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## TERMS OF REFERENCE

Job Title: **Chauffeur-Mechanic**  
Unit: Administrative Unit

The **Chauffeur-Mechanic** will be supporting the component in the delivery of specified milestones of PRDP under the Administrative Unit. S/he will be stationed in the Project Support Office (PSO) based in Davao City. S/he will be directly under the supervision of the Administrative Unit Head who will likewise be reporting to the Project Director of Mindanao in close coordination with the Deputy Project Director.

The tasks of the Chauffeur-Mechanic will include but not limited to:

1. Transports the Project/Deputy Project Director and PSO staff to and from place where official business is transacted.
2. Monitors the status and condition of the vehicle under his responsibility.
3. Performs minor engine and electrical repairs.
4. Initiates and monitors requests for the vehicle's needed maintenance and repairs.
5. Cleans the vehicle under his responsibility regularly.
6. Keeps the vehicle under his responsibility in safe premises, during and after official travels.
7. Prepares and submits monthly report of the vehicle's fuel consumption.
8. Submits trip tickets after each travel.
9. Maintains a record of all trips made as well as the fuel consumption and other materials/repairs used for the operation and maintenance of the vehicle.
10. Performs other task that may be assigned by the Project/Deputy Project Director and Unit Head.

### Qualifications

#### Education:

- Preferably a graduate of Automotive/Mechanic or any related course
- Has a TESDA National Certificate (NC-II)
- Has a valid Professional Driver's License

#### Experience

- Minimum of five (5) years relevant experience
- Preferably has an experience working with Foreign Assisted Projects (FAPs)



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Tel. No. (082) 235-8664; Fax 235-8665 / 234-4744

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**Knowledge, Skills, and Abilities**

- Knowledge in safe driving principles and practices
- Familiarity of places in Mindanao is an advantage
- Ability to work independently and with a team
- Knowledge and experience in administrative works

**Other Qualifications**

- Physically and mentally fit
- Willing to travel all over Mindanao

Approved:

**DANILO T. ALESNA**  
Deputy Project Director



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## TERMS OF REFERENCE

Job Title: **Cash Clerk**  
Unit: **Administrative Unit**

The **Cash-Clerk** will be supporting the component in the delivery of specified milestones of PRDP under the Administrative Unit. S/he will be stationed in the Project Support Office (PSO) based in Davao City. S/he will be directly under the supervision of the Administrative Unit Head who will likewise be reporting to the Project Director of Mindanao in close coordination with the Deputy Project Director.

The tasks of the Cash Clerk will include but not limited to:

1. Assists the Cashier in preparing checks for all vouchers and payees.
2. Assists the Cashier in recording daily transactions to cash book and check register.
3. Segregates and compiles paid vouchers together with all supporting documents for submission to accounting unit.
4. Facilitates payment of BIR monthly remittances and office consumption utilities.
5. Indexes all the paid vouchers.
6. Collates the DTRs and attaches to the payroll.
7. Prepares monthly reports of accountability for accountable forms (GOP/LP/MDS Fund)
8. Maintains files of all paid vouchers.
9. Prepares vouchers for replenishment of Petty Cash Fund.
10. Prepares Advice of Checks issued and cancelled for GOP.

### Qualifications

#### Education:

- A graduate of any 4-year course (preferably in Accounting, Business Management, Commerce)


#### Experience

- Minimum of five (5) years relevant experience
- Preferably has an experience working with Foreign Assisted Projects (FAPs)

#### Other Qualifications

- Computer literacy, knowledge in Microsoft Excel and Word;
- Ability to work independently and with a team

Approved:

  
**DANILO T. ADESNA**  
Deputy Project Director





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## TERMS OF REFERENCE

Job Title: **Budget Specialist**  
Unit: Finance Unit

The **Budget Specialist** will provide services, inputs, and support to the Project's implementation and capacity – strengthening activities for the PRDP. He/she will be stationed in the Program Support Office (PSO) based in Davao City. He/She will be directly under the supervision of the Finance Unit Head who will likewise be reporting to the Project Director of Mindanao in close coordination with the Deputy Project Director.

Specifically, the tasks of the Budget Specialist will include but not limited to:

- Process of Obligation Requests chargeable against PRDP funds. Review availability of funds and charge expenditures against appropriate UACS code and category.
- Earmarks Purchase requests to estimate the target obligations;
- Maintain and records obligations in the Registry of Allotment and Obligations for MOOE and CO for each transactions;
- Prepare monthly Statement of Appropriation, Allotment, Obligations, Disbursements and Balances (SAAODB) for submission to NPCO;
- Assists and coordinates with Component and Unit Heads in the preparation of annual budget proposal for submission to NPCO for consolidation;
- Reviews the budget estimates submitted by RPCOs
- Analyze, reviews and process financial transactions and other supporting documents to determine its completeness of requirements;
- Reviews and consolidates the Financial Plan submitted by PSO Components and RPCO.
- Revised Work and Financial Plan (WFP) as necessary;
- Prepares realignment of funds. Coordinates with RPCOs and PSO for any modifications of their program/activities and prepare budget adjustment;
- Assists and prepares the Cash Program based on the target disbursements
- Perform other functions as may be directed by the Program Director and/or supervisor from time to time;

### Required Qualifications

#### Qualifications:

Must have a Degree in Business Administration, Accountancy, Public administration, organizational development, public finance management or related fields.



