



**REQUEST FOR EXPRESSION OF INTEREST FOR THE
PROCUREMENT FOR THE HIRING OF
PROJECT MANAGEMENT STAFF/PERSONNEL FOR THE
IMPLEMENTATION OF THE PROJECT ENTITLED, “MULTI-HAZARD IMPACT-BASED
FORECASTING AND EARLY WARNING SYSTEM FOR THE PHILIPPINES”**

The **Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)**, through the **PAGASA Bids and Awards Committee (PAGASA-BAC)**, intends to apply the aggregate amount of **Three Hundred Thousand Pesos (Php300,000.00)** only, being the Approved Budget for the Contract (ABC) for the hiring of project management staff/personnel for the implementation of the Project entitled, **“MULTI-HAZARD IMPACT-BASED FORECASTING AND EARLY WARNING SYSTEM FOR THE PHILIPPINES.”** The Project management staff/personnel requirement of the Project described hereunder:

PR No.	Qty	Position Description	Unit	Amount (Php)	Duration
2023-02-0142	1	National Administrative Officer	pax	300,000.00	12 mos.

By virtue of **PAGASA-BAC Resolution No. 2023-011**, approving to adopt the previously issued resolution, **PAGASA-BAC Resolution No. 2022-039** the resort to **Alternative Method of Procurement through Negotiated Procurement - Scientific, Scholarly or Artistic Work, Exclusive Technology and Media Services**, in accordance with *Section 53.6* of the Implementing Rules and Regulations of Republic Act 9184, PAGASA now calls for the **submission of Expression of Interest (EOI) and eligibility documents** for the a forecited undertaking as per specifications indicated in the Terms of Reference (TOR) of the positions for consideration and shortlisting. Interested consultants must submit their eligibility documents on or before **16 March 2023**, not later than 11:00AM at the following address:

**3rd Floor, RMS Office, PAGASA Main Building,
Science Garden Complex, BIR Road, Brgy. Central
Quezon City**

Only those who submitted the required EOI and together with the required eligibility documents shall be considered for shortlisting. The list of eligibility requirements and TOR may be acquired from the PAGASA BAC Secretariat at the address stated above or may also be downloaded at the PhilGEPS and PAGASA website.

The PAGASA-BAC shall draw up the shortlist of Project personnel/staff from those who have submitted eligibility documents and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of not more than three (3) prospective applicants per position who shall undergo the interview process to be conducted by the Project proponents. Minimum average rating to be considered for shortlisting is **15%**.

The criteria and rating system that will be adopted by the PAGASA-BAC for the short listing of applicants are as follows:

	CRITERIA	Point System	Rating (Shortlisting -Points Obtained x 100%)	Rating (Interview - Points Obtained x 100%)	Over all Rating
I	Educational Attainment	30 pts			
1.1	Bachelor's Degree relevant to the job	10 pts			
1.2	Advanced course/degree attended	10 pts			
1.3	Advanced course/degree attended	10 pts			
II	Experience	20 pts			
2.1	Less than 1 year of experience relevant to the position	5 pts			
2.2	1-2 years of experience relevant to the position	5 pts			
2.3	3 or more years of experience relevant to the position	10 pts			
III	Relevant Trainings	5 pts			
3.1	With 1 Training	1 pt			
3.2	With 2 Training	1 pt			
3.3	With 3 Training	1 pt			
3.4	With 4 Training	1 pt			
3.5	With 5 Training	1 pt			
IV	Awards/Recognitions Received	5 pts			
4.1	With 1 award/recognition	2 pts			
4.2	With 2 or more awards/recognitions	3 pts			
Total		60 pts	60%	40%	100%

Eligibility and short-listing shall be conducted using the ***non-discretionary "pass/fail" criterion*** as specified in the IRR of RA 9184. The procurement process hereof is open to all interested applicants, whether local or foreign, subject to the conditions for eligibility provided under Section 24.3.3 of the IRR of RA 9184 and Sec. 1.3 of the EDs.

The PAGASA-BAC reserves the right to reject any and all proposals/applications, including that of a single applicant, waive any minor deviation in the submitted documents which will not materially affect the substance of the requirements of the Project, annul the selection process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected applicant/applicants.

For further information, please refer the same to the PAGASA-BAC Secretariat through:

MS. MA. ANNALYN S. NOLASCO

Head, BAC Secretariat
RMS, 3/F PAGASA Main Building
Science Garden Complex, BIR Road,
Brgy. Central, Quezon City
Trunkline: (02) 8284-0800 loc.332
Email address: bac@pagasa.dost.gov.ph / pagasa.bac@gmail.com

Sgd
BONIFACIO G. PAJUELAS, Ph.D.
Chairperson, PAGASA-BAC

**PROCUREMENT FOR THE HIRING OF PROJECT MANAGEMENT
STAFF/PERSONNEL FOR THE IMPLEMENTATION OF THE PROJECT ENTITLED,
“Multi-Hazard Impact-Based Forecasting and Early Warning System for the
Philippines”**

Background and Context

On 14 November 2020, the Green Climate Fund (GCF) has approved the five (5)-year project entitled “Multi-Hazard Impact-Based Forecasting and Early Warning System (MH-IBF-EWS) for the Philippines” under the Simplified Approval Process (SAP) scheme. The GCF is the world’s largest dedicated fund helping developing countries to act on climate change. The United Nations Framework Convention on Climate Change (UNFCCC) established it in 2010. By channeling climate finance to developing countries, the GCF plays a crucial role in serving the goals of the Paris Agreement on climate change, adopted in 2015.

