



Republic of the Philippines  
**DEPARTMENT OF SCIENCE AND TECHNOLOGY**  
**Philippine Atmospheric, Geophysical and Astronomical Services**  
**Administration (PAGASA)**

P.R. No: 2022-04-0346 to 2022-04-0350  
Hiring of project management staff/personnel

Reference No.: REI # 2022-01  
Date: 18 MAY 2022

**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 **Four Million Eighty Thousand Pesos (Php4,080,000.00)** 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 are listed as follows:

PR No.	Qty	Position Description	Unit	Amount (Php)	Duration
2022-04-0346	1	National Project Manager	pax	1,800,000.00	12 mos.
2022-04-0347	1	Project Monitoring and Evaluation Officer	pax	960,000.00	12 mos.
2022-04-0348	1	Finance Officer	pax	600,000.00	12 mos.
2022-04-0349	1	Administrative Officer for Procurement and Communication	pax	420,000.00	12 mos.
2022-04-0350	1	Administrative Officer	pax	300,000.00	12 mos.
		<b>Total Amount</b>		<b>4,080,000.00</b>	

By virtue of **PAGASA-BAC Resolution No. 2022-039**, approving 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 aforesaid undertaking as per specifications indicated in the Terms of Reference (TOR) of the respective positions for consideration and shortlisting. Interested applicants must submit their eligibility documents on or before **23 May 2022**, not later than 2:00PM at the following address:

**3<sup>rd</sup> Floor, PPGSS 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 **60%**.

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

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	CRITERIA	DOCUMENTS	Rating System		Rating	Overall Weight
1	Qualification/s of Applicant/ Educational Attainment	<ul style="list-style-type: none"> <li>Education</li> <li>Professional License (<i>if any</i>)</li> </ul> <p><i>Note:</i></p> <ul style="list-style-type: none"> <li>50 points Undergraduate Degree</li> <li>+30 points – per Post-graduate Degree earned</li> <li>+20 points per Diploma/ Special Certificate/ License Earned</li> </ul>	100%	- 100 points		40%
			80%	- 80 points		
			50%	- 50 points		
2	Applicable Experience of Applicant	Mayor's Permit, DTI/SEC Certificate of Registration & BIR Certificate of Registration <b>OR</b> PhilGEPS Certificate of Registration in lieu of the above <b>AND</b> No. of years in the Field of expertise based on the submitted Curriculum Vitae	100%	- 5 years in business or more <small>(For NPM, M&amp;E and Finance Officers)</small>  3 years in business or more <small>(Admin Officers)</small>		20%
			80%	- 3-4 years (but not exceeding 5 years) in business <small>(For NPM, M&amp;E and Finance Officers)</small>  2 years (but not exceeding 3 years) in business <small>(Admin Officers)</small>		
			60%	- 1-2 years (but not exceeding 3 years) in business <small>(For NPM, M&amp;E and Finance Officers)</small>  1 year (but not exceeding 2 years) in business <small>(Admin Officers)</small>		
3	Relevant Trainings / Certificates	<ul style="list-style-type: none"> <li>Copies of the certificates/ trainings attended</li> </ul>	100%	- 3 or more relevant certificate/ training attended		
			80%	- 2 relevant certificate/ training attended		
			60%	- 1 relevant certificate/ training attended		

	CRITERIA	DOCUMENTS	Rating System			Rating	Overall Weight
4	Actual Interview	<ul style="list-style-type: none"> <li>Fitness to the position applied</li> <li>Ability to answer questions relevant to the position applied</li> <li>Communication/ Management Skills</li> </ul>	100%	-	Exceptional qualification		40%
			80%	-	Above average qualification		
			60%	-	Average qualification		
			40%	-	Limited qualification		
<b>TOTAL</b>							<b>100%</b>

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  
PPGSS, 3/F PAGASA Main Building  
Science Garden Complex, BIR Road,  
Brgy. Central, Quezon City  
Trunkline: (02) 8284-0800 loc.321  
Email address: [pagasa.bac@gmail.com](mailto:pagasa.bac@gmail.com) / [pagasa\\_bac@yahoo.com](mailto:pagasa_bac@yahoo.com)

**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.

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For further details on the project, please visit this link <https://www.greencimate.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 positions mentioned above to indicate their interest in providing technical support for the MH-IBF-EWS project.