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**Experience:**

- ✓ At least 2 years of experience in budget process and procedures of the Government of the Philippines, multilateral financial institutions;
- ✓ Experience in Foreign Assisted Project (FAP) especially World Bank is advantageous

**Knowledge, Skills, and Abilities:**

**Ability to:**

- ✓ Communicate effectively orally and in writing
- ✓ Could work with a team
- ✓ Work effectively with co-workers, partner agencies and Project's beneficiaries
- ✓ Computer illiterate (computer wizard)

Approved:

**DANILO T. ALESNA**  
Deputy Project Director





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## TERMS OF REFERENCE

Job Title: **Enterprise Development and Marketing Specialist (EDMS)**  
Component: I-REAP

The **Enterprise Development and Marketing Specialist (EDMS)** will be directly reporting to the I-REAP Component Head. He/She will be based at the Project Support Office in Davao City.

The tasks of the EDMS will include but not limited to:

1. Provide technical assistance to the RPCOs and PPMIUs in the clustering of enterprises to ensure vertical linkages among key players in the segments of the value chain;
2. Technically assist in the identification of existing and emerging business opportunities for priority commodities by analyzing market trends and industry situations;
3. Assess market potentials for the priority commodities prior to the finalization of business models, financial projections and analysis to establish the financial and technical viability of the potential subproject;
4. Technically assist in market promotion and dissemination of relevant market information in support to the identified enterprises;
5. Build the capacity of Proponent Groups and the PPMIU to develop and prepare business plans by providing guidance in the preparation of the document incorporating the marketing strategies or marketing plans;
6. Take the lead in the conduct of the Business Planning Workshop in order to develop and prepare the required enterprises for I-REAP funding and support;
7. Provide technical assistance to the PPMIU and Proponent Groups in finalizing and packaging business plans that will be subjected to technical reviews and eventual RPAB's approval;
8. Participate in the enterprise identification and prioritization process and PCIP development;
9. Provide technical advice on enterprise operations and management to the PSO and/or RPCO I-REAP team and the enterprises established under I-REAP; and
10. Participate in the strategic planning, monitoring and evaluation of I-REAP investments.
11. Perform other functions as deemed necessary in attaining project deliverables.



In terms of qualifications, the EDMS must possess the following:

**Education:**

At least a Masteral Degree in Agricultural Economics, Agribusiness, Marketing, Financial Management and other related fields

**Experience:**

- (i) At least 2-5 years of experience in agribusiness, agri-based SME development and similar fields;
- (ii) Actual experiences in preparing business plans;
- (iii) Demonstrated experiences in SME's marketing and market development of agricultural and fishery-based products;
- (iv) Has strong network or linkages with private sector groups; and
- (v) Preferably has experience working with PLGUs, producer groups and MSMEs.

**Knowledge, Skills and Abilities:**

- (i) Knowledgeable on at least two agriculture-industry subsectors or commodities;
- (ii) Strong analytical and operational knowledge in agribusiness, financial management, marketing and enterprise development;
- (iii) Proven leadership and strong interpersonal skills; and
- (iv) Ability to communicate effectively in oral and in writing, work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector.

Approved:

**DANILO T. ALESNA**  
Deputy Project Director





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## TERMS OF REFERENCE

Job Title: **Institutional Development Specialist**  
Component: I-REAP

### **Institutional Development Specialist**

The Institutional Development Specialist will be technically providing the component the delivery of specified milestones of PRDP under the I-REAP. He / She will be stationed in the Program Support Office (PSO) based in Davao City. She / He will be directly under the supervision of the I-REAP Component Head who in turn will be reporting to the Program Director of Mindanao in close coordination with the Deputy Program Director.

Specifically, the tasks of the Institutional Development Specialist will include but not limited to:

- Together with the I-REAP teams at the RPCOs and PLGUs, he or she will take the lead in the conduct of review of project institutional mechanisms, roles and functions, participation of stakeholders particularly the proponent groups and other potential partners in carrying out the PRDP in its covered areas;
- Spearhead the conduct of capacity needs assessment at the RPCO, PPMIU and PG level as basis in the preparation of capacity development plan in the whole duration of project life;
- Facilitate the implementation of the approved capacity building development plan and evaluate the result of capacity building interventions;
- Facilitate the gathering of field level experiences that will be used in recommending to NPCO the updating of the I-REAP Operations Manual to suit the emerging needs
- In close collaboration with the RPCOs, facilitate the orientation of potential partner and support institutions and other enabling documents to formalize the engagements in support to varied enterprises;
- Facilitate the regular project wide operation assessment in order to adopt appropriate mitigating measures to the identified implementation bottlenecks in relation to institutional parameters;
- Provide technical guidance in facilitating the selection of proponent groups based on the recommended criteria and guidelines;
- Proposed to the management appropriate interventions in support to the enterprises proposed by the I-REAP teams at the PLGU and PG level and assist in the preparation in designing the appropriate and needed support activities to the PLGU and PGs;
- Conduct capacity needs assessment and recommend to the management the appropriate capacity building interventions for the Proponent Groups and POs





under PRDP I-REAP and MRDP-CFAD and the PPMIU on how to manage business operations and in sustaining the completed micro enterprises;

