



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
Regional Project Coordination Office VII
DA-RFO7 Complex, Highway, Maguikay
Mandaue City 6014, Cebu
Tel No. (032) 420-0676/ 0678 ; Email : prdprco7@gmail.com

TERMS OF REFERENCE (TOR)

FOR

RURAL INFRASTRUCTURE ENGINEER (RIE)

DUTIES AND RESPONSIBILITIES:

The Rural Infrastructure Engineer (RIE) shall ascertain the market, technical, environmental/social, organizational and economic viability of rural infrastructure through appropriate design, quality and timely implementation of subprojects.

The consultant shall report directly to the RPCO I-BUILD Chief and shall provide on a semi monthly basis (15th and 30th day of the month), a written accomplishment report. The RIE shall be assigned for a specific province with 80% to 90% of his/her time in the field.

1. Provides technical guidance to the PPMIUs in the preparation and identification of subprojects in the Provincial Commodity Investment Plan (PCIP);
2. Conducts and submits site validation report of the priority subprojects submitted by the LGUs;
3. Schedules and conducts training or orientation of the PPMIUs in the preparation of feasibility study, detailed engineering design and plan preparation and program of work preparation;
4. Conducts and submits field appraisal report of every submitted feasibility study (FS)/business study to ensure that the plans are in accordance to site condition, limits of the road right of way (RRROW) are properly explained to the Project Affected Persons (PAP);
5. Provides technical guidance during the deliberation of subproject approval by the RPAB;
6. Conducts joint review of submitted FS, business plan and submission of review reports covering the detailed engineering design and plans, program of works, technical specifications, quality plan, inspection and test plan, minimum materials testing requirement, operation and maintenance plan, manpower and equipment utilization schedule and bar chart and S-curve for the issuance of NOL 1;
7. Presents Project policies during pre-procurement conferences, pre-bidding conferences for IBUILD SPs and IREAP Civil Works;
8. Reviews and endorses all technical/bidding requirements for the requests of OL or NOL 2;



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9. Schedules and helps in the conduct of training on contract management and supervision skills training and materials testing and quality control training;
10. Conducts pre-construction training with other units before any subproject is implemented;
11. Participates in the conduct of as-stake survey and quantity verification specially during the relocation of station 0+000 or setting of control points and bench marks (BM) for roads and other infrastructure types;
12. Conducts review of proposed variation orders, prepare analysis and do coaching sessions to minimize occurrence of variation orders;
13. Inspects, supervises, witnesses and monitors all activities of on-going sub-projects and identifies issues and problems relative to the five (5) quality assurance elements specified in the infrastructure quality monitoring and durability system (IQMDS) and provide appropriate surveillance and audit reports to the LGUs;
14. Conducts at least monthly validation of contractor's accomplishments or statement of work accomplishments (SWA) as member of the Joint Inspection Team (JIT) to facilitate billing to include coordination with other units in the compliance of environmental and social safeguards and geo-tagging;
15. Jointly conducts pre-final inspection and final inspection of substantially and 100% completed subprojects;
16. Helps facilitate the organization of Barangay Implementing Teams (BIT/Citizen's Monitoring Team (CMT) (IA, BAWASA, BROM) and Grievance Committee and assist in the conduct of BIT meetings;
17. Assists in the conduct training on operation and maintenance of every completed subproject for the LGUs (P/C/M/B LGU, civil society organizations);
18. Participates in the semi-annual operation and maintenance audit of all completed subprojects;
19. Participates in regional, cluster, and NPCO coordination meetings, planning workshops to provide feedbacks and conduct timely, appropriate technical sessions along implementation of subprojects;
20. Reviews and validates monthly accomplishment reports per subproject to be uploaded in the web-based Monitoring and Evaluation System (following the system prescribed templates/formats); and
21. Does other function as the RPCO I-BUILD Head may assign.



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REQUIRED EDUCATION AND QUALIFICATION:

A. Education and Relevant Experiences:

1. Licensed civil engineer or agricultural engineer.
2. With minimum five (5) years experience in rural development.

B. Knowledge, Competencies and Skills

1. Minimum of 48 hours relevant trainings.
2. Proficient in written and oral communications.
3. Computer literate with high proficiency in MS word, excel, and power.
4. Knowledgeable of the harmonized procurement guidelines of the WB and RA 9184.
5. Ability to work with stakeholders on multiple levels including non-government organizations, people's organization, donors, media groups, religious groups and local government units.
6. Proven organizational skills and ability to manage multiple tasks simultaneously.
7. Can work independently and result oriented.
8. Willing to be assigned at the Provincial subproject level most of the time.

OFFICIAL WORK STATION:

PRDP RPCO 7, DA-RFO 7 Complex, Highway Maguikay, Mandaue City

Prepared by:

ENGR. MARCIAL D. AGAD

I-BUILD Component Head, PRDP-RPCO 7

Approved by:

JOEL A. ELUMBA

OIC-Regional Executive Director, DA-RFO 7/
Project Director, PRDP-RPCO 7

A food-secure Philippines
with prosperous farmers and fisherfolk

