



Republic of the Philippines
DEPARTMENT OF ENERGY
Project Management Office
PHILIPPINES RURAL POWER PROJECT

Republic of the Philippines
Rural Power Project - GEF Grant No. TF 052188

Consulting Services
REQUEST FOR EXPRESSIONS OF INTEREST

The Department of Energy (DOE) has received financing from Global Environment Facility (GEF), through the World Bank, toward the cost of the Rural Power Project (RPP), and intends to apply part of the proceeds for consultant services. The services required is for a **Finance and Administration Assistant**, who will be an individual, to proactively coordinate and assist in executing the various office administration and financial functions of the RPP Project Management Office that has been set up within DOE.

The RPP promotes the use of renewable energy technologies, particularly solar PV systems, on a commercial basis for dispersed households that are not feasible to be connected to the grid. The services provided by the Consultant will be on a full-time basis, initially for a period of one year, renewable by mutual consent.

The scope of work will include the following: (1) Ensure efficient financial management of the Project (e.g. grant and subsidy claim documentation, voucher preparation, monitoring of payments, updating of passbooks and other financial records); (2) Establish and update the financial and administrative systems, procedures and controls and provide necessary assistance for their implementation; (3) Assist in the preparation of the books of account and financial statements, (4) Maintain statistical records, databases and an efficient filing system, and disseminate information as required; (5) Schedule and make logistical arrangements for meetings, workshops etc; (6) Initiate procurement orders for office equipment and supplies, evaluate quotations and make recommendations as appropriate; (7) Liaise with and assist Project staff and stakeholders on administrative matters; (8) Perform other tasks as are necessary to achieve the objectives of the Project.

The Consultant is required to have a university degree in a relevant field such as business administration, finance or similar, together with a minimum of three years relevant work experience in a development project or business establishment. Strong skills in the use of Microsoft Word, Excel and PowerPoint, knowledge of modern office practices, good interpersonal and communication skills and an excellent command of the English language together with the ability to draft correspondence independently are essential pre-requisites. Experience in working in World Bank (or similar) funded projects would be a distinct advantage.

The DOE now invites eligible Consultants to indicate their interest and submit their recent curriculum vitae (CV) to be considered for the assignment. A Consultant will be selected in accordance with the procedures set out in the World Bank's [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) published in Jan. 1997 (revised in Sept. 1997, Jan. 1999 and May 2002).

DOE reserves the right to accept or reject any Expression of Interest, to annul the selection process, and to reject any Expression of Interest prior to contract award, without thereby incurring any liability to the affected party or parties.

Expressions of interest with CV should be delivered to the address below on or before **07 July 2008**.

Ms MYLENE C. CAPONGCOL
Project Director, Rural Power Project
Department of Energy
Energy Center, Merritt Road, Fort Bonifacio
Taguig City, Metro Manila 1201
Telephone/Facsimile: (632) 840-2120
E-mail: mycaps@doe.gov.ph
Web site: www.rpp.com.ph