****Department of Agriculture

**PHILIPPINE RURAL DEVELOPMENT PROJECT (PRDP)**

Regional Project Coordination Office (RPCO) IX

Research Complex, Sanito, Ipil, Zamboanga Sibugay

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**TERMS OF REFERENCE**

**Job Title :** **PROJECT DEVELOPMENT ASSOCIATE**

(PROCUREMENT UNIT)

**Official Station :** Regional Program Coordination Office - IX

**Job Type :** Contract of Service

**Monthly Salary :** Php 25,000.00

1. **Background**
2. **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. **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. **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.

1. **SCOPE OF WORK**

The Project Development Associate of the Procurement Unit shall provide his/her expertise in undertaking various procurement under PRDP (works, goods & consulting services) including 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 four-year 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 Project Development Associate for the Procurement Unit will be directly reporting to the Procurement Head and ensure close coordination with the Infrastructure Development (I-Build), Enterprise Development (I-REAP) and Local Planning (I-PLAN) 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