



Office of the Regional Director
Regional Field Office - 10
Antonio Luna Street, Cagayan de Oro City
Tel Nos.: (088) 856-2753 to 55; 231-3496 (Telefax)
Email: agri10cdo@gmail.com
Website: cagayandeoro.da.gov.ph

REQUEST FOR EXPRESSION OF INTEREST
HIRING OF CONSULTANCY SERVICES (INDIVIDUAL CONSULTANT)
SOLICITATION NO. SIC-2017-092/ACN

1. The Government of the Philippines (GOP) has received a loan from the *International Bank for Reconstruction and Development – World Bank (IBRD-WB)* toward the cost of *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)*.
2. The *Department of Agriculture, RFO-10* hereinafter referred to as the “End-User” now requests interested applicants to submit Expression of Interest for the **HIRING OF INDIVIDUAL CONSULTANT** namely:

Item No.	Position	No. of staff required	Monthly Salary
1	Project Development Associate for Social & Environment Safeguards (SES)	2	Php30,000.00
2	Project Development Associate for Procurement Unit	1	30,000.00
3	Business Development Officer for Finance	1	48,000.00
4	Business Development Officer for Operations	1	48,000.00

3. A set of Terms of Reference (TOR) is provided as attachments.
4. Interested applicants must submit their Letter of Intent or Application Letter, Curriculum Vitae with 2x2 ID picture and other credentials not later than 5:00pm on November 22, 2017 at the Bids and Awards Committee Office, Department of Agriculture Regional Field Office 10, Antonio Luna St., Cagayan de Oro City.
5. The applicant shall be evaluated on the following criteria:

Project Development Associates:

Educational Attainment - 20%
Experience - 30%
Training/ Qualification in the field of assignment - 50%

Business Development Officer:

<i>Educational Attainment</i>	- 20%
<i>Experience</i>	- 40%
<i>Training/ Other Qualification in the field of assignment</i>	- 40%

6. A shortlisted applicant shall be contacted for examination and interview at DA RFO 10 Office.

7. Summary of evaluation of shortlisted applicant shall be on the following criteria:

<i>Curriculum Vitae</i>	- 60%
<i>Interview</i>	- 25%
<i>Written Examination</i>	- 15%

8. 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 the IBRD loans and IDA credits. The individual applicants 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, May 2011.

9. The Procuring Entity shall evaluate bids using the *Selection of Individual Consultants (SIC) Method*.

10. The contract shall be for the period (*December 2017*).

11. The *Department of Agriculture, RFO-10* reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

**Department of Agriculture, Regional Field Office-10
LUZ S. LILOC**

Head, BAC Secretariat

Department of Agriculture, Regional Field Office-10

Antonio Luna St., Cagayan de Oro City

PABX: (088) 856-2753 to 55 / 231-3496 (Telefax)

Email Address: agri10cdo@gmail.com

Website: www.cagayandeoro.da.gov.ph


LESTER A. JADUCANA

Chair, Bids and Awards Committee



TERMS OF REFERENCE

JOB TITLE	:	One (1) Business Development Officer (Operations)
OFFICIAL STATION	:	RPCO 10, Cagayan de Oro City
Reporting Responsibility	:	Shall report directly to the PRDP RPCO 10 I-REAP Component Head
JOB TYPE	:	Consultancy
NATURE OF JOB	:	Office and Fieldworks
MONTHLY SALARY	:	Php 48,000.00

Rationale/Background

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED MILLION DOLLARS_ (US\$500,000,000) for the purpose of financing the 'Philippine Rural Development Program (PRDP) ' to support the Government's effort to reduce poverty among the rural communities in the country.

The PRDP is a six-year (2015-2021) initiative envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Local and National Level Planning (I-PLAN); 2) Infrastructure Development (I-BUILD); 3) Enterprise Development (I-REAP); and 4) Project Implementation Support (I-SUPPORT).

I-REAP activities can be categorized into two sub-components namely; Rural Agri fishery Enterprise and Productivity Enhancement; and Technology and Information for Enterprise and Market Development. This component will support the development, implementation and sustainability of agricultural, livestock or fishery-based entrepreneurial activities, based on the analysis priority commodity value chains being supported under the Regional Agricultural Fisheries and Modernization Plans (RAFMPs) and as reflected the Provincial Commodity Investment Plans (PCIPs). It will engage the engage broad sections of the sector in the production of marketable surplus through vertical clustering, joint business planning and investments by proponent groups engaged in rural agri-fishery enterprises.

It is targeted that around 1,500 proponent groups consisting mostly of producer groups including small producers and fisheries associations engaged in enterprises will be assisted over the six year duration of the project. At present, there are only 138 enterprises pipelined for I-REAP of which 11 has been issued No Objection Letter by World Bank and the National Project Coordination Office (NPCO).

Job Description

Reporting directly to the RPCO I-REAP Component Head. The main role of the Business Development Officer (BDO) on Operations is to take the lead in providing technical assistance through coaching and mentoring of the RPCO (for PSO position) LGU and the Proponent Groups (for RPCO position) in preparing the operational plan and technical requirements of the enterprise.