- Provide technical guidance to the RPCO and PPMIU through the proponent group the guidelines in gathering data and information needed in the preparation and development of rural enterprises;
- Facilitate in ensuring that readiness filters are complied with by concerned proponent group prior to business operations;
- Conduct orientations and planning activities with identified potential partners in providing support to the enterprises along the value chain segment of the priority commodity of an LGU as reflected in the PCIP; and
- Prepare needed monthly reports and other reports as required by the program;
- Perform other tasks as deemed necessary in relation to the component's deliverables and/or as required by the program management.

**Expected Outputs:**

1. At least 10 proponent groups (minimum) are ready to implement their respective enterprises;.
2. Needed and appropriate capacity building interventions to PGs are conducted and facilitated.
3. Timely reports and technical advices are provided to the Head of the Component for appropriate and timely interventions.
4. Provided guidance and assistance to the Business Development Officers in the course of enterprise preparatory, during implementation, and post implementation activities.

**Qualifications**

Education: Bachelors Degree in any Social Science Related Courses; A masteral degree of related field will be an edge over others.

**Experience:**

- At least 5 years of experience in institutional development work;
- With some background and or experiences in facilitating the preparation of a business plans;
- Has operational experience in preparing activity or training designs and facilitate the conduct of those approved designs;
- Has the capacity to prepare the process documentation of activities conducted;
- Preferably has experience working with PLGUs, some producer groups and micro enterprises;



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**Knowledge, Skills, and Abilities:**

- Knowledgeable in the conducting and facilitating varied activities at all levels
- Strong analytical and operational knowledge in agri-business and enterprise development;
- Ability to:
  - ✓ Communicate effectively orally and in writing
  - ✓ Has facilitation skills
  - ✓ Could work with a team
  - ✓ Work effectively with co-workers, partner agencies and the private sector

Approved:

**DANILO T. ALESNA**  
Deputy Project Director





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## TERMS OF REFERENCE

Job Title: **Business Development Officer**  
Component: I-REAP

### **Business Development Officer**

The BDO will be supporting the component in the delivery of specified milestones of PRDP under the I-REAP. He / She will be stationed in the Program Support Office (PSO) based in Davao City. She / He will be directly under the supervision of the I-REAP Component Head who will likewise be reporting to the Program Director of Mindanao in close coordination with the Deputy Program Director.

Specifically, the tasks of the Business Development Officer – Finance will include but not limited to:

- Assist the other program staff in reviewing the enterprises reflected in PCIP as the source document of various enterprises that will be prioritized for Business Plan Preparation;
- Assist in facilitating the prioritization of enterprises in the participating provinces and proponent group selection;
- Proposed to the management appropriate interventions in support to the enterprises proposed by the I-REAP teams at the PLGU and PG level and assist in the preparation in designing the appropriate and needed support activities to the PLGU and PGs;
- Assist in facilitating the conduct of the Business Planning Workshops incorporating therein the sustainability measures for I-REAP investments;
- Assist in building the capacity of the Proponent Groups and POs under PRDP I-REAP and MRDP-CFAD and the PPMIU on how to manage business operations and in sustaining the completed micro enterprises;
- Assist in providing the RPCO and PPMIU through the proponent group the guidelines in gathering data and information needed in the preparation and development of rural enterprises;
- Assist the PPMIU and Proponent Groups in finalizing and packaging business plans for submission to RPCO's technical appraisal and eventual RPAB's approval;
- Assist in identifying potential partners in providing support to the enterprises along the value chain segment of the priority commodity of an LGU as reflected in the PCIP; and
- Perform other tasks as deemed necessary in relation to the component's deliverables and/or as required by the program management.



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### **Qualifications**

**Education:** At least a Bachelors Degree in Agribusiness, Entrepreneurial Field, Business Administration, Financial Management, Economics, and other related fields

### **Experience:**

- At least 3 years of experience in agribusiness, entrepreneurial related activities, agri-based micro enterprise development and similar fields;
- With some background experiences in preparing business plans;
- Preferably has experience working with PLGUs, some producer groups and micro enterprises;

### **Knowledge, Skills, and Abilities:**

- Knowledgeable on at least 2 agriculture industry subsectors or commodities
- Strong analytical and operational knowledge in agri-business and enterprise development;
- Ability to:
  - ✓ Communicate effectively orally and in writing
  - ✓ Could work with a team
  - ✓ Work effectively with co-workers, partner agencies and the private sector

Approved:

**DANILO T. ALESNA**  
Deputy Project Director





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### **TERMS OF REFERENCE**

Job Title: Project Development Associate (PDA-IREAP)  
Component: IREAP

The Project Development Associate (PDA) will assist the BDOs and BDSs in facilitating the compliance of all needed documents that will be attached in the business plans considered for funding and will also assist the IDS in the selection of proponent group based on criteria. She / He will also assist in the conduct of various capacity interventions for the PG. He / She will be stationed at the Program Support Office (PSO) based in Davao City. She / He will be directly under the supervision of the I-REAP Component Head who in turn will be reporting to the Program Director of Mindanao in close coordination with the Deputy Program Director.

