

TERMS OF REFERENCE

Position: **Regional Community Infrastructure Specialist (RCIS)**

Salary Grade: Specialist

Item Number:

Location: Field Office

Division : **RPMO**

Staff:

Reports to : Regional Program Manager

Positions Supervised: RIO,RIA,DACs

QUALIFICATION GUIDE

Qualifications (Competency-based)

- Education : Bachelor's degree in civil engineering
- Training : 48 Hours of relevant trainings on construction/project management, rural/community development infrastructure; must be proficient with computer applications using MS Word, Excel, Power Point, Access and other softwares preferably Auto CAD
- Experience : At least 7 years work experience rural/community Development Programs/Project with specific functions of preparing a program of works (POW), detailed estimates, plans/drawings, technical specifications; managed implementation of community infrastructures; Project/Construction management;
With five years of working experience in foreign assisted Projects;
- Eligibility : licensed civil engineer; preferably with relevant graduate studies

Job Summary:

Ensure technical viability, quality and timely implementation of community sub-projects. Directly assisting and advising the KC-NCDDP Project Director and Regional Manager on project operations and monitoring of community infrastructures sub-projects.

The regional community infrastructure specialist (RCIS) shall (i) oversee the overall implementation of community infrastructure policies and guidelines in the region; (ii) provision of appropriate technical assistance to the members of the RPMO and SRPMO; (iii) review and processing of request for fund release (RFR); (iv) Conduct of community infrastructure trainings; (v) preparation of reports on the status of subproject implementation; and, (vi) other relevant functions assigned by the RD/RPM

Job Outputs:

1. Implementation of community infrastructure is compliant to the community infrastructure manual;
2. Technical requirements for request of fund release (RFR) reviewed and actions on recommendations facilitated;
3. Consolidated reports on subproject implementation were analyzed and provided with corresponding recommendations
4. Established system of technical assistance at the RPMO

Primary Tasks:

To assist in facilitating effective and efficient implementation of the infrastructure component of KALAHI-CIDSS by developing standards, mechanisms and tools to improve the project implementing capability of project field engineers and communities.

1. Develop or enhance training interventions for technical staff at the region, municipalities and community volunteers. This includes training/workshop materials to suit local conditions in the region;
2. Recommend enhancements to the infrastructure policies and guidelines as may be appropriate;
3. Demonstrate with the project field implementers the conduct of risk assessment and provide technical guidance on how to mitigate the risks attendant to the identified sub-projects.
4. Gives technical advice to Community infrastructure officers (CIO) at the SRPMO and Deputy Area Coordinator (DAC) and municipal LGU engineers in the preparation of engineering plans, detailed cost estimates, programs of work, and other documents related to sub-project implementation.
5. Review sub-project plans, detailed estimates and program of works prepared by LGU engineers or community-contracted engineers to ensure that the proposals follow the KC format and the costs are within the established regional cost parameters.
6. Demonstrate and provide technical guidance to CIO, DAC and Municipal Engineers in the conduct of pre-construction conference and site validation attended by community representatives, LGU engineers and other sub-project co-implementers
7. Randomly conduct inspection on on-going sub-projects to validate subproject implementation guidelines compliance and identify problem areas; demonstrate to the community and the project engineer possible resolution of the issues and its completion.
8. Demonstrate to the RIO, CIO, DACs and other technical staff the review of technical requirements for the requests of fund release, claims of payment and periodic progress reports submitted by proponent communities
9. Reviews the Initial Environmental Examination (IEE) checklists for sub-projects requiring environmental clearance and coordinates with the regional DENR-EMB to secure CNC/ECC clearance for the sub-project. Ascertain compliance to Environmental Management Plan (EMP) and spearhead in the conduct of safeguard audits, prepare analysis and recommendations based from the results.
10. Randomly participates in the conduct of final inspection of completed sub-projects with community representatives, COA engineers, LGU engineers and other sub-project co-implementers. Ensure that project completion documents are complying with the project requirements.
11. Guarantee that the system for the approval of any proposed variation orders of the on-going subprojects is observed from the barangay to the regional level.
12. Participate in the conducts of ex-post fiduciary reviews and monitors the operation and maintenance of completed sub-projects
13. Coordinates at the regional level with government agencies and organizations involved in sub-project implementation
14. Prepares monthly consolidated accomplishment reports and submits an assessment of implementation to the regional and central office.
15. Conducts regular technical session with field engineers to ensure that project investments are built within the acceptable engineering practices.
16. Provide leadership in the field operation to ensure that proper disbursement of funds and timely completion of the sub-projects are observed by the communities.
17. Assists in the preparation of sub-project cost and benefit analysis as the need arises

18. Performs such other related tasks that may be assigned by the RPMO

COMPETENCY REQUIREMENTS					
CORE	Level	FUNCTIONAL	Level	MANAGERIAL / LEADERSHIP	Level
Collaborating and Networking	3	Regional Based Project fiduciary Management	4	Managing Stakeholder Relations	3
Commitment to Social Development / Protection	3	Regional Organizing	3		
Communicating Effectively	3	Developing Institutional Capabilities	3		
Delivering Excellent Results	3	Engineering Expertise	4		
Personal Effectiveness	3	Grievance Management	3		
Problem Solving and Decision-Making	3	Group Facilitation	4		
Stewardship of Resources	3	KALAHI-CIDSS Program Fluency	4		
Utilizing / Managing Information	3	Knowledge of Local Governance	3		
		Knowledge of Related Regulations and Procedures of LGUs, DepEd, DOH and Related Agencies	3		
		Presentation Skills	4		
		Written Communication	4		