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Bid Notice Abstract

Request for Expression of Interest

Reference Number 4223089
Procuring Entity DEPARTMENT OF AGRICULTURE & FISHERIES - ARMM
Title REQUEST FOR EXPRESSION OF INTEREST FINANCE UNIT PROJECT DEVELOPMENT ASSOCIATE RPCO ARMM
Area of Delivery Cotabato

Solicitation Number:	PRDP RPCO-ARMM 2016-12-009	Status	Active
Trade Agreement:	WB Guidelines on the use of Consultants	Associated Components	1
Procurement Mode:	Shopping	Bid Supplements	0
Classification:	Consulting Services	Document Request List	0
Category:	Consulting Services	Date Published	30-Nov-2016
Estimated Budget for the Contract:	PHP 150,000.00	Last Updated / Time	30-Nov-2016 00:00 AM
Delivery Period:	6 Month/s	Closing Date / Time	07-Dec-2016 10:00 AM
Client Agency:			
Contact Person:	Noraisa Guiama Sangki Administrative Aide IV ARMM Compound, Cotabato City Sultan Kudarat Maguindanao Philippines 9600 63-64-4211234 63-64-4211234 raisasangki22@gmail.com		

Description

Republic of the Philippines
 Autonomous Region in Muslim Mindanao
 DEPARTMENT OF AGRICULTURE
 PHILIPPINE RURAL DEVELOPMENT PROJECT
 Regional Program Coordination Office-ARMM
 ORG Compound, Cotabato City
 Tel. Fax No. (064) 421-1234; Tel. No. (064) 552-0438

REQUEST FOR EXPRESSION OF INTEREST
 FINANCE UNIT
 PROJECT DEVELOPMENT ASSOCIATE
 RPCO ARMM

Background

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and

Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP) 'and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of One (1) Project Development Associate.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

Scope of Work

The Finance Unit Project Development Associate (PDA) shall be engaged to provide the necessary services, inputs and support to the concerned unit. He /She will ensure the tasks, events, and other deliverables are delivered timely, efficient and effective manner. These includes submission of reports to RPCO, preparation of minutes of meetings, documentation of activities, trainings conducted by Finance Unit, preparation of Finance Unit activity updates and archiving the Finance Unit documents and reports. Specifically, the tasks of the Finance Unit Project Development Associate will include but not limited to the following:

- Prepares initial drafts of correspondence and documents coming from the Finance Unit;
 - Prepares activity and training design for activities of training to be undertaken by the Finance Unit;
 - Assists in the conduct of such activities, act as co-facilitator and member of the documentation team;
 - Ensures that correspondences are timely sent and feedbacks from receivers are noted;
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- Acts as primary point of contact between the Finance unit and other components/units of the project;
 - Assists in the coordination meetings and trainings to ensure every participant is well informed of the schedules and requirements of the events;
 - Arranges unit meetings with the unit head and prepares minutes, action lists as well as provides administrative support, if necessary;
 - Assists the Finance Unit Head/Finance Analyst in the preparation of IFR with corresponding schedules for submission to PSO;
 - Assists the Financial Analyst in maintaining books of accounts and preparation of financial statements;
 - Assists in the maintaining and updating the General and Subsidiary Ledgers;
 - Assists in the maintenance of Autonomous Region in Muslim Mindanao Data Tracking System (DTS), consolidation of progress reports and analysis of data to hasten management decision making; and,
 - Performs other task as maybe assigned by the RPCO Finance Unit Head.

Expected Output and Deliverables:

In performing the above tasks, the RPCO ARMM Finance Unit Project Development Associate shall be involved in producing the following outputs during the implementation of the project:

- Assist in the preparation of Financial Progress Reports (monthly, quarterly, semi-annual, annual) consistent with the formats, Data Tracking System (DTS) requirement and timelines.
- Assists in the preparation of Financial Midyear and Year End Assessment Reports
- Assists in the development of a concise feedback reports including recommendations to the Regional Project Director (monthly or as frequent as necessary)
- Other works as maybe directed by the Finance Unit Head in coordination with the I-REAP, I-PLAN and I-SUPPORT COMPONENTS.

Qualifications:

Education:

- Must be a Bachelor's Degree Holder.

Experience:

- Minimum of Two (2) years working experience in performing similar and related works; and,
- At least 1 year experience in the implementation of infrastructure and development projects by LGUs and private institutions.

Knowledge/Skills/Abilities:

- Knowledgeable in Microsoft Office Applications;

- Has a background or knowledge on Financial matters;
- Good in written and oral communications;
- 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;
- Ability to work independently and with a team.

Reporting Responsibilities:

The Finance Unit Project Development Associate shall report directly to the RPCO Procurement Unit Head. The PDA shall oversee the provision of the necessary support to ensure effective, efficient and timely conduct and delivery of correspondence/trainings/meetings of the Procurement Unit. He /She shall also ensure that necessary technical specifications and requirements of the Procurement Unit are met.

Only applications received on or before December 7, 2016 at 10:00 AM will be considered. Short-listed applicants will be contacted for the schedule of written examination and interview.

Please submit Application Letter, Comprehensive CV with 2 x 2 ID picture, Certificate of Previous Employment, Certified True Copy of School Transcript of Records and other credentials to the address below or email to armm.rpco.prdp@gmail.com. Kindly indicate the position that you are applying for as the subject.

ALEXANDER G. ALONTO, JR., Regional Project Director
PHILIPPINE RURAL DEVELOPMENT PROJECT
Regional Project Coordination Office-ARMM
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Created by Noraisa Guiama Sangki

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