



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
4th Floor, DA Building, Elliptical Road, Diliman
Quezon City 1100, Philippines

October 04, 2017

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Hiring of Consultancy Services (Individual Consultant)
Solicitation No. SIC-030-17
Estimated Project Cost: Php 108,000.00

1. The Government of the Philippines has received a loan (Loan no. 8421-PH) from the World Bank towards the cost of the Philippine Rural Development Project (PRDP) and it intends to apply part of the proceeds of this loan to payments for the cost of Hiring of Consultancy Services (Individual Consultant) / Technical Assistance (TA).
2. The Department of Agriculture hereinafter referred to as the "End-User" now requests you to submit Expression of Interest for the **HIRING OF INDIVIDUAL CONSULTANT** namely:

Item no.	Description	Required number & duration	Total cost
1 PRAS no. 0459-2017	Project Development Associate (Luzon B Cluster)	3 months	Php 108,000.00
Grand Total			Php 108,000.00

3. A set of Terms of Reference (TOR) is provided in Attachment 1.
4. Bidding procedures will be conducted in accordance with the provisions of the World Bank Guidelines and taking into consideration the related provisions in the Project Loan Agreement and Guidelines in the Procurement under IBRD loans and IDA credits. The individual consultants will be selected in accordance with the procedure set out in the **World Bank's Guidelines: Selection and Employment of Consultants by World Bank Borrowers, January 2011.**
5. Interested proponents shall submit their Letter of Expression of Interest and one (1) copy of Curriculum Vitae and supporting documents, if necessary, and shall be placed in a sealed envelope marked:
HIRING OF CONSULTANCY SERVICES (INDIVIDUAL CONSULTANT)
Solicitation No.: SIC-030-17
PRAS No.: 0459-2017
Position: Project Development Associate
6. Expressions of Interest (EOI) must be delivered at the address below not later than 12NN of 17October, 2017:
Philippine Rural Development Project (PRDP)
National Project Coordination Office (NPCO)
Special Bids and Awards Committee (SBAC) Secretariat
4th Floor, New DA Building, Department of Agriculture
Elliptical Road, Diliman, Quezon City
7. The Department of Agriculture reserves the right to accept or reject any bid, and to annul the Selection of Individual Consultants (SIC) process or reject all EOIs at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders.

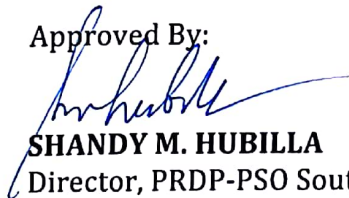

DIR. CARLOS L. MAGNAYE
Vice-Chairperson, Special Bids and Awards Committee

Hiring of Individual Consultant for PRDP – South Luzon

**Evaluation Criteria
Project Development Associate**

Criteria	Percentage
<i>Educational Attainment</i> Graduate of Engineering Course or any related courses preferably Agriculture, Civil, Computer and Geodetic (30%) Graduate of Four (4) Year Course unrelated to Engineering courses- (15%)	30%
<i>Years of experience in the field of Monitoring and Evaluation</i> More than three (3) years of work experience in Foreign Assisted Projects (FAP); (40%) At least three (3) years of work experience in Foreign Assisted Projects (FAP) (35%) At least three (3) years of work experience (30%)	40%
<i>Other Preferred Experience</i> Knowledge in Engineering Documents. (10%) Knowledge in administrative task such as records keeping, drafting of documents (10%) Excellent communication and writing skills (both oral and written) in English (10%)	30%
Grand Total	100%
Passing Rate	75%

Approved By:



SHANDY M. HUBILLA

Director, PRDP-PSO South Luzon



TERMS OF REFERENCE

I-BUILD Project Development Associate

I. Background

A. Philippine Rural Development Project (PRDP) is a six-year project (2014-2020) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

B. The PRDP Project

The approach of the project is **Value Chain Analysis**; Focused on Climate Resiliency and Adaptation. The tools are Value Chain Analysis and Suitability Assessment; Resources and Social Assessment. The entry point for value chain interventions at the local level is the province.

C. Project Development Objective

The objective of the Project is to have at least 5% increase in annual real household incomes of farmers beneficiaries; 30% increase in income of targeted beneficiaries of enterprise development 7% increase in value of annual marketed output and 20% increase in numbers of farmers and fishers with improved access to DA services.

II. Objective and Scope of the Services to be provided

The PRDP would like to invite the service of an individual for the position of **I-BUILD Project Development Associate**. The individual to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP.

SCOPE OF WORKS:

The Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the I-BUILD component. The PDA's overall function covers administrative and technical support to the Specialists' daily activities and proper functioning of the office.

SPECIFIC TASKS:

1. Assists the I-BUILD Unit in the proper filing of Engineering Documents;
2. Records all incoming and outgoing documents;
3. Conducts initial checking on the completeness and consistency of documents on the submitted technical proposals and bid documents and route these to the concern specialists and coordinators;
4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel orders, liquidation of cash advances for the office supplies, etc.) for the Unit;
5. Encoding of documents and reports (eg. Manuals);

6. Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concern offices;
7. Assists the Unit in program facilitation during trainings and
8. Performs other task as may be assigned by the PSO Luzon B Director and I-BUILD Component Head.

Required Qualifications:

In order to carry out the roles and responsibilities, the PSO Luzon B I-BUILD Project Development Associate must have the following:

- Graduate of any Engineering Courses or related courses preferably Agriculture, Civil, Computer and Geodetic;
- Minimum of three (3) years working experience in performing similar and related works. At least 1 year in foreign assisted projects implemented by LGUs.

In addition, the applicant should have:

- He/She must have initial understanding in the preparation of engineering technical documents (Program of Work, Detailed Engineering Design and Estimates, Engineering Plans, etc.)
- Proficient in written and oral communications.
- Computer literate with high proficiency in MS word, excel, and power point
- Proven organizational skills and ability to manage multiple tasks simultaneously.
- Can work independently and result oriented.
- Willingness to conduct field travels.

Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be sent to prdpluzonb@gmail.com and directed to:


SHANDY M. HUBILLA

Director, South Luzon Project Support Office
Philippines Rural Development Project
2nd Floor ITCAP Building, Dept. of Agriculture
Elliptical Road, Diliman, Quezon City
Tel. No. 294-9102 / 294-3136

SHANDY M. HUBILLA

Project Director
PRDP PSO South Luzon (Luzon B)
PHILIPPINE RURAL DEVELOPMENT PROJECT
2nd Floor ITCAF Building, DA Compound
Elliptical Road, Diliman, Quezon City
Tel/Fax No.: (02) 928-87-41 to 64 Local 2570
E-mail: prdpluzonb@gmail.com