Specifically, the tasks of the Project Development Assistant (PDA) will include but not limited to:

- Together with the other PSO I-REAP team members, he or she will provide assistance in the delivery of the overall expected output of the component in consonance to the overall project's output by facilitating the provision of the needed administrative and logistical support in carrying out the various tasks of members of the team;
- In consultation with the other specialists and officers of the component, she/he will prepare the annual plan for the needed supplies and materials of the component for approval of the I-REAP Head. She / He will see to it that all required supplies and materials are readily available when needed;
- Facilitate the needed timely support to all I-REAP manpower particularly the preparation of travel orders, vehicle requests and other work related concerns;
- In coordination with RPCO PDAs, she/he shall facilitate the canvassing of venues for trainings, meetings and workshops and the needed supplies and materials in the conduct of varied activities of the component;
- Facilitate the establishment of a systematic filing system of the component;
- Assist the EDF in updating the data bank of the component for ease in retrieving information and data that is critically needed in project implementation;
- Assist the EDF in the preparation of regular updated reports needed by the component head and other I-REAP manpower;
- Maintain a daily journal of activities of the component to record the daily major events of the component;
- Facilitate the maintenance of orderliness and cleanliness within office premises to provide a better working space for the workers;
- Assist in the conduct of various capacity building activities; workshops and meetings;
- Perform other tasks as deemed necessary in relation to the component's deliverables and/or as required by the program management.



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**Expected Outputs:**

1. Assisted the establishment of a systematic filing system that is crucial in the operation of the project within its project life;
2. Overall support to the needs of the project manpower is ably provided. Timely reports are provided to the Head of the Component for appropriate and timely interventions.

**Qualifications**

Education: A graduate of any college degree

**Experience:**

- At least 2-years of experience in working with foreign assisted project
- With some background re facilitating and coordinative works with LGUs and other institutions

**Knowledge, Skills, and Abilities:**

- Knowledgeable on government and private protocols
  - Strong analytical and operational knowledge in agri-business and enterprise development;
  - Ability to consolidate and analyze data that are gathered
- ✓ Communicate effectively
  - ✓ Has facilitation skills
  - ✓ Could work with a team
  - ✓ Work effectively with co-workers, partner agencies and the private sector

Approved:

**DANILO T. ALESNA**  
Deputy Project Director





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## **TERMS OF REFERENCE**

Component : I-BUILD Component  
Job Title : Road and Bridge Specialist

### **OVERALL SCOPE OF WORK:**

Ascertain the market, technical, environmental/social, organizational and economic viability of access and other rural infrastructure through appropriate design, quality and timely implementation of subprojects.

### **SPECIFIC TASKS:**

1. Provides the technical guidelines/manuals and coach the RPCOs and LGUs on the overall development of the access and other infrastructure types;
2. Assesses the implementation of access and other infrastructure subprojects are in accordance to the different operations and technical manuals of the Project;
3. Coordinates training programs for technical staff at the PSO, RPCO and LGU level for access and other infrastructure;
4. Oversees implementation of the infrastructure quality monitoring and durability system (IQMDS) anchored on the five elements of quality assurance for access and other infrastructure at the PSO, RPCO and LGU level;
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. Provides periodic subproject assessment and consolidation of regional reports on the implementation of access and other infrastructure especially on the disbursement of Project funds;
7. Conducts regular consultation, coordination and management meetings among the units and components at the PSO and with the NPCO, RPCO, LGU Engineers and contractors in the implementation of the Project and provides feedback and recommendations on how to resolve complex issues;
8. Reviews subproject FS, bid evaluation reports and variation orders needing PSO, NPCO and WB OL or NOL for access and other infrastructure;
9. Acts as the point person in coordinating the organization of the Bridge and Roads Operation and Maintenance Group by the LGU and adoption of the operation and maintenance plans at the P/C/M/BLGU level;
10. Does other function as the PSO I-BUILD Head may assign.



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## **DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:**

The consultant shall report directly to the PSO I-BUILD Chief and shall provide on a semi monthly basis (15<sup>th</sup> and 30<sup>th</sup> day of the month), a written accomplishment report.

## **QUALIFICATION STANDARDS:**

### **Education:**

- Licensed civil engineer

### **Experience:**

- With minimum 7 years experience in rural development with main focus on implementing rural access and other rural infrastructure (eg. post harvest facilities) projects.

### **Knowledge/Skills/Abilities:**

- Minimum of 48 hours training on Project Management or relevant trainings.
- Proficient in written and oral communications.
- Demonstrate capability in developing and conducting technical capacity building
- Computer literate with high proficiency in MS word, excel, power point and can operate at the least a program on structural analysis.
- 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

Approved:

**DANILO T. ALESNA**  
Deputy Project Director





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## TERMS OF REFERENCE

Job Title: **GIS Data Specialist**  
Unit: Geomapping and Governance Unit

### Scope of Work

The GIS Data Specialist will report directly to the PSO-GGU Unit Head. The GIS Data Specialist will oversee the provision of necessary support to ensure effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned unit. S/he will also ensure that necessary technical specifications and requirements of the concerned unit will be met.

