



August 07, 2023

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Hiring of Consultancy Services (Individual Contract of Service)
Solicitation No. PRDP-R005-CS-SIC-002-2023
EPC: Php276,480.00

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	Project Development Associate for I-BUILD	1	September – December 2023	138,240.00
2	Project Development Associate for I-REAP	1	September – December 2023	138,240.00

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-002-2023

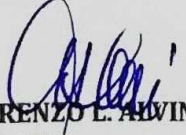
PR No.: 2023-08-0794

Position: Project Development Associate for I-BUILD
Project Development Associate for I-REAP

6. Expression of Interest (EOI) shall be submitted at the address below **not later than 5:00 P.M. of August 25, 2023.**

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.


LORENZO L. ALVINA
Chief, ILD
Chairperson, BAC



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT

TERMS OF REFERENCE (TOR)

PROJECT DEVELOPMENT ASSOCIATE- IBUILD
Regional Project Coordinating 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 Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the I-BUILD component. The PDA's overall function covers administrative and technical support to the Specialists' daily activities and proper functioning of the office.

The PDA reports directly to the I-BUILD Component Head.

DUTIES AND RESPONSIBILITIES

1. Assists the I-BUILD Unit in the proper filing of engineering documents;
2. Records all incoming and outgoing documents;
3. Conducts initial checking on the completeness and consistency of documents on the submitted technical proposals and bid documents and route these to the concern specialists and coordinators;
4. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepare travel orders, liquidation of cash advances for office supplies, etc..) for the Component;
5. Encoding of documents and reports (eg. Manuals);

6. Assists in the maintenance of data base, consolidation of progress reports and submission to appropriate concern offices;
7. Assists the Unit in program facilitation during trainings; and
8. Performs other task as maybe assigned by the RPCO I-BUILD Head.

REQUIRED EDUCATION AND QUALIFICATION

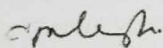
A. Education and Relevant Experiences

1. Bachelor's Degree in Engineering or related courses
2. One (1) year experience on technical and administrative works related to infrastructure development

B. Knowledge, Competencies and Skills

1. Proficient in written and oral communications.
2. Computer literate with high proficiency in MS word, excel, power point and design analysis of different subproject types.
3. Proven organizational skills and ability to manage multiple tasks simultaneously.
4. Can work independently and result oriented.
5. Able to work with under pressure
6. Willing to travel , if necessary

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, Diliman
Quezon City 1100, Philippines

TERMS OF REFERENCE (TOR)

PROJECT DEVELOPMENT ASSOCIATE (PDA) 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

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 Project Development Associate (PDA) is to provide technical and administrative support to the Component and ensure that activities, tasks, events and all other deliverables of the staff of the Component are delivered in a timely manner.

DUTIES AND RESPONSIBILITIES

The Project Development Associate (PDA) shall report directly to the I-REAP Component Head. Specifically, the PDA shall:

1. Provide administrative and technical support to the Component in the conduct of workshops, seminars and meetings to include preparation of required documents for the conduct of the activities, activity designs, documentations and preparation of reports.
2. Manage and maintain the region's subproject database and ensure that information in the PRDP Web-based Management Information System are regularly updated.
3. Consolidate provincial reports on the status of the I-REAP subprojects following the set standard format and submit to PSO on a monthly basis.

4. Participate in the monitoring and evaluation of the I-REAP Subprojects.
5. Prepare communications, letters, training designs and other documents needed by the Component.
6. Manage incoming and outgoing documents ensuring that these are properly recorded and kept/archived.
7. Perform other duties that may be required from time to time.

REQUIRED EDUCATION AND QUALIFICATION

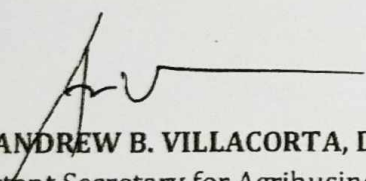
A. Education and Relevant Experiences

- Graduate of any four (4) year course, preferably with background on agriculture, agribusiness, entrepreneurship, marketing, management and other related fields.
- At least one (1) year experience in providing internal and external communication support, project development, implementation and monitoring, and actual experience in the conduct and facilitation of trainings and workshops

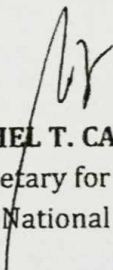
B. Knowledge, Competencies and Abilities

- Excellent written and oral communication skills
- 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
- Knowledge in preparing and evaluating project proposals/feasibility study/business plans and other technical documents.
- Proficient in Microsoft Office applications

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