This Project will address the urgent need for a more proactive and inclusive climate risk management in the Philippines anchored on a people-centered MH-IBF-EWS for flood, landslide, severe wind, and storm surge. A MH-IBF-EWS that is people-centered will increase the availability of, access to, and understanding of impact-based warning, enabling end-users to reduce their exposure to climate risks, and strengthen their absorptive and adaptive capacities to better manage or adjust to impacts brought about by climate shocks and climate change, and increase capacities to develop long-term climate risk reduction and adaptation measures.

Four (4) cities/municipalities have been selected as project sites: (1) Tuguegarao City in Cagayan Province – for severe wind and flood; (2) Legazpi City in Albay Province – for severe wind and flood; (3) Municipality of Palo in Leyte Province – for severe wind and storm surge; and (4) New Bataan in Davao de Oro Province.

The expected outputs of the project are:

- Output 1 : Science-based multi-hazard weather and climate risk information is generated.
- Output 2 : Established MH-IBF-EWS supported by a knowledge and decision support system.
- Output 3 : Improved national and local capacities in implementing a people-centered MH-IBF-EWS and forecast-based early actions and financing (FbA).
- Output 4 : Mainstreamed climate risk information and MH-IBF-EWS in development policy and planning, investment programming, and resilience planning at national and local levels and institutionalized people-centered MH-IBF-EWS in the Philippines

The key partners in this Project are the following:

- National Designated Authority (NDA) : Department of Finance (DOF)
- Accredited Entity (AE) : Land Bank of the Philippines (LANDBANK)
- Executing Entity (EE) : Department of Science and Technology-Philippine Atmospheric Geophysical and Astronomical Services Administration (DOST-PAGASA)
- Co-Executing Entities (Co-EE) : Department of Environment and Natural Resources-Mines and Geosciences Bureau (DENR-MGB), Department of the Interior and Local Government (DILG), Office of Civil Defense (OCD), Tuguegarao City Local Government Unit (LGU), Legazpi City LGU, Palo, Leyte LGU, New Bataan, Davao de Oro LGU, and World Food Programme (WFP)

The GCF defines EE as an entity through which GCF proceeds are channeled for a funded activity or part thereof; and/or any entity that executes, carries out or implements a funded activity, or any part thereof. An AE may carry out the functions of an EE, though it is preferable if local and national actors execute projects/programs.

For further details on the project, please visit this link <https://www.greenclimate.fund/project/sap010>.

To effectively and efficiently implement the project, a National Project Management Office (PMO) will be established within DOST-PAGASA manned by five (5) project-hired staff who will be under the supervision of the DOST-PAGASA Administrator, as follows:

- 1) One (1) National Project Manager
- 2) One (1) Project Evaluation Officer
- 3) One (1) Finance Officer
- 4) Two (2) Administrative Officers

Therefore, the DOST-PAGASA now invites eligible consultants/qualified applicants for the position mentioned above to indicate their interest in providing technical support for the MH-IBF-EWS project.

NATIONAL ADMINISTRATIVE OFFICER

SCOPE OF WORK:

- 1) Provides general administrative and logistics support to the Project.
- 2) Provides administrative and logistics support to the NPMO in matters related to project events, follow-ups, project documents, property management etc.
- 3) Prepares correspondence, special reports, and justifications related to specific and general administrative tasks within the project operations, as necessary.
- 4) Facilitate documentation (minutes of meetings, photo-ops) in all project-related activities.
- 5) Responsible for clerical and secretarial functions required by the NPMO.
- 6) Maintain logistics and admin files in an organized, accurate, and up-to-date manner.
- 7) Administers the daily office operations and coordinates logistic requirements for the project.
- 8) Undertakes and assists in the recording and processing of invoices, receipts, and payments as required and instructed.
- 9) Maintains the central filing system, general database, and archive.
- 10) Undertakes any other tasks assigned or relevant in support of the efficient implementation of the project.

QUALIFICATIONS:

The successful applicant should possess the following skills/competencies:

- 1) Bachelor's degree in any field preferably related to project management and office administration.
- 2) With at least 1 year of relevant work experience in administrative functions and experience with donor-funded projects will be an added advantage.
- 3) Proficient in MS Office, Adobe Photoshop, and other basic applications.
- 4) Flexible in different work arrangements or in any task given.
- 5) Excellent communication and analytical skills, and fluency in English are required.
- 6) High integrity and strong result-oriented.
- 7) Good understanding of gender equality.