



January 6, 2025

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Hiring of Individual Technical Contract (ITC) and Contract of Service (COS)
Solicitation No. SIC-2025-01-188
Estimated Project Cost: **PhP 3,913,920.00**

1. The Government of the Philippines has received a loan (Loan No. 8421-PH) and (Loan No. 8816-PH) from the World Bank towards the cost of the 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 Individual Technical Contract (ITC) and Contract of Service (COS).
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 TECHNICAL CONTRACT (ITC) AND CONTRACT OF SERVICE (COS)** namely:

| Item no. | Description | Required number & Duration | Total cost |
|----------|---------------------------------------|----------------------------|----------------|
| 1 | GIS Data Officer | 1 person; 12 Months | PhP 648,000.00 |
| 2 | Economist | 1 person; 12 Months | PhP 648,000.00 |
| 3 | Social Environment Safeguards Officer | 1 person; 12 Months | PhP 648,000.00 |
| 4 | Administrative Assistant | 1 person; 12 Months | PhP 336,960.00 |
| 5 | Driver | 1 person; 12 Months | PhP 336,960.00 |
| 6 | Rural Infrastructure Engineer | 1 person; 12 Months | PhP 648,000.00 |
| 7 | Business Development Officer | 1 person; 12 Months | PhP 648,000.00 |

A set of Terms of Reference (TOR) is provided in Attachment 1.



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
MIMAROPA Regional Project Coordination Office
3F, Agricultural Training Institute (ATI) Building, Elliptical Road, Diliman, Quezon City 1101, Philippines
(02) 332-8738 • prdp.rpcio4@gmail.com • www.prdp.da.gov.ph

4. 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 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, January 2011.**

5. Interested proponents shall submit their Letter of Expression of Interest and one (1) copy of Curriculum Vitae and supporting documents, if necessary, and shall be placed in a sealed envelope marked:

**HIRING OF INDIVIDUAL TECHNICAL CONTRACT (ITC)
AND CONTRACT OF SERVICE (COS)**

PR No.: 2025-01-188

Positions: **1. GIS Data Officer (ITC)**
2. Economist (ITC)
3. Social Environment Safeguards Officer (ITC)
4. Administrative Assistant (COS)
5. Driver (COS)
6. Rural Infrastructure Engineer (ITC)
7. Business Development Officer (ITC)

6. Expressions of Interest (EOI) must be delivered at the address below not later than **10:00 AM of January 21, 2025** at **DA-MIMAROPA, 3rd Floor, Agricultural Training Institute Building, Elliptical Road, Diliman, Quezon City**

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.

ATTY. MARVIN B. APDUHAN, CPA
Chairperson, Bids and Awards Committee





Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
4th Floor, DA Building, Elliptical Road, Diliman
Quezon City 1100, Philippines

TERMS OF REFERENCE (TOR)

ADMINISTRATIVE ASSISTANT OFFICE OF THE PROJECT DIRECTOR REGIONAL PROJECT COORDINATION OFFICE (RPCO)

BACKGROUND

The Government of the Philippines (GOP) has received 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).

Specific investments and interventions are implemented under four (4) central components of the Project enumerated and briefly described as follows:

Component 1: Local and National Levels Planning (I-PLAN). This component supports the implementation and mainstreaming of the DA's AFMP planning framework, thereby providing an operational platform for integrated technical support service delivery at the local and national levels. At the regional and local levels, regional AFMPs are being developed taking into account spatial and value chain analysis and using tools for vulnerability and suitability assessment, participatory resource analysis. The local AFMPs shall build on the success of local governments in the implementation of their own development plans.

Component 2: Infrastructure Development (I-BUILD). A network of strategic rural infrastructure is being established, linking priority value chains in targeted Project areas that are identified through the regional AFMPs. By the end of the Project, the component will be able to establish an improved access to strategic and climate-resilient rural infrastructure and facilities that primarily benefit target beneficiaries. These rural infrastructures include farm-to-market roads (FMRs), bridges, communal irrigation systems (CIS), potable water systems (PWS), production and

post-production facilities and other infrastructure such as fish landings, fish sanctuary/Protected Area guardhouses, among others.

