



## Bid Notice Abstract

### Request for Expression of Interest

**Reference Number** 4223062  
**Procuring Entity** DEPARTMENT OF AGRICULTURE & FISHERIES - ARMM  
**Title** REQUEST FOR EXPRESSIONS OF INTEREST M & E PROJECT DEVELOPMENT ASSOCIATE  
**Area of Delivery** Cotabato

<b>Solicitation Number:</b>	PRDP RPCO-ARMM 2016-12-004	<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 Project Coordination Office-ARMM  
 ORG Compound, Cotabato City City  
 Tel. No. (064) 552-0438; Tel Fax (064) 421-1234

REQUEST FOR EXPRESSIONS OF INTEREST  
 M & E  
 PROJECT DEVELOPMENT ASSOCIATE

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 strategic networks 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 M&E 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 & PSO, preparation of minutes of meetings, documentation of activities and trainings conducted by M&E, preparation of M&E activity updates and archiving of M&E documents and reports.

Specifically, the tasks of the M&E 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.
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- Prepare tracking reports of RPCO –ARMM activities and feedback mechanism.

#### Qualifications:

- Education: A graduate of any Bachelor's Degree.

#### Work Experience:

- Minimum of 2 year experience in providing internal and external communications and administrative support; and,
- Minimum of 2 year experience in working with a foreign assisted project (FAPS) or any development work is an advantage.

#### Knowledge, Skills and Abilities

- Knowledgeable 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 M&E PDA would report directly to the RPCO-M&E 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 [arrrm.rpco.prdp@gmail.com](mailto:arrrm.rpco.prdp@gmail.com). Kindly indicate the position that the applicant is 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  
**Date Created** 28-Nov-2016

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