



Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROGRAM**  
**Program Support Office - Luzon A Cluster**  
Capitol Compound, City of San Fernando  
Pampanga 2000, Philippines

## **REQUEST FOR EXPRESSION OF INTEREST (REOI)**

Hiring of Consultancy Services (Individual Consultancy)

Solicitation No. SIC-73-02-2018

**EPC: Php 252,000.00**

1. The Government of the Philippines has received a loan from the World Bank towards the cost of the Philippine Rural Development Program (PRDP) and intends to apply of the proceeds of this loan to payment for the cost the 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:
3. A set of Terms of references (TORs) are provided in Attachment 1.

Item Description	Qty.	Unit	Unit Cost	Total Cost
Executive Assistant	1	3 months	42,000.00	126,000.00
Cashier Clerk	1	3 months	24,000.00	72,000.00
Utility	1	3 months	18,000.00	54,000.00

4. Bidding procedures will be conducted in accordance with 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, May 2011.**
5. All expressions of Interest (EOIs) together with Curriculum Vitae and all necessary documents must be delivered in hard copies placed in a sealed envelope marked **"HIRING OF CONSULTANCY SERVICES (INDIVIDUAL CONSULTANT) (SOLICITATION NO. SIC- SIC-73-02-2018).**
6. Expressions of Interest (EOI) must be delivered at the address below not later than **6<sup>th</sup> day of March 2018 at 10:00am.**

Department of Agriculture  
Regional Field Office - 3  
BAC – PRDP – Secretariat  
Capitol Compound, Sto. Nino  
City of San Fernando Pampanga





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Pampanga 2000, Philippines

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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.

  
**DR. EDUARDO L. LAPUZ, JR.**  
Chairman, Bids and Awards Committee





Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**PROJECT SUPPORT OFFICE (PSO)**  
**LUZON A CLUSTER**  
Capitol Compound, Sto. Niño  
City of San Fernando, Pampanga

### **TERMS OF REFERENCE (TOR)**

Component : I-SUPPORT  
Job Title : **Executive Assistant**

#### **BACKGROUND:**

The PRDP is a six-year (2014-2020) initiative envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The project seeks to achieve this objective by improving access of farmers and their industry players to strategic networks of infrastructure, market information and support services. Specific investment and intervention are to be implemented under four central components of the project, 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) I-SUPPORT

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

The Executive Assistant will be engaged to provide services, inputs and support to the Projects' implementation and capacity-strengthening activities for the PRDP. The EA will perform a wide variety of responsible, complex and confidential administrative, secretarial, analytical and research duties. Duties required considerable confidentiality, initiative, tact and mature and independent judgment.

#### **SPECIFIC TASKS:**

1. Represent the Project Director by welcoming visitors, reviewing correspondence, and arranging projects functions; answer questions and meeting requests directed to the Project Director;
2. Assist the components and unit heads make consistent decisions by providing quality inputs and serving as liaison between them and the Project Director;
3. Arrange program travels and meetings by developing itineraries and agenda; arranging lodgings and meeting accommodations;
4. Complete projects and special assignments by establishing objectives; determining priorities; managing time; gaining cooperation of others; monitoring progress; problem-solving and making adjustment to plans;
5. Travel and attend meetings with the Project Director and prepare minutes, action lists and provide administrative support, if necessary;
6. Prioritize conflicting needs; handle matters expeditiously; proactively follows through on-project implementation to successful completion of project;
7. Prepare initial drafted of correspondences and documents coming from the office of the Project Director;
8. Performs other tasks as may be assigned by the Project Director.

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

Reporting directly to the Project Director, the EA provides executive support for the office. The EA serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of



the Project Director. The EA also serves as a liaison to the component & unit heads and Project support offices.

#### **QUALIFICATION STANDARDS:**

##### **Education:**

- Bachelor degree holder in any Communications or Administrative Course.

##### **Experience:**

- Minimum of Two (2) years of work experience in providing executive support;
- Minimum of two years experience and interest in internal and external communications, rural development and institutional development;
- Proficient in Microsoft Office applications; and
- Minimum of two (2) years experience in working with foreign-assisted and special project implemented by government/non-government agencies.