Component 3: Enterprise Development (I-REAP). This aims to strengthen and develop viable rural agro- industries through investments in the appropriate segments of efficient value chains of key agricultural and fishery products in targeted Project areas. Specifically, I-REAP is designed to: (i) increase productivity and marketability of agriculture and fishery products through increased access to information and support services; and (ii) increase farm and fishery household incomes through engagement in value-adding activities.

Component 4: Project Implementation Support (I-SUPPORT). Providing overall operational support to the implementation is the I-SUPPORT component that ensures efficient and effective delivery of the Project transactions in terms of financial management, procurement, monitoring & evaluation, geotagging, social and environmental safeguards and grievance redress mechanism. It leads in the introduction of innovations and reforms towards more effective and efficient administrative support system in Project implementation, mainly working through the existing DA bureaucracy. At the national level, the National Project Coordination Office (NPCO) is established at the DA Central Office to steer the overall implementation of the Project. Four (4) Project Support Offices (PSOs) have been established to support the implementation in the main islands of the country (2 in Luzon, 1 in Visayas and 1 in Mindanao). A Regional Project 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 Office of the Project Director serves as the executive office in providing instructions for the overall management and directions of the Project at the regional level. It closely coordinates with the Office of the Deputy Project Director to ensure efficient and effective carrying out of the day-to-day transactions including oversight, supervision, monitoring and evaluation of activities of the different components/units at the regional level. The Administrative Assistant will be engaged to provide necessary administrative assistance primarily in maintaining efficient flow, recording and repository system of Project-related documents at the Office of the Project Director.

DUTIES AND RESPONSIBILITIES

Reporting directly to the Project Director (PD), the Administrative Assistant will serve as the primary point contact person for internal and external offices, institutions and clients related to tracking, filing and safekeeping of documents referred, received, endorsed and released at the Office of the Project Director. He/She is specifically expected to undertake the following:

1. Receive, review and release documents requiring action from the PD;
2. Ensure appropriateness/correctness of correspondences, reports and other documents requiring initial/signature of the PD;
3. Record incoming and outgoing communications and ensure that all outgoing communications are timely sent and feedbacks from receivers are noted;
4. Take charge of the Data Tracking System (DTS) on communications and all related Project documents referred, received and released at the Office of PD;
5. Maintain a record and filing system as repository of all pertinent Project documents at the Office of PD both in hard and electronic copy files;
6. Assist in the encoding of Project documents and reports (e.g. briefers, presentation), as necessary;
7. Assist in the maintenance of database and consolidation of relevant reports (e.g. progress reports, status of requests/queries, subproject status), as necessary;

8. Provide administrative support and perform other tasks that may be assigned, as necessary.

REQUIRED EDUCATION AND QUALIFICATION



A. Education and Relevant Experiences

1. Bachelor's degree in Business Administration, Management, Commerce, Engineering, Economics, Agribusiness or Information and Communication Technology course and/or related courses;
2. Preferably with three (3) years experience on technical and administrative works;
3. Has experience in internal and external communications, rural development and/or institutional development;
4. Preferably with experience in working with foreign-assisted and special project implemented by government/non-government agencies.

B. Knowledge, Competencies and Skills

1. Proficient in written and oral communications;
2. Computer literate with high proficiency in MS word, excel, and powerpoint;
3. Proven organizational skills and ability to manage multiple tasks simultaneously;
4. Strong interpersonal communication skills;
5. Demonstrates the principle of completed staff work;
6. ~~Ability to prioritize, organize, monitor and work efficiently on documents and tasks while maintaining quality of work, and deliver outputs within established deadline and timeline;~~
7. Ability to be discrete and able to keep confidential information.