Duties and Responsibilities:

1. Assist in the selection of proponent groups and enterprise business model;

2. Identify together with the LGU and the PG the technology required for the enterprise and its adaption and implementation as well as identification of livelihood options;
3. Assist in Business Model Drafting;
4. Assist in compliance and submission of I-BUILD Component;
5. Assist in compliance of enterprise to food safety standards (GAP, GAHP, GAFP, GMP, HACCP, etc);
6. Conduct validation and monitoring in the project implementation;
7. Assist in preparation of Business Plan; and
8. Perform other duties that may be required from time to time.

Expected Outputs

The DA PRDP I-REAP BDO is expected to generate the following output:

1. Formulate Business Model
2. Business Plan Prepared and reviewed
3. Sub-projects monitored and status report submitted
4. Trainings facilitated

Qualification Requirements

Education

At least a Bachelor's degree in Agriculture, Agricultural Engineering, Agribusiness, Agricultural Economics, Food Science, Food Technology, Business Administration, and other related fields preferably with 24 Masteral units.

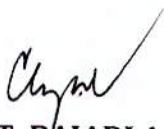
Experience

At least four (4) years' experience in any or combination of the following: product development, production planning, business plan preparation, project proposal writing with at least 40 hours relevant trainings.

Knowledge, Skills and Abilities

1. Technical writing
2. Public speaking
3. Coordination and networking
4. Computer literate
5. Community organizing
6. Project Evaluation and Monitoring
7. Communication Skills

Prepared by:

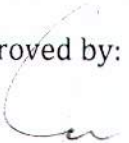


CARMELITA T. BAJARLA, MBA

Director III

Regional Technical Director &
I-REAP Component Head

Approved by:



CARLENE C. COLLADO, CPA

OIC-Regional Director &
RPCO 10 Head

TERMS OF REFERENCE

JOB TITLE	:	One (1) Business Development Officer (Finance)
OFFICIAL STATION	:	RPCO 10, Cagayan de Oro City
Reporting Responsibility	:	Shall report directly to the PRDP RPCO 10 I-REAP Component Head
JOB TYPE	:	Consultancy
NATURE OF JOB	:	Office and Fieldworks
MONTHLY SALARY	:	Php 48,000.00

Rationale/Background

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Job Description

Reporting directly to the RPCO I-REAP Component Head. The main role of the Business Development Officer on Finance is to take the lead in providing technical assistance through coaching and mentoring of the RPCO (for PSO position) LGU and the Proponent Groups (for RPCO position) in all financial management related concerns of the enterprise.

Duties and Responsibilities

1. Identify together with the LGU and the PG the required investment requirements for the proposed enterprise;

2. Responsible for the preparation of the enterprise budget;
3. Responsible in the preparation of the enterprise financial statements;
4. Prepare the required financial analysis and financial ratios;
5. Set-up the enterprise financial management system and cascade this to the LGUs and the PGs;
6. Mentor and coach LGU and the PG in complying the comments and recommendations of the business plan reviewers;
7. Conduct validation and selection of proponent groups and enterprise business model;
8. Generate data for use in the analysis for decision recommendation; and
8. Perform other duties that may be required from time to time.

Expected Outputs

The DA PRDP I-REAP BDO is expected to generate the following output:

1. Financial statement report
2. Books of accounts installed
3. Books of accounts inspected
4. Financial findings resolved/recommended
5. Financial analysis of business model and business plan
6. Business plan prepared and reviewed

Qualification Requirements

Education

At least a Bachelor's degree in Accountancy, Finance and Business Administration, Business Management and Agricultural Economics.

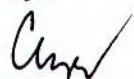
Experience

At least three (3) years' experience in any or combination of the following: financial management, accounting, bookkeeping, financial audit, business plan preparation, project proposal writing, project development with at least 40 hours relevant trainings.

Knowledge, Skills and Abilities

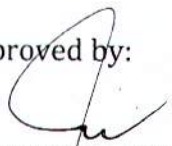
1. Bookkeeping and Financial Analysis;
2. Understanding of business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions;
3. Writing/Communication skills;
4. Coordination and Networking;
5. Public Speaking;
6. Computer Literate.

Prepared by:



CARMELITA T. BAJARLA, MBA
Director III
Regional Technical Director &
I-REAP Component Head

Approved by:



CARLENE C. COLLADO, CPA
OIC-Regional Director &

TERMS OF REFERENCE

JOB TITLE	:	<i>Project Development Associate (Social & Environmental Safeguards)</i>
OFFICIAL STATION	:	<i>RPCO 10 , Cagayan de Oro City</i>
REPORTING RESPONSIBILITY	:	<i>Shall report directly to SES Unit Head</i>
JOB TYPE	:	<i>Consultancy</i>
NATURE OF JOB	:	<i>Office and field Works</i>
MONTHLY SALARY	:	<i>Php 30,000.00</i>

Background

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED MILLION DOLLARS_ (US\$500,000,000) for the purpose of financing the 'Philippine Rural Development Program (PRDP) ' to support the Government's effort to reduce poverty among the rural communities in the country.