As a member of the GGU, specifically, the GIS Data Specialist will:

- Create maps and graphs, using GIS software and related equipment;
- Meet with users to define data needs, project requirements, required outputs, or to develop applications;
- Conduct research to locate and obtain existing databases;
- Gather, analyze, and integrate spatial data from staff and determine how best the information can be displayed using GIS;
- Compile geographic data from various sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps;
- Analyze spatial data for geographic statistics and render them into documents and reports;
- Design and update database by applying additional knowledge of spatial feature representations;
- Enter new map data through use of a digitizer or through direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales;
- Analyze geographic relationships among varying types of data;
- Prepare metadata and other documentation;
- Operate and maintain GIS system hardware, software, plotter, digitizer, color printer, and video camera;
- Move, copy, delete, and add files, drawings, and maps to output reports in hard copy or electronic transfer;
- Present information to users and answer questions;
- Retrieve stored maps; and
- Maintain and comply with company established internal controls.



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**Qualifications:**

- BS degree in Civil Engineering; degree in geography, natural resources, Computer Science or related field; equivalent combination of education; Formal Education in GIS; and experience or extensive professional experience as an advance GIS user will also be considered;
- Must have a High degree of computer literacy, strong proficiency in MS Windows, moderate to strong proficiency in MS PowerPoint is preferable;
- Minimum three years of experience with the use, manipulation and processing of various GIS techniques;
- Familiar with databases for storing data, running queries, and creating reports;
- Exceptional written and verbal communication, presentation, and interpersonal skills;
- Superior initiative and the ability to work independently as well as in a team environment;
- Ability to explain complex concepts and tasks in understandable terms;
- Ability to develop productive relationships with customers, colleagues, and management.

**Work Experience:** Minimum of 4-year experience in providing internal and external communications and administrative support; minimum 2 year experience in working with a foreign assisted project (FAPs) or any development work is an advantage.

**Knowledge, Skills and Abilities**

- Knowledge of an operational environment.
- Knowledge/Experience in GIS systems.
- Knowledge/Familiarity with today's GIS standards and applications used in local, county, state, and federal agencies.
- Expertise in 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.
- Knowledge/Understanding of Structural Work and Design (Horizontal and Vertical Structures).
- Maintain proficiency in the use of ESRI ArcGIS skills.
- Ability to prioritize and organize, work well under stress, meet deadlines.
- Ability to be flexible and adapt to constant change.
- Ability to perform fieldwork and travel when required.
- Strong interpersonal skills to assist and communicate with staff.

**Competencies**

- Teamwork— works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others, places team agenda before personal agenda,; very good inter-personal skills and





a demonstrated capacity to deal with colleagues and counterparts from different backgrounds; has proven ability to function in a multi-cultural and multi-ethnic environment; and is sensitive and respectful of cultural diversity.

- **Planning & Organizing**—Based on the supervision received, develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments with minimal supervision; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; monitors and adjusts plans and actions as necessary; and uses time efficiently.
- **Technological Awareness**— Keeps abreast of technology development; understands applicability and limitations of GIS technology to the work of the Project; understand satellite geospatial data commercial distribution and licensing systems; possess good knowledge of technicalities of geographic information systems; and shows willingness to learn new technology applications.
- **Professionalism**— Identify issues, analyze and participate in the resolution of issues/problems; conduct data collection using various methods; has conceptual analytical and evaluative skills to conduct independent research and analysis; experienced in the use of various research sources, including electronic sources on the internet, intranet and other databases; apply judgment in the context of assignments given; plan own work and manage conflicting priorities; conscientious and efficient in meeting commitments, observing deadlines and achieving results; and show persistence when faced with difficult problems or challenges; calm in stressful situations; and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Communication**— Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed; and strong interpersonal and communication skills including facilitation skills in training related activities.

Approved:

**DANILO T. ALESNA**  
Deputy Project Director





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## TERMS OF REFERENCE

Job Title: **Environmental Safeguards Officer**  
Unit: **SES Unit**

The **Environmental Safeguards Officer** will ensure the compliance and implementation of Safeguards policy of the Project. Specifically, the Environmental Safeguards Officer will be tasked to undertake the following:

