



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office No. 8, Tacloban City
Office of the Project Director
Philippine Rural Development Project
Regional Project Coordination Office No. 8 (RPCO8)
Tel. Nos. (053) 325-7242; (053) 325-9618; (053) 325-9883
Email: prdp.rpco8@gmail.com

TERMS OF REFERENCE

JOB TITLE : **RURAL INFRASTRUCTURE ENGINEER (RIE) (1 POSITION)**

OFFICIAL STATION : Regional Project Coordination Office 8 (RPCO 8), Department of Agriculture, RFO 8, Tacloban City

JOB TYPE : Individual Consultant - Contractual

JOB DURATION : Three (3) Months ✓

MONTHLY SALARY : Php 48,000.00 ✓

OBJECTIVE and SCOPE OF THE SERVICES TO BE PROVIDED:

Ascertain the market, technical, environmental/social, organizational and economic viability of rural infrastructure through appropriate design, quality and timely implementation of sub-projects.

JOB DESCRIPTION/DUTIES AND RESPOSIBILITIES:

1. Provides guidance to LGU engineers in the identification, FS and design preparation of rural infrastructure sub-projects (e.g. Engineering plans, detailed cost estimates, programs of work, and other documents relative to sub-project approval);
2. Conducts site validation and review of sub-project plans, detailed estimates and program of works prepared by LGU engineers or contracted service providers to ensure that the proposals follow the program's policies and the costs are within the established cost parameters;
3. Provides guidance to LGU engineers in the conduct of pre-procurement conference, pre-bidding conference, and pre-construction conference and site validation activities;
4. Closely coordinates with other Units for the organizational development of Operation and Maintenance groups to guarantee the success on the sustainability of the investment;
5. Inspects all on-going sub-projects to identify problem areas and provide advice/guidance to the LGU engineers and act as witness to the quality control program instituted for the sub-project;
6. Reviews and endorses all technical/bidding requirements for the requests of OL or NOL;
7. Reviews the sub-project environmental and social clearance and ascertain compliance to Environmental and Social Management Plan (ESMP) and spearheads in the conduct of safeguard audits, prepare analysis and recommendations based from the results;
8. Participates in the conduct of inspection of on-going sub-projects with end users, COA engineers, LGU engineers and other sub-project co-implementers especially during progress billing and final inspection. Ensure that project completion documents are complying with the project requirements especially on the quality control and the timely completion;
9. Ensures that project completion documents are complying with the project requirements especially on the quality control and the timely completion;
10. Keeps track of any approved variation orders, prepare analysis and do coaching sessions to minimize occurrence of variation orders;
11. Spearheads in conduct of ex-post fiduciary reviews and monitor the operation and maintenance of completed sub-projects;



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12. Participates in regional meetings, planning workshops, provide feedbacks and conduct timely, appropriate technical sessions along implementation of rural infrastructures;
13. Prepares monthly accomplishments reports, consolidate SPs within a province and submit regularly provincial assessment of implementation of all infrastructure sub-projects;
14. Does other functions that may be assigned by the Component Head or the Management.

QUALIFICATIONS:

A. Education Requirements

1. Licensed Civil Engineer or Agricultural Engineers.

B. Experience

1. A minimum of three (3) years' experience in implementing Rural Development projects.

C. Knowledge, Skill and Abilities

1. Minimum of forty-eight (48) hours relevant training;
2. Proficient in oral and written communication;
3. Computer literate with high proficiency in MS Word, Excel and PowerPoint;
4. Knowledgeable of the harmonized procurement guidelines of the World Bank and RA 9184;
5. Ability to work with stakeholders on multiple levels including non-government organizations, donors, media groups, religious groups and local government units;
6. Proven organizational skills and ability to manage multiple tasks simultaneously;
7. Can work independently and result-oriented; and
8. Willing to travel extensively on different locations most of the time or even on a short notice.

Prepared by:

ENGR. ALMA P. LANDIA
I-BUILD Component Head
PRDP-RPCO 8

Recommending Approval:

JENNY LYN R. ALMERIA, Ph. D.
Deputy Project Director
PDRP-RPCO 8

Approved by:

U-NICHOLS A. MANALO
OIC - Regional Executive Director and
Project Director
PRDP-RPCO 8