



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-2017-093/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	GIS Data Officer	1	Php48,000.00
2	Chauffeur	1	24,000.00

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 supported with evidential documents such as, Transcript of Records/Diploma and Training Certificates and other credentials not later than 5:00pm on December 5, 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:

<i>Educational Attainment</i>	- 20%
<i>Experience</i>	- 30%
<i>Training/ Qualification in the field of assignment</i>	- 50%
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 (TOR)

JOB TITLE	:	GIS DATA OFFICER
OFFICIAL STATION	:	RPCO 10, Cagayan de Oro City
Reporting Responsibility	:	Shall report to RPCO – Geo-Mapping and Governance Unit Head
JOB TYPE	:	Consultancy
MONTHLY SALARY	:	Php 48,000.00

Background:

The Government of the Philippines (GOP) has received 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 Project (PRDP)' to support the Government's effort to reduce poverty among the rural communities in the country.

The PRDP is a six-year (2013-2018) initiative of the government 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) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

Job Description

The main objective of the Geomapping and Governance Unit (GGU) is to contribute to greater transparency and accountability for stakeholders. Using the latest ICT innovations available such as the freely available open source Geo-tagging, GIS and other complementing online technologies, the Unit aims to make information regarding the projects being proposed and implemented publicly available and accessible.

Duties and Responsibilities

Specifically, the tasks of the GIS Data Officer will include but not limited to the following:

- Creates maps and graphs, using GIS software and related equipment;
- Assists with users to define data needs, project requirements, required outputs, or to develop applications;
- Conducts research to locate and obtain existing databases;
- Compiles geographic data from a variety of sources including censuses, field observations, satellite imageries, aerial photographs, and existing maps;
- Submit report on geographic information;
- Maintains and complies with agencies established internal controls;
- Prepares metadata and other documentations;

Expected Output

- Maps and graphs, using GIS software and related equipment [Create eVSA (Expanded Vulnerability & Suitability Analysis), Location, RIA (Road Influence Area) and Topographic Map];

- Provide and review data needs for project requirements [Commodity Delineation, Review of Geotagged Photo submitted, Generate AGT Certificate and Certify No Project Overlapping];
- Conducts research to locate and obtain existing databases [Municipal/City Boundaries, River & Stream, and Topology Shapefile; Placemarks for Subprojects (Market, Local Competitor existing facilities & etc.)];
- Compiles geographic data from a variety of sources including censuses, field observations, satellite imageries, aerial photographs, and existing maps [LGU Shapefile, Road links, Raster file & etc., Validation of Geotagged photos];
- Submit report on geographic information [Location/Site Validation Report (Terrain & Scenario; Database Accomplishment Report)];
- Maintain output report in electronic copies [MIS Geotagged Photos; KML/KMZ file];
- Assist in review and evaluation of project proposals [eVSA Result; RIA Analysis];

Qualification

Education:

- Degree in geography, natural resources, Agricultural Engineering, Civil Engineering or Computer Engineering. Preferably with formal education units and certificates in GIS is an advantage.

Work Experience:

- Minimum of two (2) years experience in working with a foreign-assisted project (FAPs) or any development projects preferably involving GIS.

Knowledge, Skills and Abilities:

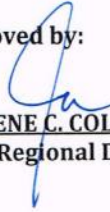
- 40 hours trainings on GIS systems; basic mapping and cartographic concepts; mapping symbols and standards; GIS concepts, mathematical concepts, research methods, database design principles, basic graphic arts principles; customer service principles.
- Equivalent combination of education and experience or extensive professional experience as an advanced GIS user will also be considered.
- Proficient in the use of Quantum GIS.

Prepared by:



DOMINICIO A. ELESEO
GGU - Head

Approved by:



CARLENE C. COLLADO, CPA
OIC - Regional Director

TERMS OF REFERENCE

JOB TITLE	:	One (1) CHAUFFEUR
OFFICIAL STATION	:	RPCO 10, Cagayan de Oro City
Reporting Responsibility	:	Shall report directly to the PRDP-RPCO 10
JOB TYPE	:	Consultancy
NATURE OF JOB	:	Office and Fieldwork
MONTHLY SALARY	:	Php 24,000.00/Pax

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 (2013-2018) initiative of the government 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) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

Job Description

The Chauffeur (Driver/Mechanic) will be supporting the component in the delivery of specified milestones of PRDP. He will be stationed in the Regional Project Coordinating Office - 10 (RPCO-10) based in Cagayan de Oro City.

Duties and Responsibilities

Specifically, the tasks of the **Chauffeur(Driver/Mechanic)** will include but not limited to the following:

1. Transports the RPCO Coordinator and RPCO staff to various official destinations attending to official businesses;
2. Monitors the status and condition of the vehicle under his responsibility and initiates necessary requests for required maintenance and repair;
3. Cleans the vehicle regularly;
4. Secures the vehicles in safe premises whenever it is not in use;
5. Submits monthly fuel consumption report for the assigned vehicle;
6. Ensures that the assigned vehicle is always in running condition to accommodate official engagements of the Project;
7. Facilitates minor repair works during weekends in order not to hamper the scheduled travels on weekdays;
8. Submits filled-up and signed trip tickets after each travel;
9. Maintains a record of all undertaken trips including the records of fuel consumption and materials used in the operation and maintenance of the vehicle; and,

10. Performs minor engine/electric trouble shooting.

Expected Output

- Number of times monitored the status and condition of the vehicle;
- Number of times cleaned the assigned vehicle;
- Number of monthly fuel consumption report for the assigned vehicle submitted;
- Number of minor repair works during weekends in order not to hamper the scheduled travels on weekdays facilitated;
- Number of filled-up and signed trip tickets after each travel submitted; and
- Number of times performed minor engine/electric troubleshooting

Education:

- Graduate of Automotive/Mechanic with National Certificate (NC II); and
- Has valid Professional Driver's License.

Experience:

- Minimum of two (2) years of relevant experience

Knowledge, Skills, and Abilities:

- Knowledge in safety driving practices; and
- With 40 hours relevant trainings on safe driving principles and etiquette

APPROVED:


CARLENE C. COLLADO, CPA
OIC - REGIONAL DIRECTOR