



Republic of the Philippines
OFFICE OF THE REGIONAL EXECUTIVE DIRECTOR
Antonio Luna St., Cagayan de Oro City
Telefax: (088)856-6871; email: da10ored@gmail.com

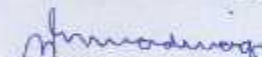
REQUEST FOR EXPRESSION OF INTEREST
HIRING OF CONSULTANCY SERVICES (INDIVIDUAL CONSULTANT)
SOLICITATION NO. 2021-085/JLO

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 Consultants)*.
2. The *Department of Agriculture - Regional Field Office 10 (DA-RFO 10)* hereinafter referred to as the "End-User" now requests interested applicants to submit Expression of Interest for the **HIRING OF INDIVIDUAL CONSULTANTS**, namely:

Item No.	Position	No. of staff required	Monthly Salary
1	Chauffeur	1	Php24,000.00
Duration: April - June 2021			

3. A set of Terms of Reference (TOR) is provided as attachments.
4. Interested applicants must submit the following documents in two (2) copies in a sealed envelope:
 - a. Application Letter
 - b. Transcript of Records (Validated by the School Registrar)
 - c. Curriculum Vitae (CV) with 2x2 ID picture and other credentials to support the CV (Diploma, Certificate of Trainings, Professional Driver's License, etc.)

Please address your Letter of Intent to:


CARLOTA S. MADRIAGA
Chair, Bids and Awards Committee
Department of Agriculture - Regional Field Office 10
Antonio Luna Street, Cagayan de Oro City

Expressions of Interest must be duly delivered and received by the BAC Secretariat not later than on **March 3, 2021 (Tuesday)**, 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 obtain a Curriculum Vitae rating of 75% and shall be notified for examination and interview schedule at DA-RFO 10.

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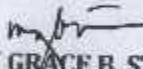


7. Summary of evaluation of shortlisted applicants shall be on the following criteria:

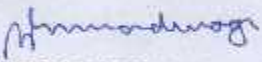
<i>Curriculum Vitae</i>	60%
<i>Interview</i>	25%
<i>Written Examination</i>	15%

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 *(April-June 2021)*.
11. The *DA-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


MARY GRACE B. STA. ELENA

Head, BAC Secretariat - Other Goods, Infrastructure and Services
Department of Agriculture - Regional Field Office 10
Antonio Luna St., Cagayan de Oro City
PABX: (088) 856-2753 to 55 local 1001/1001
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CARLOTA S. MADRIAGA

Chair, Bids and Awards Committee-A.2

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Department of Agriculture

PHILIPPINE RURAL DEVELOPMENT PROJECT

Regional Project Coordination Office-10

TERMS OF REFERENCE (TOR)

DRIVER

Regional Project Coordination Office (RPCO) 10

BACKGROUND

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development (IBRD or the "Bank"), specifically under Loan Agreement for IBRD Loan No. 8421-PH dated September 8, 2014 in an amount equivalent to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND UNITED STATES DOLLARS (US\$501,250,000) for the purpose of part-financing the Philippine Rural Development Project (PRDP), and another loan from the same Bank in the amount of ONE HUNDRED AND SEVENTY MILLION UNITED STATES DOLLARS (\$170,000,000), under Loan Agreement for IBRD Loan No. 8816-PH dated March 2, 2018, for the purpose of providing additional financing to scale up the original Project.

The development objective of the Project is to increase rural incomes and enhance farm and fishery productivity in targeted areas in all the 16 regions of the country. It is envisaged to promote more inclusive rural development by supporting smallholders and fisher-folk to increase their marketable surpluses, and by improving access to markets. The PRDP would also support reforms in the planning, resource programming and implementation practices of the DA. It will facilitate the integration and financing of priority local investments derived from the DA's agricultural and fisheries modernization plans which have been developed using a value chain approach, and through a consultative process with local stakeholders. The Project will be implemented over a period of six years (2014 to 2020) with another 2 year extension under the additional financing.

Coordination Office (RPCO) is formed and functioning in each Regional Office of the DA to focus on the implementation of the Project in the region.

SCOPE OF THE ASSIGNMENT

The Driver shall be supporting the Components and I-Support Unit Heads in achieving the Project Objectives and Outputs through prompt and quality delivery of specified

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Department of Agriculture

PHILIPPINE RURAL DEVELOPMENT PROJECT

Regional Project Coordination Office-10

milestones. It shall be the responsibility of the Driver to ensure that PRDP officials and staff are drive safely and timely to official business meetings/workshops, field mission and other work-related destinations and that the project vehicle under his charged is maintained and in good running conditions.

DUTIES AND RESPONSIBILITIES

Reporting directly to the Admin Unit Head and is expected to carry the following tasks.

1. Ferry PRDP personnel on their official business
2. Undertake vehicle routinely repairs/maintenance checks & sanitation and disinfection's./ cleanliness:
 - a. Monitor the status and condition of the vehicle under his responsibility and make necessary requests for required maintenance and repair;
 - b. Cleans the vehicle regularly;
 - c. Facilitates/undertakes minor repair works during weekends in order not to hamper scheduled travels;
 - d. Performs minor engine/electric troubleshooting repairs even on weekends
3. Accomplish and submit trip tickets and monthly fuel consumption report:
 - a. Submit filled up and sign trip tickets after each travel
 - b. Submit Monthly Fuel Consumption Report
4. Ensures availability of documents/supplies including vehicle insurance, registration and necessary spare parts are in the assigned vehicle.
5. Secures the vehicle under his responsibility in safe premises, during and after official travel;
6. Maintain a record of all trips as well as fuel consumption and other materials/repairs used for the operation and maintenance of vehicle.
7. Performs other functions as may be directed by the office.

DELIVERABLES/ EXPECTED OUTPUT

- Trip tickets prepared and trips undertaken;
- Minor repair works undertaken;
- Maintenance check ad sanitation, disinfections and cleanliness undertaken;
- Liquidation reports submitted:
 - Filled up trip tickets and withdrawal slips and official receipts
 - Monthly travel Report

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PHILIPPINE RURAL DEVELOPMENT PROJECT

Regional Project Coordination Office-10

- Monthly Fuel Consumption Report
- Travel plan and other logistic concerns prepared and arranged.

REQUIRED QUALIFICATIONS

A. Education and Certification

- Graduate of Automotive Mechanic
- Preferably with NC II in Driving
- Valid Professional Driver's Licensed with at least #2 restriction

B. Experience

- Two (2) years working experience as Driver in an organization and/or government.

C. Training /Knowledge, Abilities and Skills

- Knowledgeable in safe driving principles and practices as attested by at least 40 hours training on safety driving
- Knowledgeable on automotive mechanic repairs

Prepared by:

LESTER A. JADUCANA
Chief Admin Officer
PRDP Admin Unit Head

Approved by:

CARLENE C. COLLADO, CPA
Director IV/Regional Executive Director
RPCO Project Director

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