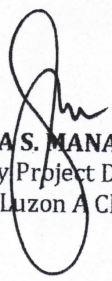
##### **Knowledge/Skills/Abilities:**

- Excellent written and oral communication skills
- Perform and prioritize multiple tasks seamlessly with attention to details
- Strong interpersonal skills
- Proactive approach in problem solving with strong decision making capability
- Highly resourceful team player but can also work independently
- Ability to handle confidential information with discretion

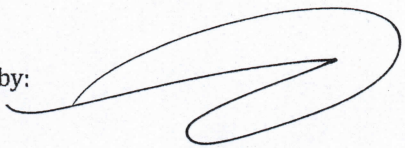
##### **JOB LOCATION:**

- Project Support Office (PSO), Luzon-A Cluster, DA RFO3, Capitol Compound, Sto. Nino, City of San Fernando, Pampanga.

Prepared by:

  
**ELMA S. MANANES**  
Deputy Project Director  
PSO Luzon A Cluster

Approved by:

  
**ENGR. ROY M. ABAYA**  
Regional Executive Director and  
PRDP Project Director  
PSO Luzon A Cluster



**a) Cash Clerk – Project Support Office Luzon A Cluster (PSO)**

- 1 Prepares checks/ACICs and corresponding RCI for PRDP Accounts;
- 2 Updates daily the control of Notice of Cash Allocation (NCA) of PRDP accounts and balances with Accounting and Bank records;
- 3 Prepares daily the corresponding Cash Disbursement Record (CDR) for said account and counter balances with each NCA control;
- 4 Keeps and maintains files of CDRs for safekeeping and for future references;
- 5 Prepares and checks documents for the paid vouchers for submission to Accounting (accounting and auditing file);
- 6 Perform other functions as may be directed by the Program Director and/or supervisor from time to time;

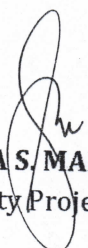
**Required Qualifications**

The **Cash Clerk** must have at least two years college education. He/she must have knowledge of the cashiering processes and procedures of the Government of the Philippines and/or multilateral financial institutions (e.g., World Bank). Experience in WB- assisted projects is an advantage.

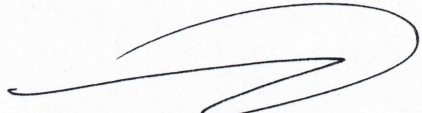
**JOB LOCATION:**

PRDP PSO Luzon A – City of San Fernando, Pampanga

Prepared by:

  
**ELMA S. MANANES**  
Deputy Project Director

Approved by:

  
**ENGR. ROY M. ABAYA**  
Regional Executive Director  
Program Director, PSO Luzon A Cluster



Republic of the Philippines  
Department of Agriculture  
**Philippine Rural Development Program (PRDP)**  
**Project Support Office (PSO)**  
**UTILITY**

**Terms of Reference (TOR)**

**I. Background**

- A. Philippine Rural Development Program (PRDP)** is a six-year program (2013-2019) 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 program**

The approach of the program 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. Program Development Objective**

The objective of the Program 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.

**D. Objective and Scope of the Services to be provided**

The PRDP would like to invite the services of individuals for the position of Utility Worker. The individuals to be hired will be engaged to provide services, inputs and support to the Program's implementation and capacity-strengthening activities for the PRDP. The following are the positions available, works to be accomplished and the qualifications of individuals to be hired for the Program:



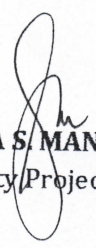
### **UTILITY WORKER**

1. Cleans rooms, buildings and surrounding;
2. Keeps office equipment and furniture clean and orderly;
3. Collect dumps and burn garbage;
4. Open doors and various windows before office hours and closes them after office hours;
5. Hauls and transfers office furniture;
6. Fills drinking containers with water;
7. Keeps toilets and closets clean and sanitary;
8. Occasionally does messengerial, minor clerical and simple carpentry work;
9. May guard building at night;
10. May drain, scrape or clean floors of industrial plant;
11. May perform general ground maintenance work; and
12. Performs other functions as may be directed by the Deputy Program Director and/or Supervisors.

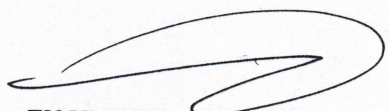
#### **Required Qualifications**

1. Must be able to read and write

Prepared by:

  
**ELMA S. MANANES**  
Deputy Project Director

Approved by:

  
**ENGR. ROY M. ABAYA**  
Regional Executive Director  
Program Director, PSO Luzon A Cluster