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## **1. NATIONAL PROJECT MANAGER**

**SCOPE OF WORK:** The NPM as the head of the PMO is responsible for the implementation of the project in close consultation with the Project Management Team (PMT) of DOST-PAGASA. The NPM will provide technical expertise to ensure the delivery of project outputs to a high standard, and in a cost-effective manner, taking into account national and international best practices and research results, and in accordance with the GCF and Philippine Government norms.

Further, the NPM will be responsible for ensuring that project outputs and targets are met as per project framework that activities are carried out as planned, within budget and schedule and that reporting, monitoring, and evaluation functions are carried out as per project requirements. The NPM will also work in close coordination with other international and national technical consultants and other project staff. He/she will also implement project activities in close collaboration with the key partners in the project and other relevant state and non-state stakeholders to ensure the successful implementation of the project.

In particular, the specific tasks of the NPM are as follows:

- a) Planning, implementation, and management of project activities
  1. Provides overall guidance to, and supervision of, the PMO to implement, and monitor the progress of delivery of activities as itemized in the results-based work plan;
  2. Provides day-to-day administrative and management inputs to the PMT assuring smooth implementation of the project;
  3. Ensures a results-based approach to project implementation, including maintaining a focus on project results and impact as defined by the project results framework indicators;
  4. Leads interactions with stakeholders and government agencies and communicate regularly, advocate and engage in policy dialogue on behalf of the project;
  5. Facilitates interdisciplinary inputs from partner institutions and agencies
  6. Maintains communication and coordinating with other institutions to identify and realize opportunities for complementarity and synergies, including monitoring and oversight of co-financing commitments; and
  7. Advises the PMT on the development and implementation of sustainability/exit strategies for the project to ensure that its impacts are sustained, further developed, and replicated after the end of the project.
- b) Human and Material Resources Management and Coordination
  1. Manages PMO staff and all consultants ensuring they fully understand their role and tasks
  2. Provides administrative and management/supervisory support to long- and short-term Technical Specialists/Consultants to ensure timely delivery;
  3. Creates strategic partnerships and coordinate and network with various stakeholders to take forward the project;

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4. Ensures that the project team follows up on the adoption/ implementation of the recommendations/inputs provided by Technical Consultants;
  5. Coordinates with the Government counterpart and various stakeholders for effective coordination and dialogue; and
  6. Manages the procurement process in accordance with government rules and procedures.
  7. Maintain good understanding of gender equality, and environmental sustainability concepts;
- c) Monitoring, Evaluation, and Reporting
1. Oversees the implementation of project M&E plan, project communication, and knowledge management plan;
  2. Leads the submission of project progress reports and integrates all project output deliverables;
  3. Holds periodic PMO meetings and other events to ensure that project is on track;
  4. Prepares results based on regular reports, annual reports, other reports, and briefs;
  5. Facilitates the submission of timely project implementation reviews and progress reports (narrative and financial) to all concerned partners;
  6. Facilitates and support the Mid-Term Review and Project Terminal Evaluation (PTE) and conduct annual project reviews and annual audits; and
- d) Undertakes any other tasks assigned or relevant in support of the efficient implementation of the project

**QUALIFICATIONS:** The NPM should possess the following skills/competencies:

- 1) At least a master's degree in Meteorology, Disaster Risk Reduction, or any course related to Natural Sciences, Climate Change Adaptation or Project Management. Advanced degree/certificate is an advantage and background in Impact-based Forecasting is highly regarded.
- 2) With at least five (5) years of experience in the field of climate/disaster risk reduction.
- 3) Sound knowledge of meteorological hazards, risk assessment, climate and disaster risk management, and forecast-based financing (FbF).
- 4) Experience with government institutions, including work and research and development, activities, in multi-stakeholder project or program, co-ordination, and management of international and national meetings/workshops.
- 5) With track record in the area of project/program implementation (i.e., UNDP, GCF, GEF, UNDP, World bank and ADB-funded project)
- 6) Ability to work well in multidisciplinary teams and manage complex tasks.
- 7) Good understanding of gender equality, and environmental sustainability concepts;
- 8) Excellent knowledge of English with communication skills in local languages.
- 9) Familiarity and prior experience with the GCF requirements and procedures are considered as an asset.