APPROVED BY:


ENGR. ARIEL T. CAYANAN
Undersecretary for Operations and PRDP
National Project Director 



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
4th Floor, DA Building, Elliptical Road, Diliman
Quezon City 1100, Philippines

TERMS OF REFERENCE (TOR)

BUSINESS DEVELOPMENT OFFICER (BDO) REGIONAL PROJECT COORDINATION OFFICE (RPCO)

BACKGROUND

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~~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).~~

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Component 2: Infrastructure Development (I-BUILD). A network of strategic rural infrastructure is being established, linking priority value chains in targeted Project areas that are identified through the regional AFMPs. By the end of the Project, the component will be able to establish an improved access to strategic and climate-resilient rural infrastructure and facilities that primarily benefit target beneficiaries. These rural infrastructures include farm-to-market roads (FMRs), bridges, communal irrigation systems (CIS), potable water systems (PWS), production and post-production facilities and other infrastructure such as fish landings, fish sanctuary/Protected Area guardhouses, among others.

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SCOPE OF THE ASSIGNMENT

Through I-REAP, PRDP will engage broad sections of the sector in the production of marketable surplus through investments in strategic segments of priority commodity value chains prioritized under the Regional Agricultural Fisheries and Modernization Plans (RAFMP) and the Provincial Commodity Investment Plans (PCIPs). The PLGUs will be supported in building their capacities to identify and invest in enterprises and support services needed to develop priority value chains and a more market-oriented agriculture and fishery sector in their areas. Complementing this, community entrepreneurial activities would be supported to help producer groups raise incomes through better linkages and access to markets. I-REAP component will contribute in increasing farmers' income and marketable surplus in the agri-fishery sector is to strengthen and develop viable agri-fishery based enterprises through efficient value chains of key agricultural and fishery products in targeted program areas.

The main task of the Business Development Officer (BDO) is to assist the Component Head in providing technical assistance to the Provincial/City/Municipal Project Management Implementing Unit (P/C/MPMIU) and the Proponent Groups (PG) in the preparation and finalization of the required documents to avail funding under PRDP I-REAP and in the monitoring of implementation and operation of approved I-REAP subproject or enterprises.

DUTIES AND RESPONSIBILITIES

The Business Development Officer (BDO) shall report directly to the I-REAP Component Head. Specifically, the BDO shall:

1. Assist the P/C/MPMIU and the PG in the preparation and finalization of the business plans including required documents and attachments in accordance with the PRDP manuals and guidelines.
2. Conduct initial validation of PGs and the review of business models for the subproject that will be proposed for PRDP I-REAP funding.

3. Conduct initial review of the requested PRDP investments and the technical requirements of the proposed subproject in terms of market, operations, organization and management and budget in accordance with the PRDP I-REAP guidelines.
4. Provide assistance in the compliance to documentary requirements to facilitate obligation, transfer and liquidation of PRDP funds.
5. Monitor implementation of approved subprojects to ensure smooth implementation and procurement of goods and facilities for the PGs.
6. Assist the Enterprise Development and Marketing Specialist in the monitoring of operation of ongoing and completed subprojects.
7. Serve as coordinator for the assigned province.
8. Perform other duties that may be required from time to time.

REQUIRED EDUCATION AND QUALIFICATION

A. Education and Relevant Experiences

- At least a Bachelor's degree in Agriculture, Agribusiness, Entrepreneurship, Business Administration/Management, Marketing, Accountancy, Finance, Agricultural Engineering, and other related fields
- At least two (2) years of relevant experience in the preparation and evaluation of project proposal/feasibility study/business plan, enterprise development, livelihood projects, marketing, financial management, accounting, bookkeeping, financial audit, organizational management, strategic planning and community organizing


B. Knowledge, Competencies and Abilities

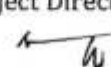
- Considerable knowledge in production, processing and marketing of agri-fishery based commodities
- Operational knowledge on agri-fishery based enterprises
- Understanding of business procedures including business financing, human resources, IT, operations and sales and marketing financing options for business start-ups and business expansions
- Strong interpersonal skills
- Ability to communicate effectively in oral and in technical writing
- Ability to multi-task and deliver results in an efficient and effective way
- Can work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector
- Proficient in MS word, Excel, and Power point