1. Ensure effective installation and implementation of the Integrated Environmental and Social Safeguards Framework (IESSF) and processes at municipal, provincial and regional levels with emphasis on the following;
  - i. Ensure the adoption of general policies pertaining to the types and location of developments proposed by LGUs;
  - ii. The conformance of individual subprojects to technical guidelines and specifications;
  - iii. Ensure proponent to conduct environmental assessments (EA) for the preparation of environmental and social management/mitigation plan;
  - iv. Ensure proponent to secure appropriate environmental clearances from other regulating agency.
2. Serve as safeguards advisor to the Regional Project Coordinating Offices (RPCOs) and Local Government Units (LGUs) Safeguards Specialists and/or Focal Persons to ensure alignment among all project components on safeguard related issues;
3. Conduct appraisal and review of Feasibility Study/Business Plan and Variation Order needing NPCO and WB Objection Letter or No Objection Letter (NOL) to check compliance to the Integrated Environmental and Social Safeguards Framework and recommend appropriate measures in the Environmental and Social Management Plan (ESMP);
4. Assist the Environmental Safeguards Specialist in the conduct of site validation, spot monitoring of selected subprojects and evaluation of safeguards compliance by the LGU, Contractor for infrastructure subprojects and Proponent Groups (PGs) for enterprise subprojects;
5. Assist in the conduct of post review of subprojects issued with NOL by the Project Support Offices;
6. Serve as trainer or resource person in safeguards related training programs for technical staff at the PSO, RPCO and LGU level;
7. Participate in the conduct of investigation and resolution process of grievance lodge/elevated at NPCO level;
8. Conduct regular consultation, coordination and management meetings among the units and components at the NPCO and with the PSO, RPCO, LGU in the implementation of the Project and provides feedback and recommendations on how to resolve complex issues;
9. Coordinate with the concerned M&E unit and PSOs on the status of I-BUILD and I-REAP subprojects on the updating of database, compliance monitoring reports, tracking of implementations of SES instruments to ensure integration of safeguards policy of the Project in the whole project cycle;
10. Consolidate, prepare and submit timely and regular progress reports indicating status of overall implementation of environmental safeguards;
11. Perform other tasks as Unit Head, Project Director/Deputy Project Director may assign.





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### **Core Competencies**

1. Sound technical knowledge in environmental safeguards processes;
2. Adequate experience in addressing requirements for safeguards compliance;
3. In depth knowledge of social, environmental and cultural issues affecting the implementation of rural infrastructure subprojects;
4. Capability to provide guidance on negotiation and conflict resolution processes;
5. Innovativeness and effectiveness capability under varying work assignments, conditions and time pressures.

### **Qualification Requirements**

1. Minimum of 2 years of professional experience in the environmental sector, preferably assessing environmental impacts of infrastructure or agriculture projects and environmental management;
2. Knowledge on Philippine Environmental Laws, Philippine Environmental Impact Statement System, Indigenous Peoples Right Act (IPRA Law), Land Acquisition Processes and any local related laws and policy;
3. Prior familiarity with World Bank safeguards policies;
4. Knowledge on environmental impact assessment and environmental and social management plan;
5. Possess a strong academic background with a Bachelor degree or has earned units leading to Agriculture, Environmental Science, Environmental Engineering, Sociology, Development Management and related fields of study.
6. Possess good oral and written communication skills.

### **In addition, the applicant should have:**

1. Strong interpersonal and ability to work in multidisciplinary teams;
2. Strong inter-organizational management skills in working with other components of PRDP;
3. A drive for results while working with limited supervision and under tight timelines;
4. Willingness to conduct field travels.

### **Reporting Responsibility**

The Environmental Safeguards Officer will be directly reporting to the Social and Environmental Safeguards Unit Head and close coordination with the other Component. Environmental Safeguards Officer will be based at the Program Support Office in Davao City.

The consultant shall provide on a semi-monthly basis (15<sup>th</sup> and 30<sup>th</sup> day of the month), a written accomplishment report.

Approved:

**DANILO T. ALESNA**   
Deputy Project Director



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## TERMS OF REFERENCE

Job Title: **Social Safeguards Officer**  
Unit: **SES Unit**

The **Social Safeguards Officer** will ensure the compliance and implementation of Safeguards policy of the Project. Specifically, the Social Safeguards Officer will be tasked to undertake the following:

1. Ensure effective installation and implementation of the Integrated Environmental and Social Safeguards Framework (IESSF) and processes at municipal, provincial and regional levels with emphasis on the following Social Safeguards policies;
  - a. Ensure effective application of Indigenous Peoples Development Framework in all project components and processes
    - a.1 Ensure proper consultation and full participation of Indigenous People specially in securing the Free Prior and Informed Consent and other clearances issued by Indigenous Peoples.
  - b. Ensure effective application of Land Acquisition Rehabilitation and Resettlement Framework
    - b.1 Ensure proper acquisition and documentation of Right of Way (ROW)
    - b.2 Assess whether the consultation process, full disclosure of information and offer of compensation are executed properly and full participation of affected persons and the community ensured during review of subprojects and issuance of safeguards clearance
    - b.3 Monitor and follow-up the project affected and displaced person
    - b.4 Review and monitor the implementation of Resettlement Action Plans (RAPs)
2. Serve as safeguards advisor to the Regional Project Coordinating Offices (RPCO) and Local Government Units (LGUs) Safeguards Specialists and/or Focal Persons to ensure alignment among all project components on safeguard related issues;
3. Conduct appraisal and review of Feasibility Studies, Business Plans, and Variation Order needing NPCO and WB Objection Letter or No Objection Letter (NOL) to check compliance to the Integrated Environmental and Social Safeguards Framework and recommend appropriate measures in the Environmental and Social Management Plan (ESMP);
4. Assist the Social Safeguards Specialist in the conduct of site validation, spot monitoring of selected subprojects and evaluation of safeguards compliance by the LGU,





Contractor for infrastructure subprojects and Proponent Groups (PGs) for enterprise subprojects;

