



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office No. 5
PHILIPPINE RURAL DEVELOPMENT PROJECT
Regional Project Coordination Office
San Agustin, Pili, Camarines Sur, 4418

Telefax: (054) 477-2122
DA United IP: 4500 (ORED); 4534 (RPCO)
email: prdpcco5@gmail.com
website: <http://daprdp.da.gov.ph>

June 1, 2022

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Hiring of Consultancy Services (Individual Contract of Service)
Solicitation No. PRDP-R005-CS-SIC-002-2022-AF2
EPC: Php1,248,000.00

1. The Government of the Philippines has received a loan from the World Bank thru Loan No. 9271-PH towards the cost of the Philippine Rural Development Project (PRDP) and intends to apply part of the proceeds of this loan to payment for the cost of the Incremental Operating Cost (Individual Contract of Service)/Contracted Staff.
2. The Department of Agriculture hereinafter referred to as the "End-User" now requests you to submit Expressions of Interest for the **HIRING OF INDIVIDUAL CONTRACT OF SERVICE** namely:

Item No.	Description	Number	Contract Duration	Total Cost (Php)
1	Rural Infrastructure Engineer	2	July - December 2022	600,000.00
2	Project Development Associate	1	July - December 2022	192,000.00
3	Business Development Officer	1	July - December 2022	300,000.00
4	Cash Clerk	1	July - December 2022	156,000.00

3. A set of terms of Reference (TOR) and Qualifications are provided in Attachment 1.

*Please click the "Associated Components" in the upper right corner for the REOI.

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 the IBRD loans and IDA credits. The individual contract of service 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 applicants shall submit their **Letter of Expression of Interest (EOI)** and one (1) copy of **Curriculum Vitae** and/or **Personal Data Sheet (CS Form 212)** together with supporting documents, if necessary, and shall be placed in a sealed envelope marked:

Hiring of Contract of Service
Solicitation No.: PRDP-R005-CS-SIC-002-2022-AF2
Position: (Please specify desired position)

6. Expression of Interest (EOI) shall be submitted at the address below **not later than 5:00 P.M. of June 13, 2022.**

HRMS, 2nd Floor, DA-Admin. Bldg.
Department of Agriculture RFO 5
San Agustin, Pili, Camarines Sur 4418

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 bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/bidders.

LUZ R. MARCELINO
BAC Chairperson

A food-secure Philippines
with prosperous farmers and fisherfolk





JOB TITLE : **Project Development Associate**
Component : I-REAP
Status : Contractual
Job Location : PRDP-RPCO-5/San Agustin, Pili, CamSur
Professional Fee : P 32,000.00 monthly

1. SCOPE OF WORK

The **Project Development Associate** under the **I-REAP** component shall assist in the administrative, document control and technical support to the I-REAP Component. The overall function covers administrative and technical support to the daily activities of the I-REAP Team .

- a. To assist as **Technical Staff** in the conduct of briefing and orientation/ re- orientation on the I-REAP component and its Operations Manual for PRDP's different implementation units, including the partner PLGUs;
- b. Assist the RPCO I-REAP team in the encoding and preparation of WFP, activity proposals, invitations, timelines, milestones on PRDP concerns, and in transcribing minutes of meetings/documentation;
- c. Assist the RPCO I-REAP team in the gathering of data needed in the preparation of Business Plans (BPs), in the analyses of data and in the drafting, revision and finalization of the BPs;
- d. Under the direct supervision of the RPCO IREAP Component Head, assist in the conduct of training needs assessment of proponent groups;
- e. Assist in the coordination/liasing with service providers (NGOs, POs, etc), and in the conduct of capability building activities (trainings and workshops) for the I-REAP proponent groups and beneficiaries;
- e. Participate in the monitoring and evaluation of I-REAP activities; and,
- f. Perform other tasks that may be required by the Project.

2. REQUIRED QUALIFICATIONS (Education, Experience, Knowledge, Skills and Abilities)

- a. At least a Bachelor's degree in Agribusiness, Agricultural Economics, Marketing, Economics and related fields
- b. Demonstrates proficiency in preparing business and marketing plans;
- c. With experience in working with SMEs, PLGUs; producer groups and SMEs;
- d. Possesses skills in writing technical papers, official communications, activity documentations and reports.
- e. Knowledgeable on at least two agriculture-industry subsectors/ commodities;
- f. Strong analytical and operational knowledge of agribusiness;
- g. Strong interpersonal skills;
- g. Ability to communicate effectively in oral and in writing, work independently and as part of the team, and work effectively with co-workers, partner agencies and the private sector;
- i. Advanced proficiency in MS word, excel, and powerpoint; and,
- j. Can work independently and as part of the team, can work effectively with partner-agencies and the private sector, and results oriented.



Republic of the Philippines

**DEPARTMENT OF AGRICULTURE
PHILIPPINE RURAL DEVELOPMENT PROJECT**

Regional Field Office No. 5

San Agustin, Pili, Camarines Sur, 4418

JOB TITLE	:	Business Development Officer
Component	:	I-REAP
Status	:	Contractual
Job Location	:	PRDP-RPCO-5/San Agustin, Pili, CamSur
Professional Fee	:	P 50,000.00 monthly

1. SCOPE OF WORK

The **Business Development Officer** under the **I-REAP** component shall oversee the overall administrative, document control and technical support to the I-REAP Component. The overall function covers administrative and technical support to the daily activities of the I-REAP Team .