PREPARED BY:


DR. ANDREW B. VILLACORTA, DVM
Assistant Secretary for Agribusiness & Marketing
NPCO I-REAP Component Head

APPROVED BY:


ENGR. ARIEL T. CAYANAN
Undersecretary for Operations
and PRDP National Project Director



**Philippine Rural Development Project (PRDP)
Regional Project Coordination Office (RPCO)**

CHAUFFER (DRIVER)

TERMS OF REFERENCE

The Driver shall:

1. Transport the Regional Executive Director, PRDP Regional Focal Person, Component Unit Heads and Staff to and from place where official business is transacted;
2. Monitor the status and condition of the vehicle under his responsibility and initiates request for its needed maintenance and repair;
3. Regularly cleans the vehicle under his responsibility;
4. Sees to it that the vehicle under responsibility is in safe premises, whenever if it is not in use;
5. Maintains a record of all trips made as well as the consumption of fuel and other materials used for the operation and maintenance of vehicle;
6. Assist in delivery of outgoing PRDP documents; and
7. Performs other functions as may be directed by the immediate supervisor and higher authorities.

Required Qualifications:

1. High school Graduate
2. Professional Driver License
3. At least 2 years experience working as a driver



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROGRAM
National Program Coordination Office
4th Floor, DA-PCAF Building, Elliptical Road, Diliman
Quezon City 1100, Philippines

TERMS OF REFERENCE (TOR)

ECONOMIST **Office of the Deputy Project Director** **REGIONAL PROJECT COORDINATION OFFICE (RPCO)**

BACKGROUND

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SCOPE OF THE ASSIGNMENT

It shall be the responsibility of the Economist to provide necessary technical assistance and services for the conduct of appraisal and evaluation of subprojects under the Philippine Rural Development Project.

DUTIES AND RESPONSIBILITIES

The Economist will be reporting directly to the Deputy Project Director. Following are the expected duties and responsibilities of the Economist:

1. Review of Financial and Economic Analysis of the various feasibility studies and business plan proposals submitted under PRDP;
2. Provide technical assistance to the Local Government Units and Proponent Groups during the conduct of technical validation in the field, preparation of economic and financial analysis for the different feasibility studies and business plans and other related activities if necessary;
3. Assist in the conduct rapid appraisal of emerging benefits;

4. Assist in the conduct of prioritization run for IBUILD subprojects;
5. Assist in the development/enhancement economic models and analytical methods and tools, including spreadsheet analysis as well as other econ related databases;
6. Conduct primary research, data collection and analysis and literature reviews;
7. Perform other duties and responsibilities that may be assigned by Deputy Project Director.

REQUIRED EDUCATION AND QUALIFICATION


a. Education and Relevant Experiences

- i. Bachelor's degree in Economics, Agricultural Economics, Agribusiness and Management, Business Management/Administration or any related field in Economics or Agriculture with training in economic and financial analysis and program/project appraisal and evaluation.
- ii. Minimum of two (2) years relevant professional experience in performing cost-benefit analysis and financial analysis preferably in a development project.

b. Knowledge, Competencies and Skills

- i. Strong analytical skills, ability to conceptualize, plan and execute innovative ideas, as well as, transfer of knowledge and skills;
- ii. Excellent computer skills and proficient in Microsoft applications, especially in Microsoft Excel;
- iii. Knowledgeable and has experience in data collection, data analysis and research;
- iv. Experience in administrative works will be an added advantage;
- v. Work well both independently with minimal management direction and with a team;
- vi. Able and willing to travel as deemed necessary;
- vii. Good network of academic and professional contacts; and
- viii. Familiarity with the PRDP system will be an asset.