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Job Description

The Project Development Associate (PDA) shall be responsible in handling the administrative, document control and technical support to the Social and Environmental Safeguards Unit. The PDA's overall function covers administrative and technical support to the Unit's daily activities and proper functioning of the office.

Duties and Responsibilities:

1. Assists the SES Unit in the proper filing of social and environmental documents;
2. Record / Encode all incoming and outgoing documents and reports, etc;
3. Check the completeness and consistency of safeguards documents/requirements on the submitted Feasibility Study and Business Plan concerning SES compliance;
4. Assist on the review of Feasibility studies and Business Plan/Proposals ;
5. Prepares and conducts administrative works (maintain schedule of activities, travel schedules,prepare travel documents, liquidation of cash advances for office supplies, etc..) for the Unit;
6. Assists in the maintenance of MIS data base and GRM registry;
7. Consolidation of progress reports and submission to appropriate concern offices;

8. Validate and Monitor Sub-project areas to ensure safeguards compliance;
9. Assists the Unit in program facilitation during trainings; and
10. Performs other tasks as maybe assigned by the RPCO SES Unit Head.

Expected Output

1. SES documents Filed;
2. Incoming/Outgoing documents encoded and routed within the unit;
3. Documents on the submitted Feasibility studies and Business plan concerning safeguards c checked for compliance ;
4. Consolidated and submitted Reports;
5. Trainings facilitated;
6. Subprojects validated and monitored with submission of status reports;
7. MIS Database and GRM registry maintained

QUALIFICATIONS

Education:

- A Bachelor's Degree holder in Sociology or Environmental Science or Agricultural Engineering

Experience:

- Minimum of two (2) years working experience related to Social and Environmental Safeguards;

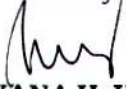
Other qualifications in the field of assignment:

1. With training on Occupational & Health Safety Programs or as Safety officers;
2. With Training on Grievance Redress Mechanism;
3. Familiar/Experience with foreign- assisted projects like PRDP / MRDP or Rural Development projects;
4. Proven skills (Leadership, awards, citations, etc)
5. Basic skills in data management and filing systems
6. Proficient in Microsoft Office applications

Prepared by:


GAY NANETTE R. ALERIA
Safeguards Specialist

Approved by:


ROXANA H. HOJAS, CESO IV
Assistant Regional Director

TERMS OF REFERENCE

JOB TITLE	:	One (1) Program Development Associate
OFFICIAL STATION	:	RPCO 10, Cagayan de Oro City
Reporting Responsibility	:	Shall report directly to the PRDP RPCO 10 Procurement Head
JOB TYPE	:	Consultancy
NATUER OF JOB	:	Office and Fieldwork
MONTHLY SALARY	:	Php 30,000.00

Background:

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Job Description

Reporting directly to the RPCO Procurement Head, the PDA shall be responsible in the provision of necessary technical support to ensure the effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned component/unit. The PDA shall ensure that necessary technical specifications and requirements of the concerned component/unit were met.

Duties and Responsibilities:

- Establish and maintain proper documents archive of procurement-related documents including No Objection Letter (NOL), Incoming & Outgoing communication from World Bank, NPCO and PSO.
- Monitor the incoming and outgoing of Bid Evaluation Report (BER) and regularly notify the Procurement Unit Head on the aging of the received documents for prompt actions;
- Assist in the preparation of materials/documents to be transmitted to the World Bank and DA PRDP-National Program Coordination Office (NPCO) & DA PRDP Regional Program Coordination Office (RPCO);
- Facilitate the preparation of materials, documents, and venue arrangements for the conduct of the Procurement Trainings;
- Manage database through data and documents collections from LGUs;
- Attend pre-procurement conference, pre-bid conference and bid opening conducted by LGU;
- Assist in the review of the Bid Evaluation Report
- Assist in the subproject monitoring in the compliance with the General and Special Conditions of Contract (GCC & SCC)
- Update procurement documents on Google Drive and MIS web-based system; and
- Perform other related functions as may be assigned by the DA RPCO Procurement Unit Head.

Expected Outputs:

The DA PRDP RPCO Procurement PDA is expected to generate the following output:

- Documents archive established and maintained
- BERs monitored and status report submitted
- Documents prepared for submission to PRDP-PSO Mindanao
- Trainings facilitated
- Database managed (data and documents collection) related to PRDP Procurement

Qualifications:

- Graduate of any four (4) year course;

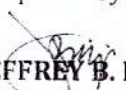
Experience

- Minimum of two (2) years' experience in Procurement of works, goods, or consulting services

Knowledge/Skills/Abilities:

- With at least 40 hours relevant trainings
- Proficient in managing Information and Database System
- Proven skills (Leadership, awards and citations)
- Familiarity with foreign-assisted projects like PRDP and/or rural development projects.

Prepared by:


JEFFREY B. BAJA

DA-PRDP-RPCO 10, Procurement Unit Head

Approved:


ENGR. ROXANA H. HOJAS

ARD/RPCO Deputy Project Coordinator