

**Terms of Reference
for the
ALTERNATE PROCUREMENT UNIT HEAD**

Job Title	:	ALTERNATE PROCUREMENT UNIT HEAD
Official Station	:	National Program Coordination Office (NPCO)
Reporting Responsibilities	:	He/She shall report directly to the Procurement Head of PRDP and regularly ask guidance from her/him. However, he/she will also 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
Job Type	:	CONTRACTUAL
Monthly Salary	:	Php 70,000.00
Job Description	:	The Alternate Procurement Head shall assist the Procurement Head in the provision of overall guidance in the conduct of various procurement (works, goods, & consulting services) for PRDP at the NPCO and PSO levels
<ul style="list-style-type: none">• Provide technical assistance to the Bids and Award Committees (BAC) of the NPCO, PSOs, RFUs & LGUs;• Attend regularly in the pre-bid conferences and bid openings at the NPCO;• Attend occasionally in the pre-bid conferences and bid openings at the LGU level;• Review of the Bid Evaluation Reports and award recommendation;• Prepare recommendation of No Objection Letter to the Procurement Head for review;• Review of the request for the re-biddings,• Prepare communication to PSOs regarding the result on the review of the Bid Evaluation Report (BER) and its supporting documents;• Provide technical assistance to the BAC in the shortlisting of firms and the evaluation of the technical proposals;• Conduct procurement trainings for PSOs, RFUs, LGUs and I-REAP Proponent Group;• Consolidate all the Procurement Plans of the PSOs;• Provide technical assistance during the joint technical review for the I-BUILD and I-REAP Componenet;		

- Update the Procurement Manual;
- Attend regularly in the PSO & NPCO Coordination Meetings.

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;

Qualifications:

- At least 5 years experience in Procurement of works ,goods, consulting services and community demand driven procurement
- Licensed Civil Engineer or graduate of bachelor of laws

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.

Reporting Responsibilities:

The Alternate Procurement Unit Head will be directly reporting to the Procurement Head and ensure close coordination with the I-BUILD, I-REAP, & I-PLAN components and other units.