Prepared By:



ENGR. CIRILO NAMOC
National Deputy Project Director

Approved by:



ENGR. ARIEL T. CAYANAN
Undersecretary for Operations
and National Project Director

**Terms of Reference (TOR)
GIS Officer**

I. Background

Philippine Rural Development Project (PRDP) is a six-year project (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.

II. Objective and Scope of the Services to be provided

1. Position Description:

Under the technical guidance of the Manager, the incumbent will be responsible for the following duties:

- 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 a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps.
- Analyze spatial data for geographic statistics to incorporate into documents and reports.
- Design and update database, applying additional knowledge of spatial feature representations.
- Enter new map data through use of a digitizer or by 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.
- Maintain and comply with company established internal controls.

1. Knowledge, Skills & Abilities

- Knowledge of an operational environment.

- Knowledge of today's GIS standards and applications used in local, county, state, and federal agencies.
- Knowledge of 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.
- 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 field work and travel when required.
- Strong interpersonal skills to assist and communicate with staff.

2. 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 interpersonal skills and a demonstrated capacity to deal with colleagues and counterparts from different backgrounds, and proven ability to function in a multi-cultural and multi-ethnic environment with sensitivity and respect for 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; uses time efficiently.
- **Technological Awareness:** Keeps abreast of technology development; understands applicability and limitations of GIS technology to the work of the Program; understand satellite geospatial data commercial distribution and licensing systems; possess good knowledge of technicalities of geographic information systems; shows willingness to learn new technology applications.
- **Professionalism:** Ability to identify issues, analyze and participate in the resolution of issues/problems. Ability to conduct data collection using various methods. Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet and other databases. Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities. Is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. 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; strong

interpersonal and communication skills including facilitation skills in training related activities.

Required Qualifications

- BS degree or formal education in GIS preferred; degree in geography, natural resources, Computer Science or related field; equivalent combination of education 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.
- Candidate must be familiar with databases for storing data, running queries, and creating reports.
- Experience developing web-based GIS maps on the internet.
- 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

Certified True Copy



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT

TERMS OF REFERENCE (TOR)

RURAL INFRASTRUCTURE ENGINEER
Regional Project Coordinating Office (RPCO)

BACKGROUND

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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).

Specific investments and interventions are implemented under four (4) central components of the Project enumerated and briefly described as follows:

Component 1: Local and National Levels Planning (I-PLAN). This component supports the implementation and mainstreaming of the DA's AFMP planning framework, thereby providing an operational platform for integrated technical support service delivery at the local and national levels. At the regional and local levels, regional AFMPs are being developed taking into account spatial and value chain analysis and using tools for vulnerability and suitability assessment, participatory resource analysis. The local AFMPs shall build on the success of local governments in the implementation of their own development plans.

Component 2: Infrastructure Development (I-BUILD). A network of strategic rural infrastructure is being established, linking priority value chains in targeted Project areas that are identified through the regional AFMPs. By the end of the Project, the component will be able to establish an improved access to strategic and climate-resilient rural infrastructure and facilities that primarily benefit target beneficiaries. These rural infrastructures include farm-to-market roads (FMRs), bridges, communal irrigation systems (CIS), potable water systems (PWS), production and post-production facilities and other infrastructure such as fish landings, fish sanctuary/Protected Area guardhouses, among others.

Component 3: Enterprise Development (I-REAP). This aims to strengthen and develop viable rural agro- industries through investments in the appropriate segments of efficient value chains of key agricultural and fishery products in targeted Project areas. Specifically, I-REAP is designed to: (i) increase productivity and marketability of agriculture and fishery products through increased access to information and support services; and (ii) increase farm and fishery household incomes through engagement in value-adding activities.

