

**Terms of Reference  
for the  
PROCUREMENT SPECIALIST**

- Job Title** : Procurement Specialist
- Official Station** : National Project Coordination Office
- Reporting Responsibilities** : He/She shall report directly to the NPCO Procurement Head and regularly ask guidance from her/him
- Job Type** : Contractual
- Monthly Salary** : Php 55,000.00
- Job Description** : The Procurement Specialist shall provide his/her expertise in undertaking procurement for enterprise subprojects for PRDP
- Coordinates and assist LGUs participating throughout the island, regarding compliance to harmonized bidding documents being used by the program components;
  - Attend pre-bid conferences
  - Attend submission of bids and bid opening at the LGU level for the procurement of works and goods for the implementation of IREAP subprojects;
  - Prepare No Objection Letter for all contracts within the threshold at the NPCO;
  - Coordinates and assist LGUs participating in PRDP throughout the island regarding compliance to the 2010 harmonized bidding documents being used by the program
  - Involve and participate in the procurement activities of the NPCO and Project Support Office (PSO) of Luzon B
  - Assist in the preparation of the Procurement Plan and other reports in relation to Procurement
  - Prepares Bid Evaluation Reports and Awards Recommendation
  - Assist in the preparation of Philippine Bidding Documents

**Expected Outputs:**

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

- Compliance to the 2010 Philippine Bidding Documents and its Harmonized Procurement Guidelines
- Majority of LGUs trained and oriented regarding the WB Harmonized Procurement Guidelines;
- Ensure that all procurement activities under PRDP will be in accordance with the WB Harmonized Procurement Guidelines;

**Qualifications:**

- He/she has at least five years (5) experience in the implementation of enterprise development projects for people organizations and cooperatives;
- He/she has attended at least five (5) Procurement training for works and goods;
- He/she is a graduate of business related course preferably with master's degree;
- Has at least one year experience working with a World Bank or other foreign assisted projects

**In addition, the applicant should have:**

- Computer literacy, knowledge in Microsoft Excel and Word;
- Competence in analyzing and interpreting business plans;
- Excellent writing skills;
- Strong leadership and management skills;
- Strong interpersonal and teamwork skills;
- Willingness to conduct field travels.

**Reporting Responsibilities:**

The Procurement Specialist will be directly reporting to the Procurement Head and ensure close coordination with the I-REAP component and other units.