

**TERMS OF REFERENCE AND SCOPE OF SERVICES**  
**PRIMARILY CONFIDENTIAL, ADVISORY SERVICES**  
**Individual Consultant**

**RATIONALE:**

The Vice Chairman and Administrator has determined the need for the assistance and advisory services of a Primarily Confidential Individual Consultant, to be engaged with trust and confidence as the primary consideration, for the purpose of providing analysis, advise, and recommendations on various policies, programs, and actions for the benefit of MWSS.

The mode of procurement for the engagement of the foregoing consultant will be Section 53.7, Annex H, and Appendix A of Annex H of the 2016 Revised Implementing Rules and Regulations of Republic Act 9184 or the Government Procurement Reform Act (GPRA).

**SCOPE OF WORK**

As the foregoing consultant shall render advisory services that are primarily confidential and where trust and confidence are the primary considerations, HE/SHE shall provide assistance, advisory services, and recommendations to the MWSS Board of Trustees through the MWSS Administrator and Vice-Chairperson upon such issues and concerns as they may direct or instruct. These issues and concerns include, and not limited to, the following:

- a. Proper compliances with the requirements of relevant government agencies such as, but not limited to, Governance Commission for GOCCs (GCG), Office of the President (OP), Department of Budget and Management (DBM), National Economic Development Authority (NEDA), Department of Finance (DOF), Department of Environment and Natural Resources (DENR), Commission on Audit (COA), and Civil Service Commission (CSC).
- b. Corporate Reorganization and Personnel Selection Processes.
- c. Proper compliance with procurement related rules and regulations, such as but not limited to RA 9184 and its 2016 IRR, and bilateral or multi-lateral procurement guidelines or concerns.
- d. Project development and implementation.
- e. Collaboration activities with the DENR and its Regional Offices regarding the watershed management plans and programs for the Umiray, Ipo, La Mesa, Kaliwa Watersheds where MWSS draws, and will draw, its raw water.

- f. Perform other duties and responsibilities as may be assigned from time to time by the MWSS Board of Trustees or the MWSS Administrator.

**Qualifications of the Consultant:**

Aside from possessing the trust and confidence of the MWSS Board of Trustees and the MWSS Administrator and Vice Chairperson, the foregoing consultant must have:

- Proficient knowledge and familiarity on MWSS Mandate, Concession Agreements, Operations, and Water Security Legacy Program;
- Proficient knowledge and familiarity with the GCG-approved MWSS Reorganization, Law and Rules on Government Reorganizations (Republic Act No. 6656), and related issuances of the Civil Service Commission (CSC);
- Completed at least Level 1 of the Public Procurement (RA 9184) Specialist Certification Course of the Government Procurement Policy Board (GPPB). A clear copy of the signed and sealed by GPPB Certificate of Completion must be submitted together with his/her curriculum vitae or resume.
- At least 7 years-cumulative experience as a manager in government service whether in a National or Local Government Agency or Government-Owned and Controlled Corporation;
- Certificate of Registration (BIR Form 2303) issued in his/her name by the Bureau of Internal Revenue. A clear copy of the BIR Certificate of Registration must be submitted together with his/her curriculum vitae or resume.

Experience in Policy Reform will be an advantage.

Registration to the Philippine Government Electronic Procurement System (PhilGEPS), is a condition for award of the contract.

**DURATION OF ENGAGEMENT**

The term of engagement of the foregoing individual consultant shall, "at the most, be on a six-months basis, renewable at the option of the appointing HoPE, but in no case shall exceed the term of the latter." subject to satisfactory results of his/her engagement.

**COST OF ENGAGEMENT**

A monthly cost of Fifty Thousand Pesos (Php50,000) shall be paid on an output basis as may be certified as accepted by the MWSS Administrator, chargeable against appropriate MWSS funds.