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## **2. PROJECT EVALUATION OFFICER**

**SCOPE OF WORK:** The Monitoring and Evaluation (M&E) Officer will design a performance-monitoring framework to track the project's progress towards achieving its targets. A GCF Project Team shall be established by LANDBANK (LBP) which shall conduct a supervisory mission twice a year during the implementation period to ensure that the Project is being implemented in accordance with the legal agreements that the LBP have entered into with the GCF.

An M&E Plan has been developed for the project, which presents the details and processes of how M&E will be implemented and performed by the DAE, EE, and Co-executing Entities. Specifically, this plan intends to:

- 1) Monitor and evaluate the targets based on the approved project goals and objectives;

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- 2) Monitor any shortcomings and/or inefficiencies with regards to the project's delivery of inputs, timely execution of activities, and production of outputs; and
- 3) Record factors that enhance or deter the implementation of project outputs and deliverables.

The specific tasks of the M&E Officer are as follows:

- a) Planning, implementation, and management of project activities
  1. Assist NPM in ensuring results-based approach on project implementation, including maintaining a focus on project results and impact as defined by the project results framework indicators;
  2. Support NPM in maintaining close coordination and communication with other institutions to identify and realize opportunities for complementarity and synergies, including monitoring and oversight of co-financing commitments;
  3. Assist in the mainstreaming of project activities;
  4. Document lessons learned; and,
  5. Undertake any other tasks assigned or relevant in support of the efficient implementation of the project
- b) Monitoring, Evaluation, and Reporting
  1. Head the implementation of project M&E plan, project communication, and knowledge management plan;
  2. Ensure periodic PMO meetings and other events to ensure that project is on track;
  3. Assess the achievements of the project against its stated outputs;
  4. Monitor and evaluate project status and accomplishments of all Executing Entities;
  5. Evaluate the extent to which planned activities and outputs have been achieved and its contribution to the achievement of outcome;
  6. Prepare Project Status Report and Accomplishment Report; and,
  7. Evaluate the project's implementation strategy.
- c) Human and Material Resources Management and Coordination
  1. Provides day-to-day administrative and management inputs to the PMT assuring smooth implementation of the project;
  2. Identifies the underlying causes and issues of non-achievement of some targets, if there is any;
  3. Assist in ensuring that the project team follows up on the adoption/implementation of the recommendations/inputs provided by TWG/Project Board; and,
  4. Maintain good understanding of gender equality, and environmental sustainability concepts.
- d) Undertake 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) Master's degree in Meteorology, Environmental Science, or any course related to Natural Sciences, Disaster Risk Reduction, or Project Management. Advanced degree/certificate is an advantage but not required.
- 2) With five (5) years of experience in the design and implementation of M&E in projects implemented by national/international UN bodies/government. Relevant working experience in Foreign-Assisted and Locally-Funded projects and programs are an advantage;
- 3) Applicant must be able to demonstrate a successful track record for securing donor funding/project implementation especially in the area of monitoring and evaluation (esp. GCF, GEF, World bank and ADB-funded/assisted projects)
- 4) Expertise in designing tools and strategies for M&E;
- 5) Expertise in analyzing data using several statistical and basic software;
- 6) Strong training & facilitation skills;

- 7) Technical expertise in implementing complex M&E performance management plans, including the ability to make determinations of methods to best measure results;
  - 8) Strong analytical thinking, attention to detail, organizational skills, and work ethics;
  - 9) Strong interpersonal and managerial skills, ability to work with people from different backgrounds
  - 10) Good understanding of gender equality, and environmental sustainability concepts;
  - 11) Excellent written and verbal communication skills in English.
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### **3. FINANCE OFFICER**

**SCOPE OF WORK:** The Finance Officer is expected to establish computer-based financial monitoring system which would ensure that all financial documents and reports of the project are prepared and provided timely and reliably. The specific tasks of the Finance Officer are as follows:

