



Republic of the Philippines
Department of Agriculture
Philippine Rural Development Project (PRDP)
Luzon B Project Support Office (PSO)
Office of the Project Support Director

TERMS OF REFERENCE
Procurement Specialist

I. Background

A. Philippine Rural Development Project (PRDP) is a six-year project (2014-2020) 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.

B. The PRDP project

The approach of the project 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.

C. Project Development Objective

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.

II. Objective and Scope of the Services to be provided

The PRDP would like to invite the service of an individual for the position of **Procurement Specialist**. The individual to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP.

SCOPE OF WORKS:

The Procurement Specialist will work in close coordination with I-BUILD, I-REAP, and I-PLAN components and other units to provide technical assistance regarding the World Bank Harmonized Procurement Guidelines and Procedures. He/She will also provide overall guidance in the conduct of various procurement (works, goods & consulting services). The Procurement Unit Head will be directly report to the South Luzon Project Support Director and ensure close coordination with the I-BUILD, I-REAP, & I-PLAN components and other units.

SPECIFIC TASKS:

1. Provide technical assistance to the Bids and Award Committees (BAC) of the Rfus & LGUs;
2. Attend regularly in the pre-procurement meetings, pre-bid meetings and bid openings at the South Luzon Cluster;
3. Prepare recommendation of No Objection Letter to the Project Support Director for review;
4. Prepare endorsement letter for NPCO regarding on the request for World Bank "No Objection" for the re-bidding of subprojects;
5. Prepare communication to NPCO regarding the result on the review of the Bid Evaluation Report (BER) and its supporting documents;
6. Provide technical assistance to the BAC in the shortlisting of firms and the evaluation of the technical proposals;
7. Prepare and submit the Procurement Plan to NPCO;
8. Review of Philippine Bidding Documents, Bid Evaluation Report and BER Review Report submitted by LGU's and RPCO's.
9. Review of the request for the No Objection Letter for rebidding.
10. Review of the request for NOL 1 and NOL 2.
11. Attend regularly in the PSO & NPCO Coordination Meetings.
12. Performs other task as maybe assigned by the PSO South Luzon (Luzon B) Director.

Expected Outputs:

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

- Compliance to the 2010 Philippine Bidding Documents;
- Majority of the LGUs are trained on the 2010 Harmonized Philippine Bidding Documents;
- Timely and efficient preparation of the Bid Evaluation Reports;
- Ensure that all procurement activities under PRDP will be in accordance with the WB Harmonized Procurement Guidelines;
- Minimize cases of rebidding.

Required Qualifications

In order to carry out the roles and responsibilities, the PSO Luzon B I-BUILD Project Development Associate must have the following:

- Licensed Civil Engineer/Graduate of Law/Licensed Architect and other related courses;
- At least 3 years experience in Procurement of works, goods and consulting services under foreign assisted projects.
- Knowledgeable in World Bank Procurement Guidelines and R.A. 9184.

In addition, the applicant should have:

- Excellent writing skills
- Strong leadership and management skills
- Strong interpersonal and teamwork skills
- Strong inter-organizational management skills in working with various organizations, NGOs, POs, Government. LGUs, private sectors, etc.; and
- Willingness to conduct field travels.

Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be sent to prdpluzonb@gmail.com/prdpluzonb.procure@gmail.com and directed to:

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