Component 4: Project Implementation Support (I-SUPPORT). Providing overall operational support to the implementation is the I-SUPPORT component that ensures efficient and effective delivery of the Project transactions in terms of financial management, procurement, monitoring & evaluation, geotagging, social and environmental safeguards and grievance redress mechanism. It leads in the introduction of innovations and reforms towards more effective and efficient administrative support system in Project implementation, mainly working through the existing DA bureaucracy. At the national level, the National Project Coordination Office (NPCO) is established at the DA Central Office to steer the overall implementation of the Project. Four (4) Project Support Offices (PSOs) have been established to support the implementation in the main islands of the country (2 in Luzon, 1 in Visayas and 1 in Mindanao). A Regional Project 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 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 Head 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.

DUTIES AND RESPONSIBILITIES

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 (RROW) 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 I-BUILD SPs and IREAP Civil Works;
8. Reviews and endorses all technical/bidding requirements for the requests of OL or NOL 2;
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.

REQUIRED EDUCATION AND QUALIFICATION

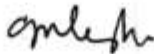
A. Education and Relevant Experiences

1. Licensed Civil engineer or agricultural engineer
2. Minimum of five (5) years working 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 point.
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.

PREPARED BY:



ENGR. CRISTY CECILIA P. POLIDO
I-BUILD Component Head



APPROVED BY:



ENGR. ARIEL T. CAYANAN
Undersecretary for Operations and
National Deputy Project Director



Republic of the Philippines
Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT
National Project Coordination Office
4th Floor, DA Building, Elliptical Road, Dilliman
Quezon City 1100, Philippines

TERMS OF REFERENCE

SOCIAL AND ENVIRONMENTAL SAFEGUARDS OFFICER RPCO SES-UNIT

BACKGROUND

The Government of the Philippines (GOP) has received 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).

Specific investments and interventions are implemented under four (4) central components of the Project enumerated and briefly described as follows:

Component 1: Local and National Levels Planning (I-PLAN). This component supports the implementation and mainstreaming of the DA's AFMP planning framework, thereby providing an operational platform for integrated technical support service delivery at the local and national levels. At the regional and local levels, regional AFMPs are being developed taking into account spatial and value chain analysis and using tools for vulnerability and suitability assessment, participatory resource analysis. The local AFMPs shall build on the success of local governments in the implementation of their own development plans.

Component 2: Infrastructure Development (I-BUILD). A network of strategic rural infrastructure is being established, linking priority value chains in targeted Project areas that are identified through the regional AFMPs. By the end of the Project, the component will be able to establish an improved access to strategic and climate-resilient rural infrastructure and facilities that primarily benefit target beneficiaries. These rural infrastructures include farm-to-market roads (FMRs), bridges, communal irrigation systems (CIS), potable water systems (PWS), production and post-production facilities and other infrastructure such as fish landings, fish sanctuary/Protected Area guardhouses, among others.

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Component 4: Project Implementation Support (I-SUPPORT). Providing overall operational support to the implementation is the I-SUPPORT component that ensures efficient and effective delivery of the Project transactions in terms of financial management, procurement, monitoring & evaluation, geotagging, social and environmental safeguards and grievance redress mechanism. It leads in the introduction of innovations and reforms towards more effective and efficient administrative support system in Project implementation, mainly working through the existing DA bureaucracy. At the national level, the National Project Coordination Office (NPCO) is established at the DA Central Office to steer the overall implementation of the Project. Four (4) Project Support Offices (PSOs) have been established to support the implementation in the main islands of the country (2 in Luzon, 1 in Visayas and 1 in Mindanao). A Regional Project 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

Under the general supervision of the Social and Environmental Unit Head, the Social and Environmental Safeguards Officer will be responsible in the provision of technical assistance to the partner LGUs in ensuring the compliance and implementation of Safeguards Policy and adhering to the general procedures and guidelines of the World Bank (WB) in order to ensure quality output of program interventions. He/She will also ensure the timely delivery of the SES Unit's expected outcome in the whole project operations.