5. Assist the conduct of post review of subprojects issued with NOL by the Project Support Offices;
6. Serve as trainer or resource person in safeguards related training programs for technical staff at the PSO, RPCO and LGU level;
7. Participate in the conduct of investigation and resolution process of grievance lodge/elevated at PSO level;
8. Conduct regular consultation, coordination and management meetings among the units and components at the PSO, RPCO, LGU in the implementation of the Project and provides feedback and recommendations on how to resolve complex issues;
9. Coordinate with the concerned M&E unit and PSOs on the status of I-BUILD and I-REAP subprojects on the updating of database, compliance monitoring reports, tracking of implementations of SES instruments to ensure integration of safeguards policy of the Project in the whole project cycle;
10. Consolidate, prepare and submit timely and regular progress reports indicating status of full compliance with the Integrated Environmental and Social Safeguards Framework;
11. Perform other tasks as Unit Head, Project Director/Deputy Project Director may assign.

### **Core Competencies**

1. Sound technical knowledge in social safeguards processes particularly on Land Acquisition, Rehabilitation and Resettlement Processes;
2. Adequate experience in addressing requirements for safeguards compliance;
3. In depth knowledge of social, environmental and cultural issues affecting the implementation of rural infrastructure subprojects;
4. Capability to provide guidance on negotiation and conflict resolution processes;
5. Innovativeness and effectiveness capability under varying work assignments, conditions and time pressures.

### **Qualification Requirements**

1. Minimum of 2 years of professional experience on Social Safeguards at Regional or National Level and with knowledge on resettlement process for rural infrastructure projects;
2. Knowledge on Indigenous Peoples Right Act (IPRA Law), Land Acquisition Processes, Philippine Environmental Laws, Philippine Environmental Impact Statement System and any related local laws and policy;
3. Prior familiarity with World Bank safeguards policies;
4. Knowledge on social impact assessment and environmental and social management plan;
5. Posses a strong academic background, a Bachelors Degree holder in Social



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Tel. No. (082) 235-8664; Fax 235-8665 / 234-4744

Science Courses, Sociology, Agriculture, Development Management and other related fields of study;

6. Possess good oral and written communication skills.

**In addition, the applicant should have:**

1. Strong interpersonal and ability to work in multidisciplinary teams;
2. Strong inter-organizational management skills in working with other components of PRDP;
3. A drive for results while working with limited supervision and under tight timelines;
4. Willingness to conduct field travels.

**Reporting Responsibility**

The Social Safeguards Officer will be directly reporting to the Social and Environmental Safeguards Unit Head and close coordination with the other Component. Social Safeguards Officer will be based at the Project Support Office in Davao City.

The consultant shall provide on a semi-monthly basis (15<sup>th</sup> and 30<sup>th</sup> day of the month), a written accomplishment report.

Approved:

**DANILO T. ALESNA**  
Deputy Project Director





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## **TERMS OF REFERENCE**

Job Title: **Associate Procurement Officer**  
Unit: **Procurement Unit**

The Associate Procurement Officer will be directly reporting to the Procurement Unit Head. He/She will be based at the Project Support Office in Davao City.

The **Associate Procurement Officer** will be tasked to undertake the following:

1. Assist in the review subprojects procurement documents such as Philippine Bidding Documents and Bid Evaluation Report to facilitate issuance of NOL 1 and NOL 2 of both Infrastructure (I-BUILD) and Enterprise (IREAP) Subprojects;
2. Assist in the Conduct Procurement Trainings and Coaching using the World Bank Harmonized Procurement Guidelines to MLGUs, PLGUs and Proponent Groups;
3. Occasionally attend Pre-Procurement, Pre-bid Conference and Bid Opening Conference of PRDP implementing LGUs of both Infrastructure (I-BUILD) and Enterprise (IREAP) Subprojects;
4. Prepares Project Procurement and Management Plan (PPMP) of the Procurement Unit;
5. Prepares Training/Activity Designs, Purchase Requests and Request For Quotations;
6. Acts as Resource person as necessary during conduct of relevant Procurement Trainings and workshops;
7. Manages Data Tracking System, Performs Recording and Safe Keeping of all Procurement Documents and related correspondences;
8. Assist the Bids and Awards Committee (BAC) of the office (Goods and Consulting Services); and
9. Perform other tasks that may be assigned by the Procurement Unit Head, Deputy Project Director and Project Director.

### **Qualification Requirements:**

- He/she has least one (1) year professional working experience in Foreign Assisted Projects particularly on World Bank procurement and in-depth experience in the procurement of Works, Goods and Consultancy Services;
- Preferably BS Civil Engineering graduate or related 4-year courses;
- He/she has attended various Procurement trainings;



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**In addition, the applicant should have:**

- Computer literacy, knowledge in Microsoft Excel and Word;
- Excellent writing skills;
- Strong leadership and management skills;
- Strong interpersonal and teamwork skills;
- Willingness to conduct field travels.

Approved:

**DANILO T. ALESNA**  
Deputy Project Director





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## TERMS OF REFERENCE

Job Title: **Information and Advocacy Specialist**  
Unit: InfoAce Unit

Information and Advocacy will assist in the execution of IEC advocacy strategies and its implementation on the ground. He / She will be stationed in the Project Support Office (PSO) based in Davao City. She / He will be directly under the supervision of the InfoACE Unit Head who will likewise be reporting to the Project Director of Mindanao in close coordination with the Deputy Project Director.