- 1) Ensures that adequate financial controls are in place to maintain propriety and proper accountability of expenditures.
- 2) Ensures the financial transactions are properly authorized, recorded, have adequate supporting documentation, filled, maintained, and can be easily extracted to prepare financial statements and financial audits.
- 3) Monitors budgets and expenditures.
- 4) Coordinates with Project's Co-EEs, LANDBANK, DOST-PAGASA Finance Officer and Resident Auditor to ensure compatibility of the project financial books.
- 5) Prepares and submits timely and reliable financial documents and financial reports.
- 6) Establishes a computer-based monitoring system for expenditures.
- 7) Checks and ensures that all procurement processes and expenditures of the project are in accordance with the Philippine Government and GCF guidelines and procedures.
- 8) Checks budget codes to ensure that all transactions are booked to the correct budget codes.
- 9) Provides and interprets financial information.
- 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) A Bachelor's degree in Accounting, Business, or equivalent.
  - 2) At least 5 years of relevant work experience in finance, administrative functions, monitoring and evaluation
  - 3) Experience with donor-funded projects will be an added advantage.
  - 4) Demonstrated experience in the preparation of financial reports, budget variance analysis, and procurement.
  - 5) Excellent communication and analytical skills, fluency in English is required.
  - 6) Work experience with MS Office applications is a must.
  - 7) High integrity and strong result-oriented.
  - 8) Good understanding of gender equality.
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### **4. ADMINISTRATIVE OFFICER (Procurement and Communications)**

**SCOPE OF WORK:** The Administrative Officer (Procurement and communications) shall ensure that procurement of goods, non-consulting, and consulting services at the PMO is in accordance with the set procurement guidelines of the Philippine Government at GCF. He/She shall also lead the design, implementation and delivery of internal/functional communication plans. Also, he/she is expected to produce timely, high quality key deliverables to support the employee and project's communications process.



- 1) Coordinates with the different Project Teams to consolidate procurement concerns and prepare/update Project APP/PPMP;
- 2) Ensures that the PAGASA BAC and Procurement Section are furnished with the Project Procurement Plan;
- 3) Prepares RIS/PR for goods, services, and other relevant procurement;
- 4) Prepares relevant documents subject for procurement audit or review;
- 5) Monitors contract implementation and provide timely feedback to the management;
- 6) Facilitates payment requirement to suppliers or service providers;
- 7) Assists in the development and submission of project status reports;
- 8) Prepares monthly feedback report on the status of procurement implementation;
- 9) 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 four-year course preferably in Development Communications, Public Administration or its equivalent.
- 2) At least 3 years of relevant work experience in procurement and administrative functions.
- 3) Experience with donor-funded projects will be an added advantage.
- 4) Has a strong communication/negotiation skills.
- 5) Demonstrated experience in the procurement process.
- 6) Excellent communication and analytical skills, fluency in English is required.
- 7) Work experience with MS Office applications is a must.
- 8) High integrity and strong result-oriented with good understanding of gender equality.

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## 5. **ADMINISTRATIVE OFFICER**

**SCOPE OF WORK:** The specific tasks of the Administrative Officer are as follows:

- 1) Provides general administrative support to the Project;
- 2) Assists the National Finance Officer in the preparation and submission of Project's Financial Reports;
- 3) Prepares correspondence, special reports, questionnaires, evaluations, and justifications related to specific and general administrative tasks within the project operations, as necessary;
- 4) Administers the daily office operations and coordinate logistic requirements for the project;
- 5) Undertakes and assist in the recording and processing of invoices, receipts, and payments as required and instructed;
- 6) Maintains the central filing system, general database and archive; and other documents;
- 7) 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) A Bachelor's degree in Office/Public Administration, or any related field
- 2) At three (3) years of relevant work experience on administrative functions.
- 3) Experience with donor-funded projects will be an added advantage.
- 4) Excellent communication and analytical skills, fluency in English is required.
- 5) Work experience with MS Office applications is a must.
- 6) High integrity and strong result-oriented.
- 7) Good understanding of gender equality.