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Bid Notice Abstract

Request for Expression of Interest

Reference Number 4223046
Procuring Entity DEPARTMENT OF AGRICULTURE & FISHERIES - ARMM
Title REQUEST FOR EXPRESSIONS OF INTEREST I-BUILD COMPONENT PROJECT DEVELOPMENT ASSOCIATE
Area of Delivery Cotabato

Solicitation Number:	PRDP RPCO-ARMM 2016-12-001	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 Project Coordination Office-ARMM
 ORG Compound, Cotabato City City
 Tel. No. (064) 552-0438; Tel Fax (064) 421-1234

REQUEST FOR EXPRESSIONS OF INTEREST
 I-BUILD COMPONENT
 PROJECT DEVELOPMENT ASSOCIATE

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 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 I-BUILD Project Development Associate (PDA) shall be engaged to provide the necessary services, inputs and support to the concerned unit. He /She will ensure that tasks, events and all other deliverables are delivered in a timely, efficient and effective manner. These includes the submission of reports to RPCO, preparation of minutes of meetings, documentation of activities and trainings conducted by I-BUILD, preparation of I-BUILD activity updates and archiving of I-BUILD documents and reports.

Specifically, the tasks of the I-BUILD Project Development Associate (PDA) will include but not limited to the following:

- Prepares initial drafts of correspondences and documents coming from the concerned unit;
- Prepares activity and training design for activities of training to be undertaken by the concerned unit
- Assists in the conduct of such activities & trainings by acting as co-facilitator and part of documentation team;
- Ensures that correspondences are timely sent and feedbacks from receivers are noted;
- Acts as primary point of contact between the concerned unit and other components/units of the Project;
- Assists in the coordination of meetings and trainings ensuring that participants are well informed of the schedules and requirements of the event; and,
- Arranges unit meetings with the unit head and prepares minutes, action lists as well as provides administrative support, if necessary.

Qualifications:

- Education: A graduate of Bachelor's Degree in Agricultural/Civil Engineering. A license is an advantage.

Work Experience:

- Minimum of 2 years experience in providing internal and external communications and administrative support; and,
- Minimum of 1 year experience in working with any infrastructure and development projects/works by LGUs and private institutions.

Knowledge, Skills and Abilities

- Proficient in Microsoft Office Applications;
- Good in both written and oral communication skills;
- Performs and prioritizes multiple tasks with attention to details; and,
- Can work both in a team and individually.

Reporting Responsibilities

The I-BUILD PDA would report directly to the RPCO I-BUILD Unit Head. The PDA shall oversee the provision of the necessary support to ensure effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned unit. He /She shall also ensure that necessary technical specifications and requirements of the concerned 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 the applicants are applying for as the subject.

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