



January 5, 2024

## **REQUEST FOR EXPRESSION OF INTEREST (REOI)**

Hiring of Consultancy Services (Individual Contract of Service)  
Solicitation No. PRDP-R005-CS-SIC-001-2024  
EPC: Php2,566,080.00

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	1	February – December 2024	594,000.00
2	Financial Analyst I	1	February – December 2024	522,720.00
3	Cash Clerk	1	February – December 2024	308,880.00
4	Writer	1	February – December 2024	522,720.00
5	Administrative Officer II	1	February – December 2024	380,160.00
6	Administrative Aide	1	February – December 2024	237,600.00

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-001-2024

**PR No.:** 2024-01-0001

**Position:** Rural Infrastructure Engineer for I-BUILD

Financial Analyst I for I-SUPPORT

Cash Clerk for I-SUPPORT

Writer for I-SUPPORT

Administrative Officer II for I-SUPPORT

Administrative Aide for I-SUPPORT

6. Expression of Interest (EOI) shall be submitted at the address below **not later than 5:00 P.M. of January 22, 2024.**

HRMS, 2<sup>nd</sup> 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.

(signed)

**LORENZO L. ALVINA**

Chief, ILD

Chairperson, BAC



Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**

**TERMS OF REFERENCE (TOR)**

**ADMINISTRATIVE AIDE**

**National Project Coordination Office (NPCO)**  
**Project Support Office (PSO)**  
**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 Administrative Aide 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. The Administrative Aide Unit will be responsible in assisting the personnel to achieve efficient flow of communication and reports, clean and safe workplace. He/She will ensure that all project related documents are properly routed and duly received by concerned persons/offices.

## **DUTIES AND RESPONSIBILITIES**

The Administrative Aide is expected to carry out the following tasks and as will be directed by his/her immediate supervisors:

- 1) Assist in the preparation of vouchers and other financial documents needed by the component/unit in its official transactions/activities;
- 2) Facilitate routing of documents to various component and units, DA offices and PRDP clientele;
- 3) Operate the business/office machines such as photocopiers, facsimile and others as directed and to ensure it is properly maintained;
- 4) Undertake daily office janitorial and housekeeping tasks as directed by his/her immediate superiors ;
- 5) Assist PRDP personnel in sorting, filing, retrieval, duplicating and indexing of all PRDP documents;
- 6) Assist during the conduct of office meetings and conferences and to ensure that office conference rooms are properly arranged and provided with necessities for efficient conduct of meetings;
- 7) Facilitate other menial tasks as may be requested by the Project Directors/Deputy Directors

## **REQUIRED EDUCATION AND QUALIFICATION**

### **A. Education and Relevant Experiences**

1. College Level or completion of relevant Technical/Vocational course is an advantage;
2. Minimum of 2 years experience in similar position.

### **B. Knowledge, Competencies and Skills**

1. Able to read and write;
2. Knowledgeable in operating business/office machines and maintaining its usability;
3. Physically able to carry out the messengerial and liasoning tasks;
4. Able to carry out office housekeeping, maintenance and other janitorial/sanitation task as directed and/or required.



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

## **TERMS OF REFERENCE (TOR)**

### **ADMINISTRATIVE OFFICER II** **OFFICE OF THE DEPUTY 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 Deputy Director serves as the lead office in providing overall directions of the Project including oversight, supervision, monitoring and evaluation of activities of the different components/units at the regional level. The Administrative Officer II will be engaged to provide necessary administrative and technical support to ensure effective, efficient and timely delivery of actions expected from the Office of the Deputy Project Director.

## DUTIES AND RESPONSIBILITIES

Reporting directly to the Deputy Project Director (DPD), the Administrative Officer II will serve as the primary point contact person for internal and external offices, institutions and clients on all matters concerning the Office of the Deputy Project Director. He/She is specifically expected to undertake the following:

1. Calendar and organize schedules, itineraries and other activities (e.g. travels, meetings, conferences, consultations) concerning the office of the DPD as well as arrange accommodations, as necessary;
2. Receive and refer queries and requests of the components/units and other relevant offices to the DPD and provide corresponding feedback to concerned parties;
3. Ensure appropriateness/correctness of correspondences, reports and other documents requiring initial/signature of the DPD;
4. Prepare draft correspondences, memoranda and other official documents emanating from the Office of DPD;
5. Prepare draft responses to letters of intents, proposals and queries about the Project from local government units, government agencies, private sectors and interested parties;
6. Coordinate and follow up subprojects status, as necessary;
7. Assist in the conduct of activities led by the Office of the DPD;



8. Travel and attend meetings and other Project-related activities with the DPD and prepare minutes, action lists and provide administrative support, if necessary;
9. Assist in the encoding of Project documents and reports (e.g. briefers, presentation), as necessary;
10. Provide administrative support and perform other tasks that may be assigned, as necessary.

## **REQUIRED EDUCATION AND QUALIFICATION**

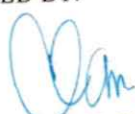
### **A. Education and Relevant Experiences**

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 and interest in internal and external communications, rural development and/or institutional development;
4. Has 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.

