



# PhilGEPS

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## Bid Notice Abstract

### Request for Expression of Interest

**Reference Number** 4223076  
**Procuring Entity** DEPARTMENT OF AGRICULTURE & FISHERIES - ARMM  
**Title** REQUEST FOR EXPRESSION OF INTEREST InfoACE Unit PROJECT DEVELOPMENT ASSOCIATE RPCO ARMM  
**Area of Delivery** Cotabato

<b>Solicitation Number:</b>	PRDP RPCO-ARMM 2016-12-007	<b>Status</b>	<b>Active</b>
<b>Trade Agreement:</b>	WB Guidelines on the use of Consultants	<b>Associated Components</b>	1
<b>Procurement Mode:</b>	Shopping	<b>Bid Supplements</b>	0
<b>Classification:</b>	Consulting Services	<b>Document Request List</b>	0
<b>Category:</b>	Consulting Services	<b>Date Published</b>	30-Nov-2016
<b>Estimated Budget for the Contract:</b>	PHP 150,000.00	<b>Last Updated / Time</b>	30-Nov-2016 00:00 AM
<b>Delivery Period:</b>	6 Month/s	<b>Closing Date / Time</b>	07-Dec-2016 10:00 AM
<b>Client Agency:</b>			
<b>Contact Person:</b>	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  
 ORG Compound, Cotabato City  
 Tel. Fax No. (064) 421-1234; Tel. No. (064) 552-0438

REQUEST FOR EXPRESSION OF INTEREST  
 InfoACE 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 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 InfoACE 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 & PSO, preparation of minutes of meetings, documentation of activities, trainings conducted by InfoACE Unit, preparation of activity updates and archiving the InfoAce Unit documents and reports.

Specifically, the tasks of the InfoACE Project Development Associate will include but not limited to the following:

- Prepares initial drafts of correspondence and documents coming from the concerned unit;
- Prepares activity and training design for activities of training to be undertaken by the InfoAce 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;
- Acts as primary point of contact between the concerned 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 in the maintenance of Autonomous Region in Muslim Mindanao Data Tracking System, consolidation of progress reports and analysis of data to hasten management decision making; and,
- Performs other task as maybe assigned by the RPCO InfoACE Unit Head.

#### Expected Output and Deliverables:

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

- Assist in the preparation of Periodic Project's Progress Reports (every 15th and 30th day of the month, quarterly, semi-annual, annual) consistent with the formats, Data Tracking System requirement and timelines.
- Assists in the preparation of Project 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 I-SUPPORT Component in coordination with the I-REAP, I-BUILD and I-PLAN COMPONENTS.

#### Qualifications:

##### Education:

- Must be a Bachelor's Degree Holder.

##### Experience

- Minimum of Two (2) years working experience in performing similar and related works;
- At least 1 year experience in foreign funded projects implemented by LGUs.

##### Knowledge/Skills/Abilities:

- Proficient in Microsoft Office Applications;
- Skills in writing articles;
- 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 InfoACE Project Development Associate shall report directly to the RPCO InfoACE 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 InfoACE Unit. He /She shall also ensure that necessary technical specifications and requirements of the InfoACE are met.

Only applications received on or before December 7, 2016 at 10:00Am 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, Transcript of Records and Certificate of Previous Employment to the address below or email to [armm.rpco.prdp@gmail.com](mailto:armm.rpco.prdp@gmail.com). Kindly indicate the position you are applying for as subject.

ALEXANDER G. ALONTO, JR, Regional Project Director  
PHILLIPINE RURAL DEVELOPMENT PROJECT  
Regional Program Coordination Office  
ORG Compound, Cotabato City  
Tel. No. (064) 552-0438  
Tel. No. (064) 421-1234

**Created by** Noraisa Guiama Sangki

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