

**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 legal advice in the procurement of works, goods and consulting services_for PRDP
- Coordinates and assist LGUs participating throughout the island, regarding compliance to the 2010 harmonized bidding documents being used by the project and its components;
 - Attend pre-procurement conferences and pre-bid conferences at the LGU level for the procurement of works;
 - Attend submission of bids and bid opening at the LGU level for the procurement of works;
 - Assist in the preparation of Philippine Bidding Documents;
 - Handles complaints from LGUs, contractors, etc. and prepare correspondences accordingly;
 - Prepares Bid Evaluation Reports and Awards Recommendation;
 - Involve and participate in the procurement activities of the NPCO and Project Support Office (PSO) of Luzon B; and
 - Prepares draft BAC Resolution and Notice of Award;

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; and
- Ensure that all procurement activities under PRDP will be in accordance with the WB Harmonized Procurement Guidelines;

Qualifications:

- He/she has least three (3) years experience in the procurement of works, goods, consulting services or in providing para legal services
- He/she is a graduate of bachelors of laws (LL.B) or a Lawyer
- Attendance in procurement training is an advantage

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; and
- Willingness to render full time service for the project

Reporting Responsibilities:

The Procurement Specialist will be directly reporting to the Procurement Head and ensure close coordination with IBUILD, IREAP component and other units.