PREPARED BY:

  
**ENGR. CIRILO N. NAMOC**  
National Deputy Project Director

APPROVED BY:

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



Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**

**TERMS OF REFERENCE (TOR)**

**CASH CLERK**

**National Project Coordination Office (NPCO)  
Project Support Office (PSO)  
Regional Project Coordination Office (RPCO)**

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## **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



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**National Project Coordination Office**  
4<sup>th</sup> Floor, DA Building, Elliptical Road, Diliman  
Quezon City 1100, Philippines

## **TERMS OF REFERENCE (TOR)**

### **FINANCIAL ANALYST I** **RPCO**

#### **BACKGROUND**

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## **SCOPE OF THE ASSIGNMENT**

The PRDP would like to invite the services of individuals for the position of **Financial Analyst I for RPCO**. The individuals to be hired will be engaged to provide services, inputs and support to the Program's implementation and capacity-strengthening activities for the PRDP.

## **DUTIES AND RESPONSIBILITIES**

The Financial Analyst I shall report directly to the Finance Unit Head under the I-SUPPORT Component and will have to perform the following duties and responsibilities:

- a. Assists in the preparation of monthly Statement of Expenditures (SRE);
- b. Assists in the preparation of monthly Statement of Receipts and Expenditures (SRE) for submission to COA Auditor for audit;
- c. Assists in the preparation of Annual Statement of Sources and Application of Funds for submission to COA Auditor for audit;
- d. Assists in the preparation of monthly Bank Reconciliation Statement (BRS);
- e. Assists in the preparation of monthly consolidated SRE and SSAF;
- f. Assists in the monitoring of disbursements and ensure that the disbursement schedules approved by the Bank and NPCO are complied/followed; revise and update such schedules if necessary;
- g. Assists in the conduct of financial planning and forecasting;
- h. Assists in the monitoring and maintaining of records of fund release PLGUs;
- i. Assists in the conduct of financial management training;
- j. Performs other functions as may be directed by the Program Director/Coordinator and/or supervisor from time to time.

### **Minimum Qualifications**

- B.S degree in public administration, business administration, organizational development, and public finance management or related fields;



- He/ She must have at least three (3) years of demonstrated work experience as a Financial Analyst; and
- He/ She must have good knowledge of the financial management policies and procedures of the Government of the Philippines, multilateral financial institutions (e.g. World Bank) as well as the institutional, technical, and commercial aspects of financial management. Experience in WB-assisted projects is an advantage.

### **Contract Duration**

The duration of the contract will be for twelve (12) months starting January to December 2024.

### **Remuneration**

As per PRDP salary rating scale, the monthly rate is P 475 20.00.

### **Work Station**

The Financial Analyst I will report at RPCO-IVA office with address:

3F Department of Agriculture-RFO IVA  
RMIC Building, BPI Compound,  
Visayas Avenue, Diliman,  
Quezon City

### **Application requirements**

Submit the following:

- Letter of Intent (indicate PhilGEPS reference number)
- Personal Data Sheet
- Comprehensive CV with picture
- Copy of Transcript of Records and other academic and work experience evidences
- Philgeps Registration Certificate Number



Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**

**TERMS OF REFERENCE (TOR)**

**RURAL INFRASTRUCTURE ENGINEER**  
**Regional Project Coordinating Office (RPCO)**

**BACKGROUND**

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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 (15<sup>th</sup> and 30<sup>th</sup> 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 IBUILD 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. Proficient in Computer-Aided Drafting and Structural Analysis
2. Minimum of 48 hours relevant trainings.
3. Proficient in written and oral communications.
4. Computer literate with high proficiency in MS word, excel, and power point.
5. Knowledgeable of the harmonized procurement guidelines of the WB and RA 9184.
6. Ability to work with stakeholders on multiple levels including non-government organizations, people's organization, donors, media groups, religious groups and local government units.
7. Proven organizational skills and ability to manage multiple tasks simultaneously.
8. Can work independently and result oriented.
9. Willing to be assigned at the Provincial subproject level most of the time.

PREPARED BY:

*cmleph*

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



APPROVED BY:

*ATC*

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



## Terms of Reference (TOR)

### Writer

### **Information, Advocacy, Communication and Education (InfoACE)**

#### **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 PRDP would like to invite the services of an individual for the position of **Writer**. The individual to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP. The following are the works to be accomplished and the qualifications of the individual to be hired for the Project.

## DUTIES & RESPONSIBILITIES:

As a Writer, the person is mainly tasked to serve as described hereunder:

- Write press release, feature stories for various media platforms, scripts for radio/TV and AVPs, correspondences and other IEC materials;
- Cover various activities of the Project and its key officials for publication in the national dailies, tabloids, and newsletter, broadcast in the TV/Radio programs, and post in the social media accounts of PRDP;
- Draft/revise speeches, messages, scripts, and talk points of Project Director/ Deputy Project Director/InfoACE Unit Head; and
- Gather materials and researches information for scripts feature articles and other stories to be written and published for PRDP.

### I. Required Expertise & Qualifications

#### A) Education & Relevant Experience

- Bachelor's Degree on Journalism, Communication, Public Relations and other related courses; and
- At least three years progressive experience in media communications, public relations, and journalism.

#### B) Competencies & Skills

- Excellent writing skills on various IEC materials such as news, features, leaflets, etc;
- Strong interpersonal and teamwork skills in working with various media organizations, NGOs, POs, Government, LGUs, private sectors, etc.;
- Excellent communications skills, oral and written;
- Willingness to conduct field travels and cover different activities of the Project; and
- Computer literate.

Prepared by:

  
**CHERYL C. SUAREZ**  
InfoACE, Unit Head

Approved by:

  
**ENGR. ARIEL T. CAYANAN**  
National Project Director