
| 2. Data Gathering (KII, Survey, Desk Research) in collaboration with other agencies | X | X | |
| 3. Presentation and Submission of Output (first and final) | | | X |
| 4. Revision based on comments | | | X |

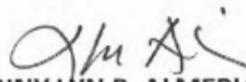
Tranche Payments

| ITEM | AMOUNT | TIMEFRAME |
|---|--------|--------------|
| Upon submission of Inception Report following the prescribed format and approval of organization's profile format | 15% | First Month |
| Upon submission of survey questionnaires | 45% | |
| Upon submission of 1st draft of the report (with the list of organizations and their profile) | 20% | Second Month |
| Upon submission of Final report | 20% | Third Month |

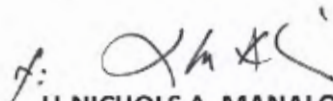
Prepared by:


ENGR. JECELA A. DEMEGILLO
PRDP-RPCO 8 I-PLAN Component Head

Recommending Approval:


DR. JENNY LYN R. ALMERIA, CESE
PRDP-RPCO 8 Deputy Project Director

Approved by:

 2/6/17
U-NICHOLS A. MANALO
OIC-Regional Executive Director and
PRDP-RPCO 8 Project Director