- a. In coordination with the RPCO IREAP Component, prepare and finalize business plans of participating provinces;
- b. Assist in the analysis of market trends, industry situations, and market potentials of priority commodities;
- c. Assist in the conduct of the Business Planning Workshop in order to develop and prepare the required enterprises for I-REAP funding and support;
- d. Assist in the enterprise identification and prioritization process of PCIP Development;
- e. Propose capability building activities (trainings and workshops) for the I-REAP proponent groups and beneficiaries;
- f. Coordinate the conduct of cluster-wide training sessions and workshops for I-REAP beneficiaries;
- g. Participate in the monitoring and evaluation of I-REAP activities; and
- h. Perform other tasks that may be required by the Project.

2. REQUIRED QUALIFICATIONS (Education, Experience, Knowledge, Skills and Abilities)

- a. A graduate of at least a Bachelor's degree in Agribusiness, Agricultural Economics, Marketing , Economics and other related fields;

- b. With a minimum of five (5) years working experience in agribusiness, agri-based SME development and similar fields;
- c. With actual experience in preparing business and marketing plans;
- d. Preferably has experience working with PLGUs, producer groups and/or SMEs
- e. Possesses skills in writing technical papers, official communications, activity documentations and reports;
- f. Knowledgeable on at least two agriculture-industry subsectors/commodities;
- g. Ability to communicate effectively in oral and in writing,
- h. Strong analytical and operational knowledge of agribusiness;
- i. Computer literate with advanced proficiency in MS word, excel, and power;
- j. Willing to travel extensively on provincial assignments even on a short notice;
- k. Strong interpersonal skills and ability to manage multiple tasks simultaneously; and,
- l. Can work independently and as part of the team, can work effectively with partner-agencies and the private sector, and results oriented.



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT

TERMS OF REFERENCE (TOR)

CASH CLERK
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 Cash Clerk under the Administrative Unit of the PRDP-National Project Coordination Office (NPCO), Project Support Offices (PSO) and Regional Project Coordination Offices (RPCO) shall be supporting the Components and other Units in achieving the Project Objectives and Outputs thru prompt and quality delivery of administrative support.

DUTIES AND RESPONSIBILITIES

Reporting directly to the Administrative Unit Head/Alternate Unit Head and will be likewise be reporting to the Project Director and in close coordination with the Deputy Project Director. The Cash Clerk is expected to carry out the following task:

1. Verifies accuracy/completeness of approved vouchers/payrolls (as to DV#/ORS#/balanced for PRDP Fund Accounts;
2. Prepares list of creditors and Letter of Authority to debit for \$ transfer to Peso Account;

3. Prepares Checks for all vouchers and payees and post/record on Cash Book;
4. Prepares on timely basis the Report of Check Issued (RCI) and Check Disbursement Report for submission to Accounting Unit and COA;
5. Prepares Advice of Checks Issued and Cancelled for all vouchers and payees corresponding RCI for PRPD Accounts;
6. Assist the Cashier in preparing the Cash Position Report (for PSO duties);
7. Segregate vouchers for submission to Accounting Unit and COA;
8. Assist the Cashier in recording daily transaction to Cash Book and Check Register;
9. Maintains and indexes in the index card the creditors/payee of the project;
10. Prepares the daily corresponding Cash Disbursement Record (CDR) for said account and counter balances with each NCA control;
11. File Report of Checks;
12. Release Checks;
13. Keep and maintain files for CDRs safekeeping and future reference;
14. Performs other functions as may be directed by the Deputy Project Director and/or Supervisors

REQUIRED EDUCATION AND QUALIFICATION

A. Education and Relevant Experiences

1. Bachelor's Degree in Business Administration, Accountancy, Public Finance and/or related course;
2. Preferably three (3) years experience in cashiering and/or related works
3. Preferably has experience working with Foreign Assisted Projects (FAPs);

B. Knowledge, Competencies and Skills

1. Must have knowledge of the cashiering processes and procedures of the Government of the Philippines, multilateral financial institutions (e.g. World Bank) as well as of technical;
2. Must be dependable and trustworthy and loyal;
3. Possess good communication skills (oral and written)
4. Has attended forty (40) hours relevant training/workshop/seminar;
5. Learn the principles of general maintenance work;
6. Maintain daily records;
7. Proficiency in computer skills (Microsoft Office);
8. Work with a team;
9. Able to work under pressure



TERMS OF REFERENCE

RURAL INFRASTRUCTURE ENGINEER RPCO I-BUILD

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

Ascertain the market, technical, environmental/social, organizational and economic viability of rural infrastructure through appropriate design, quality and timely implementation of subprojects.

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 & QUALIFICATION

Education:

- Licensed Civil Engineer or Agricultural Engineer.

Experience:

- With minimum 5 years experience in rural development

Knowledge/Skills/Abilities:

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