Specifically, the tasks of the IAS will include but not limited to:

- Assist the InfoACE Unit Head in the developing strategies and conducting comprehensive information/advocacy campaigns for PRDP;
- Coordinates and maintains active with RPCO InfoACE units, LGU focal persons and other media partners;
- Writes news/features and success stories to clarify implementation issues, showcase and promote progress of the program;
- Writes scripts for audio-visual presentations including radio plugs and other promotional material;
- Edits news releases/articles for publication including in-house publications, reports, exhibit materials;
- Maintains directory of media offices/practitioners and initiates media pitching strategies;
- Conduct training or act as resource speaker on communication related topics such as Communication Planning; News Writing, Packaging of IEC materials, and the like;
- Packages information materials (collaterals, AVPs, advertorials, and press releases) with emphasis on content and in conformity with the Project's corporate branding standards;
- Recommends IEC/Advocacy strategies which he/she deems would further improve and strengthen the function of the unit; and
- Performs other tasks that may be assigned by the Unit head from time to time.

### Expected Outputs:

In coordination with the Unit Head, IAS is expected to deliver the following outputs:

1. Develop communication plan with the Unit head and InfoACE team/network;
2. Write feature and news stories on a regular basis;
3. Cover events and document subproject implementation at various stages.
4. Library/ archive published stories and photos for easy retrieval;
5. Act as Public Relations activities and maintain active network of media;



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6. Package IEC materials and Advocacy activities; and
7. Conduct communications related trainings when necessary.

#### **Qualifications**

##### **Experience:**

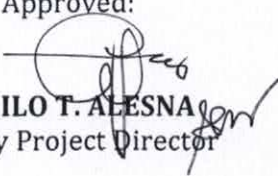
- At least 5 years of experience in writing news and feature articles relative to rural development and agriculture (published in local and national daily).
- Has at least 5 years experience or exposure working for rural development through ODA and other similar funding sources.
- Must have developed portfolio of IEC Materials and Advocacy strategies
- Must have experience as communication training facilitator

**Education:** Any four-year degree (Baccalaureate Degree) course preferably related to Mass Communication, Development Communication, Journalism, Education and Language.

##### **Knowledge, Skills, and Abilities:**

- Excellent skills in writing news and feature stories
- Has initiative and innovativeness to work with minimal supervision and can effectively work in a team.
- Strong linkage and alliance building activities.
- Proficient in oral and written communication
- Strong facilitation skills
- Broad background on IEC production process.

Approved:

  
**DANILO T. ALESNA**  
Deputy Project Director





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## TERMS OF REFERENCE

Job Title: **Graphic Layout Artist**  
Unit: InfoAce Unit

The Graphic Layout Artist is responsible for drafting and finalizing Print IEC materials for the Project as well as in the monitoring in the distribution of the materials. He/she will also act as the facilitator of administrative documents for the unit. Specifically, the tasks of the Layout Artist will include but not limited to:

- Provide artistic and reader-friendly illustration/ representation/rendition/ visualization of Project data, processes and information for use in IEC and advocacy material production.
- Draft and finalize layout of IEC and advocacy materials such as advertorials, brochures, pamphlets, tarpaulin posters, streamers, stage backdrops and billboards, among others
- Design, provide illustrations to and lay out monthly Project newsletter
- Design, provide illustration for marketing collaterals
- Organize and store graphic files for easy retrieval
- Attend unit meetings and provide inputs in achieving the unit performance targets and implementation of the Project's strategic direction in terms of IEC and advocacy
- Assist in the preparation of work and financial plans, procurement plans and reports
- Perform other tasks that may be assigned to her by the Unit or senior consultants/officials of the Project
- Prepare PRAS/PR for equipment/materials/activities identified in the WFP

### Expected Outputs:

In coordination with the Unit Head/ Specialist, the layout artist is expected to deliver the following outputs:

1. Produce at least 8 IEC materials and 12 Issues of the monthly newsletter;
2. Produce original icons, logos and similar graphic design products;
3. Produce infographics and marketing collaterals
4. Library/ archive of photos and graphic design
5. Mount exhibit as maybe required by the project.



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## **Qualifications**

### **Experience:**

- At least 3 years of experience graphic design, desktop publishing, print materials production.
- Has at least 3 years experience or exposure working for rural development
- Experience working in ODA is an advantage.

**Education:** Any four-year degree (Baccalaureate Degree) course or Three-year Diploma course preferably related to Design, Computer Technology Applications or Information Technology.

### **Knowledge, Skills, and Abilities:**

- Strong creative ability, analytical skills, eye for details and operational skills in design and layout software applications
- Has initiative and innovativeness to work with minimal supervision and can effectively work in a team.
- Strong linkage and alliance building activities.
- Proficient in oral and written communication
- String facilitation skills
- Knowledge on government financial and audit systems
- Broad background on IEC production process.

Approved:

**DANILO T. ALESNA**  
Deputy Project Director