



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
Project Support Office - Luzon A Cluster
Capitol Compound, City of San Fernando
Pampanga2000, Philippines

Terms of Reference

Station:	Infrastructure Development Component- PSO Luzon A	Designation:	Component Head
Monthly Professional Fee:	84,000.00	Contract Period:	March 1- December 31, 2017

Basic Duties and Responsibilities

1. Provide technical assistance in the development, review, implementation of PWS and other infrastructure subprojects; and
2. Assist the Component Head in decision making.

Core Functions

1. Oversees the enhancement and institutionalization of the different operations, technical and operation and maintenance manuals for the Project including I-REAP Civil Works;
2. Develops operation and maintenance training programs/modules for the different subproject type to be used by technical staff at the RPCO and LGU level;
3. Ensures the prioritization of infrastructure subprojects are in accordance to the different Project operations manual and approved prioritization criteria;
4. Review subproject FS, bid evaluation reports and variation orders for the issuance of objection letter (OL) or no objection letter (NOL) to LGUs;
5. Conducts random field visits and audits to assess compliance of LGUs and contractors' on the technical, geo-tagging, social and environmental safeguards, occupational health and safety program, quality control/ assurance program and operation and maintenance program;
6. Coordinates the conduct of periodic Project assessment and consolidation of regional cluster reports on the infrastructure implementation status especially on disbursement; and
7. Participates in the conduct of inspection of subprojects with end users, COA engineers, RPCO, PSO, NPCO, World Bank and other subproject co-implementers especially during missions and final inspection and turn-over of subprojects.

Special/Intra-Component/unit Functions

1. Coordinates with other agencies on policies affecting the infrastructure development and other units in the organization of Barangay Implementing



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- Teams (BIT/Citizen's Monitoring Team)(CMT)(IA, BAWASA, BROM) and Grievance Committee;
2. Supervises the activities of subordinates in dispensing their specific task and functions; and
 3. Performs other task as maybe assigned by the Project Director/ Deputy Project Director.

QUALIFICATION STANDARDS:

Education:

- Bachelor's Degree in Civil Engineering with PRC license
- With graduate studies or specialization is an advantage

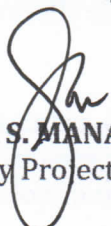
Experience:

- Minimum of ten (10) years working experience as Rural Infrastructure Engineer and at least 8 years in foreign assisted projects implemented by Local Government Units.

Knowledge/Skills/Abilities:

- Minimum of 48 hours training on Project Management.
- Proficient in written and oral communications.
- Demonstrate capability in developing operations and technical manuals and conducting technical capacity building.
- Computer literate with high proficiency in MS word, excel, power point and design analysis of different subproject types.
- 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 different locations most of the time or even on a short notice

Recommending Approval:


ELMA S. MANANES
Deputy Project Director

Approved by:


ENGR. ROY M. ABAYA
RED/Project Director, PSO Luzon A



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Terms of Reference

Station:	Infrastructure Development Component- PSO Luzon A	Designation:	Rural Infra Engineer
Monthly Professional Fee:	54,000.00	Contract Period:	March 1- December 31, 2017

Basic Duties and Responsibilities

1. Provide technical assistance in the development, review, implementation of PWS and other infrastructure subprojects; and
2. Assist the Component Head in decision making.

Core Functions

1. Assists the I-BUILD Unit in providing regular monitoring reports for the assigned regional cluster operations especially on disbursement;
2. Conducts checking on the completeness and consistency of documents on the submitted technical proposals, bid evaluation reports and variation orders. The documents shall be based from a checklist of requirement per subproject type;
3. Conducts validation and field appraisal of critical subprojects with other units concern;
4. Attends joint technical review of submitted FS and submission of review reports covering the detailed engineering designs 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, conducts of pre-construction meeting, as-stake survey, pre-final and final inspection as a resource person and witness; and
6. Conducts monthly inspection of ongoing subprojects 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.



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Special/Intra-Component/unit Functions

1. Participates in regional, cluster and NPCO coordination meetings, planning workshop to provide feedbacks and conduct timely appropriate technical sessions along implementation of subprojects; and
2. Acts as regional cluster point person for institutionalization of the operation and maintenance scheme of the Project.

QUALIFICATION STANDARDS:

Education:

- The RIE shall be a licensed civil engineer.

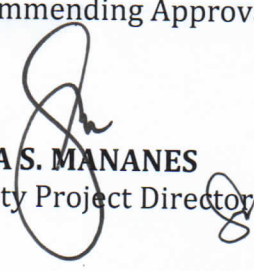
Experience:

- Minimum of five (5) years working experience in performing similar and related works.

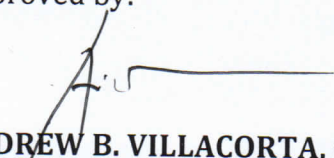
Knowledge/Skills/Abilities:

- 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

Recommending Approval:


ELMAS S. MANANES
Deputy Project Director

Approved by:


ANDREW B. VILLACORTA, CESO III
Project Director