

**Terms of Reference  
for the  
PROCUREMENT OFFICER**

- Job Title** : PROCUREMENT OFFICER
- Official Station** : National Project Coordination Office
- Reporting Responsibilities** : He/She shall report directly to the PRDP Procurement Head. He/She will also work in close coordination with I-BUILD, and other units to provide technical assistance to the World Bank Harmonized Procurement Guidelines and Procedures
- Job Type** : CONTRACTUAL
- Monthly Salary** : Php 50,000.00
- Job Description** : The Procurement Officer shall provide his/her expertise in the procurement of works/infrastructure for the PRDP..

- Coordinates and assist LGUs participating in PRDP throughout the island regarding compliance to the 2010 harmonized bidding documents being used by the program Attend pre-bid conferences;
- Attend submission of bids and bid opening at the LGU level for the procurement of works;
- Assist in the preparation of Philippine Bidding Documents;
- Assist in the preparation of Bid Evaluation Reports and Awards Recommendation;
- Prepare No Objection Letter for all contracts within the threshold at the NPCO;
- Involve and participate in the procurement activities of the NPCO - Department of Agriculture and the Program Support Office (PSO) of Luzon B;
- Handles complaints from LGUs, contractors, etc and prepare correspondences accordingly;
- Assist in the preparation of the Procurement Plan and other reports in relation to Procurement; and
- Serves as part of the PRDP Special Bids and Award Committee.

**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 and its Harmonized Procurement Guidelines

- Majority of LGUs trained and oriented regarding the WB Harmonized Procurement Guidelines;
- Ensure that all procurement activities under PRDP will be in accordance with the WB Harmonized Procurement Guidelines;

**Qualifications:**

- He/she has least twos (2) year experience in the procurement/implementation of works/infrastructure.
- He/she has attended Procurement training for works, goods and consulting service
- He/she is a graduate of bachelors of laws (LL.B)

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