Republic of the Philippines

**DEPARTMENT OF AGRICULTURE**

Regional Field Office 6, Iloilo City

**Office of the Project Director**

PRDP Project Support Office (PSO) for Visayas

Tel. Nos.: (033)330-1722; (033)337-3549; Fax: (033) 336-4221

 Email: psovisayas@gmail.com

**TERMS OF REFERENCE (TOR)**

**FOR**

**ALTERNATE I-BUILD COMPONENT HEAD**

**OVERALL SCOPE OF WORK:**

The Alternate I-BUILD Chief would be locally contracted to serve as second in command of the I-Build Component. He would ensure that the I-BUILD component implementation shall be managed in accordance with the project’s Operations and Technical Manuals of the Rural Infrastructure Component of the Project and will be responsible for all matters related to the implementation of this component at the RPCO level.

**SPECIFIC TASKS:**

1. Ensure the implementation of infrastructure subprojects in accordance to the I-BUILD operations manual and technical manuals from project identification, preparation, approval, financing, implementation and operation and maintenance.
2. Oversee I-BUILD training programs for technical staff at the LGU levels.
3. Institute systems for quality assurance and quality control and oversee its implementation.
4. Conduct random field visits and audits to assess compliance of LGUs and contractors’ on the social and environmental safeguards, occupational health and safety program, quality control/assurance program, operation and maintenance program and contractual obligations.
5. 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 the final inspection. Ensure that project completion documents are complying with the project requirements especially on the quality control and the timely completion.
6. Coordinate the conduct of periodic project assessment and consolidation of regional cluster reports on the infrastructure implementation status.
7. Regular consultation and coordination with the NPCO, PSO, RPCO and LGU Engineers and other components in the implementation of the Program.
8. Coordinate with other line and oversight agencies and donors on matters affecting the implementation of the I-BUILD component at the RPCO level.
9. Review and endorse subproject FS and bid evaluation reports to NPCO and World Bank for issuance of OL or NOL for SPs costing more than 300,000.00 thousand US dollars.
10. Supervises the activities of subordinates in dispensing their specific tasks and functions.
11. Do other functions as higher authorities may assign.

**DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:**

The Alternate I-BUILD Component Head shall report directly to the I-Build Component Head or RPCO 6 Deputy Project Director and shall provide on a semi monthly basis (15th and 30th day of the month), a written accomplishment report.

**QUALIFICATION STANDARDS:**

**Education:**

Licensed Civil Engineer/Agricultural Engineer and or any Engineer related course

**Experience:**

Minimum of five (5) years working experience as Rural Infrastructure Engineer . The applicant must have experienced in designing and actual construction and supervision of roads, warehouse, irrigation and potable water supply projects.

**Knowledge/Skills/Abilities:**

1. Minimum of 48 hours training on Project Management or relevant trainings.
2. Must be capable of designing Farm to Market Roads, Warehouse, Irrigation and potable water supply projects.
3. Proficient in written and oral communications.
4. Demonstrate capability in developing and conducting technical capacity building
5. Computer literate with high proficiency in MS word, excel, power point and can operate design programs for the different infrastructure types.
6. Ability to work with stakeholders on multiple levels including non-government organizations, people’s organization, donors, media groups, religious groups and local government units.
7. Proven organizational skills and ability to manage multiple tasks simultaneously.
8. Can work independently and result oriented.
9. Willing to travel extensively on different locations most of the time or even on a short notice

**JOB LOCATION:**

Regional Project Coordination Office No. 6 - Iloilo City

**Recommending Approval:**

**MANUEL O. OLANDAY**

**Regional Technical Director/PRDP**

**RPCO 6, Deputy Project Director**

 **APPROVED BY:**

 **REMELYN R. RECOTER, MNSA, CESO III**

**PSO-Visayas Project Director/**

 **Regional Executive Director**