

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

<b>Job Title</b>	:	ALTERNATE PROCUREMENT UNIT HEAD
<b>Official Station</b>	:	National Program Coordination Office (NPCO)
<b>Reporting Responsibilities</b>	:	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
<b>Job Type</b>	:	CONTRACTUAL
<b>Monthly Salary</b>	:	Php 70,000.00
<b>Job Description</b>	:	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

- 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 Component;

- 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 gradate 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.