

REQUEST FOR EXPRESSION OF INTEREST FOR
PROCUREMENT SPECIALIST - Procurement Unit, RPCO-9

1. **Background**

1. **A. Philippine Rural Development Project (PRDP)**

PRDP is a six-year project (2013-2019) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

1. **B. The Project Approach**

The approach of the program is **Value Chain Analysis**; Focused on Climate Resiliency and Adaptation. The tools are Value Chain Analysis and Suitability Assessment; Resources and Social Assessment. The entry point for value chain interventions at the local level is the Province.

1. **C. Project Development Objectives**

The objective of the Project is to have at least 5% increase in annual real household incomes of farmers beneficiaries; 30% increase in income of targeted beneficiaries of enterprise development; 7% increase in value of annual marketed output and 20% increase in numbers of farmers and fishers with improved access to DA services.

2. **Scope of Work**

The Project Development Specialist shall provide his/her expertise in undertaking various procurement under PRDP (works, goods & consulting services) to include the following:

- Assists in the Procurement Trainings;
- Assists in the preparation of Bid Evaluation Report and Awards Recommendation;
- Assists the RPCO-IX Bids and Award Committee;
- Assists in the preparation of the Program Procurement Management Plan and other reports in relation to Procurement;
- Assists in the preparation of communications to NPCO, PSOs, & LGUs

As support to BAC Secretariat:

- Assists in the provision of administrative support to the BAC;
- Assists in the preparation of the minutes of meetings and resolutions of the BAC;
- Assists the PRDP Procurement Unit in monitoring procurement activities
- Assists in advertising and/or posting bidding opportunities including Bidding Documents and Notices of Award

Expected Outputs:

The provision of technical support to the Procurement team at all levels is expected to generate the following output:

- In accordance with the WB Harmonized Procurement Guidelines

Qualifications:

- At least with Procurement background in works, goods, or consulting services
- Education: Bachelor of Science in Agricultural or Civil Engineering or any Engineering-related course.

In addition, the applicant should have:

- Computer literacy, knowledge in Microsoft Excel and Word;

- Excellent writing skills;
- Strong leadership and management skills;
- Strong interpersonal and teamwork skills;
- Willingness to conduct field travels.

Reporting Responsibilities:

The Procurement Specialist for the Procurement Unit will be directly reporting to the Procurement Head and ensure close coordination with the Infrastructure Development, Enterprise Development and Local Planning components and other units.

Documentary Requirements:

- Application letter with 2 x 2 picture
- Comprehensive Curriculum Vitae
- Certificate of previous employment (when applicable)
- Certified true copy of Transcript of Records and other Credentials to the address below.

CONSTANCIO G. ALAMA

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