DUTIES AND RESPONSIBILITIES

The Social and Environmental Safeguards Officer obligates to undertake and perform the following tasks in I-SUPPORT SES Unit PRDP-RPCO:

A. Serve as safeguards advisor and ensure compliance with and implementation of the Integrated Social and Environmental Safeguards Framework (IESSE) and processes at the Local Government Units (Provincial, City and Municipal) particularly on the following:

- i. The effective application of the Indigenous Peoples (IPs) Development Framework in all project components and processes at the Regional, Provincial and Municipal levels. This includes assisting in ensuring proper consultation and full participation of concerned IPs, especially in securing the Free Prior and Informed Consent and other clearances issued by IPs;
 - ii. The effective application of Land Acquisition Rehabilitation and Resettlement Framework. This task includes assisting the RPCOs in ensuring: (a) the proper acquisition and documentation of Right of Way (ROW) papers; (b) that persons affected and/or displaced on account of the implementation of PRDP projects are thoroughly consulted and justly compensated
 - i. The adoption of general environmental policies relative to specific types and locations of developments proposed by LGUs;
 - ii. The conformity of individual subprojects with technical guidelines and specifications for an environmentally-sound design;
 - iii. That the project proponents conduct environmental assessments (EA) for the preparation of environmental and social management/mitigation plans;
 - iv. That project proponents secure appropriate environmental clearances from concerned regulatory agencies.
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B. Specific tasks:

1. Conduct validation, appraisal and review of Feasibility Study/Business Plan and Variation Order needing WB, NPCO and PSO 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);
2. Conduct of i) site validation, appraisal and on the ground verification of safeguards compliance of proposed subprojects; ii) participate and discuss safeguards requirements during procurement activities (pre-procurement, pre-bidding and pre-construction meeting); iii) monitoring and inspection of safeguards compliance by the LGU, Contractor for infrastructure subprojects and Proponent Groups (PGs) for enterprise subprojects during implementation; and iv) and post-evaluation safeguards measures of completed subprojects;
3. Serve as trainer or resource person in safeguards related training programs for technical staff at the LGU level;
4. Participate in the conduct of investigation and resolution process of grievance lodge/elevated at the NPCO, PSO, and RPCO level;
5. Conduct regular consultation, coordination and management meetings among the units and components at the RPCO and with the NPCO, PSO, LGU in the implementation of the Project and provides feedback and recommendations on how to resolve complex issues;
6. Coordinate with the concerned M&E unit on the status of 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;
7. Consolidate, prepare and submit timely and regular progress reports indicating status of overall implementation of social and environmental safeguards;
 8. Perform other relevant tasks as assigned by the SES Unit Head.

REQUIRED EXPERTISE & QUALIFICATION

A. Education & Relevant Experiences

- Graduate of Bachelor's Degree in Social Science Courses, Agriculture, Environmental Science, Engineering, Management and related fields of study;
- Master's Degree units is an advantage;
- Minimum of two (2) year professional working experience related to safeguards and with knowledge on a) consultation and resettlement process, b) environmental and social impact assessment, and c) environmental and social management plan for rural infrastructure and enterprise development projects;
- With at least three (3) years of experience in any development - related work preferably with foreign-assisted projects;

B. Knowledge, Competencies and Skills

- Sound technical knowledge in environmental and social safeguards processes;
- Knowledgeable on Philippine Environmental Laws, Philippine Environmental Impact Statement System and any related local laws and policies, Indigenous Peoples Right Act (IPRA Law), Land Acquisition Processes;
- Prior familiarity with World Bank safeguards policies;
- In depth knowledge of, environmental and cultural issues affecting the implementation of rural infrastructure subprojects;
- Knowledge on environmental and social impact assessment and able to formulate environmental and social management plan;
- Capability to provide guidance on negotiation and conflict resolution processes;
- Innovativeness and effectiveness capability under varying work assignments, conditions and time pressures;
- Proficient written and oral communication skills.

PREPARED BY:

Amnaiti
ANGELITA D. MARTIR
SES Unit Head

APPROVED BY:

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ENGR. ARIEL T. CAYANAN
Undersecretary for Operations
and PRDP National Project Director