

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
PHILIPPINE RURAL DEVELOPMENT PROJECT

Regional Project Coordination Office – XIII

Capitol Site, Butuan City

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REQUEST FOR EXPRESSIONS OF INTEREST
One(1) PROCUREMENT OFFICER

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP)' and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of **ONE (1) PROCUREMENT OFFICER.**

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (ISUPPORT).

Scope of Work

The Procurement Officer shall provide his/expertise in assisting various procurements under PRDP (works, goods& consulting services) for the successful delivery of specified milestones of the Project. He/she will be stationed in the Regional Project Coordinating Office(RPCO) based in the DA-RFO13, Capitol Site, Butuan City. He/she will be directly under the supervision of the Procurement Unit Head who will likewise be reporting to the RPCO Focal Person in close coordination with the RPCO Project Director.

Specifically, the tasks of the Procurement Officer shall include but not limited to the following:

- Provides assistance in the preparation of Philippine Bidding Documents and other relevant documents for the issuance of NOL1;
- Manages the Contracts, Equipment, and Key Personnel Database in relation to all the contracted works under PRDP;

- Updates Procurement-related entries and documents on the Project Website Procurement Opportunities regarding the procured works of the LGU's;
- Provides necessary assistance in the conduct of Procurement-related Training;
- Attends and observes pre-bid conference and bid-openings to be undertaken by the LGU's;
- Assists the Bid Evaluation Reports and Awards Recommendation forwarded by the LGU's;
- Drafts review findings of the submitted BERs;
- Involves and participates in the procurement activities of the RPCO Procurement;
- Assists the DA-BAC in all its PRDP procurement activities;
- Provides administrative support, and prepares minutes of meetings and resolutions; and,
- Other responsibilities as may be designated by the Procurement Unit Head, RPCO Focal Person, and Project Director.

Expected Outputs:

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

- Compliance to the 2010 Philippines Bidding Documents and its Harmonized Procurement Guidelines;
- Majority of LGU's be trained and oriented regarding the WB Harmonized Procurement Guidelines;
- Compliance with an updated Contracts, Equipment and Key Personnel Database and Procurement Tracking Report to be submitted to PSO Mindanao on a bi-monthly basis., and,
- Compliance to update the website posting of all the works to be procured by the LGU.

Qualification:

- Must be a Licensed Civil Engineer;
- At least one(1) year of adept experience in World Bank Procurement of works, goods, or consulting services; and,
- Has undertaken at least Procurement-related trainings in works, goods, or consulting services.

In Addition, the applicant should have:

- Competence in analyzing and interpreting Detailed Engineering Design (DED) drawings, specifications and other technical aspects of the projects;
- Sound analytical Skill;
- Excellent writing and communication skills;
- Strong leadership and management skills;
- Strong interpersonal and teamwork skills in dealing co-workers; project partners, Private sectors, and other entities who are involved in the Project; and,

- Knowledgeable and Proficient in Microsoft Excel, Powerpoint, and Word.

Reporting Responsibilities:

The Procurement Officer will be directly reporting to the Procurement Unit Head and ensure close coordination with the I-Build, I-REAP, and I-PLAN Components and other units.

Only applications received on or before August 4, 2015 at 05:00 PM will be considered. Shortlisted applicants will be contacted for the schedule of written examination and interview.

Please submit Application letter with 2x2 picture, Comprehensive CV, and Certificate of Previous Employment, Certified True Copy of School Transcript of Records and other credentials to the address below or email to prdp.proc13@gmail.com. Kindly indicate the position that the applicants are applying for as the subject.

EDNA M. MABEZA,

Acting Director IV

Department of Agriculture

Philippine Rural Development Project

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