



## Bid Notice Abstract

### Request for Expression of Interest

**Reference Number** 4223058  
**Procuring Entity** DEPARTMENT OF AGRICULTURE & FISHERIES - ARMM  
**Title** REQUEST OF EXPRESSION OF INTEREST PROCUREMENT UNIT PROJECT DEVELOPMENT ASSOCIATE RPCO ARMM  
**Area of Delivery** Cotabato

<b>Solicitation Number:</b>	PRDP RPCO-ARMM 2016-12-003	<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-ARMM  
ORG Compound, Cotabato City  
Tel. Fax No. (064) 421-1234; Tel. No. (064) 552-0438

REQUEST OF EXPRESSION OF INTEREST  
PROCUREMENT 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 Procurement 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 Procurement Unit, preparation of Procurement Unit activity updates and archiving the Procurement Unit documents and reports.

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

- Prepares initial drafts of correspondence and documents coming from the Procurement Unit;
- Prepares activity and training design for activities of training to be undertaken by the Procurement 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 conduct of initial checking on the completeness and consistency of documents on the submitted technical proposals and bid evaluation reports needing RPCO, NPCO and WB OL or NOL. The documents shall be based from a checklist of requirements consistent with the PRDP guidelines;
- 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 Procurement Unit Head.

#### Expected Output and Deliverables:

In performing the above tasks, the RPCO ARMM Procurement Unit 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 (DTS) 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 Procurement 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 in procurement or RA 8194.

- 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 Procurement 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 a.m. 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 arm.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-ARMM  
ORG Compound, Cotabato City  
Tel. No.(064) 552-0438  
Tel. Fax No.(064) 421-1234

**Created by** Noraisa Guiama Sangki

**Date Created** 28-Nov-2016

The PhilGEPS team is not responsible for any typographical errors or misinformation presented in the system. PhilGEPS only displays information provided for by its clients, and any queries regarding the postings should be directed to the contact person/s of the concerned party.