



# PhilGEPS

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## Bid Notice Abstract

### Request for Expression of Interest

**Reference Number** 4222946  
**Procuring Entity** DEPARTMENT OF AGRICULTURE & FISHERIES - ARMM  
**Title** REQUEST FOR EXPRESSION OF INTEREST I-SUPPORT (M & E) MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER  
**Area of Delivery** Cotabato

<b>Solicitation Number:</b>	PRDP RPCO-ARMM 2016-11-001	<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>	29-Nov-2016
<b>Estimated Budget for the Contract:</b>	PHP 240,000.00	<b>Last Updated / Time</b>	29-Nov-2016 00:00 AM
<b>Delivery Period:</b>	6 Month/s	<b>Closing Date / Time</b>	06-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  
 Tel. No. (064) 552-0438  
 Tel Fax (064) 421-1234

REQUEST FOR EXPRESSION OF INTEREST  
 I-SUPPORT (M & E)  
 MANAGEMENT INFORMATION SYSTEM (MIS) OFFICER

#### Background

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development - World Bank (IBRD WB), amounting to FIVE HUNDRED MILLION DOLLARS (US\$500,000,000) for the purpose of financing the Philippine Rural Development Program (PRDP) to support the Government's effort to reduce

poverty among the rural communities in the country.

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).

## 2. Scope of Work

The MIS Officer shall work in the development of a web-based M&E System of the project that applies the procedures, standards and tools specified in the RBME system manual. Specifically, the MIS Officer would:

- Work for the conceptualization, actual designing, pilot-testing and finalization of web-based Monitoring and Evaluation application of the project;
- Provide inputs in the preparation of training design (to suit the need, requirement and situation in RPCO-ARMM) for capacitating the concerned staff at the RPCO/LGU on the application of the system
- Conducts of training for the RPCO/LGU on the application of the system.
- Implement and maintain the MIS System at ensuring that system problems related to the system are immediately addressed;
- Coordinate with RPCO M&Es all reporting related activities ensuring smooth submission of required reports either thru automated excel based Data Capture Form (DCF) Report and web-based RBME system.
- Facilitate the generation of specific reports from the system as prescribed in the RBME system manual and furnish M&E Specialist the prescribed reports based on RPCO reports, for their review and concurrence prior to submission to the National Project Coordination Office (NPCO).
- Provide assistance to the M&E Unit Head and M & E Specialist in assessing the progress and results of project implementation.
- Validate reports submitted by PLGUs;
- Provide assistance in system enhancement as may be agreed in the NPCO in coordination with the PSOs and RPCOs; and
- Perform other functions related to the MIS as may be instructed by the RPCO Project Director, Deputy Project Director or M&E Unit Head;

## Expected Outputs and Deliverables

In performing the above tasks, the RPCO-ARMM MIS Officer shall be involved in producing the following outputs during the implementation of the program:

- Periodic Project 's Progress Report (monthly, quarterly, semi -annual and annual) consistent with the formats, data requirements and timelines indicated in the RBME system manual;
- Project Mid-Year and Year-End Assessment and Planning Workshop Reports;
- Concise feedback reports including recommendations to the Regional Project Director (monthly or as frequent as necessary); and
- Others as contained in the RBME system manual

## Qualifications

Education: Preferably, the MIS Officer must be a graduate of Bachelor of Science in Computer Science/Information Technology.

## Work Experience and Expertise:

He/She must have at least 2 years of professional work experience in Information Technology related work such as: web-based designing; application development (any programming language or software interphase). Preference is given to individuals who were previously involved in the preparation of reports and development of MIS related Data Capture and Report forms of some Project Development Project.

## Knowledge, skills and Abilities

- At least with experience in facilitating MIS related trainings;
- Computer literate particularly in word processing, spreadsheets, Power point and on-line web-based designing;
- Must demonstrate the principle of completed staff work;
- Ability to work quickly and efficiently on documents and tasks while still maintaining quality of work;
- Ability to work under pressure and to deadlines;
- Demonstrated ability to develop and maintain effective work relationships and to work in teams;
- Must demonstrate initiative for preparation and reviewing of reports; and
- Able to manage multiple assignments to meet established deadlines.

## Reporting Responsibilities.

He/She would report directly to the RPCO-ARMM M&E Unit Head. He/She will also work in close coordination with M&E Specialist and other Components/Units to collect information, reports and other MIS related data requirements.

Only applications received on or before December 6, 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 picture, certificate of previous employment and certified true copy of School Transcript of Records to the address below or email to [armm.rpco.prdp@gmail.com](mailto:armm.rpco.prdp@gmail.com). Kindly indicate the position that you are applying for as the subject.

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PHILIPPINE RURAL DEVELOPMENT PROJECT  
Regional Project Coordination Office  
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