

**Terms of Reference  
for the  
PROCUREMENT SPECIALIST**

**Job Title** : PROCUREMENT SPECIALIST

**Official Station** : National Project Coordination Office

**Reporting Responsibilities** : He/She shall report directly to the NPCO Procurement Head  
and regularly ask guidance from her/him

**Job Type** : CONTRACTUAL

**Monthly Salary** : Php 55,000.00

**Job Description** : The Procurement Specialist shall provide his/her expertise in  
undertaking procurement for works/infrastructure for PRDP

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

**Expected Outputs:**

The provision of technical support to the Procurement Unit of PRDP 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 five ( 5 ) years experience in the procurement/implementation of works/infrastructure.
- He/she has attended at least five ( 5 ) Procurement training for works.
- He/she is a Licensed Civil Engineer
- Has at least five (5) years experience working with a World Bank or other foreign assisted projects

**In addition, the applicant should have:**

- Computer literacy, knowledge in Microsoft Excel and Word;
- Competence in analyzing and interpreting Detailed Engineering Design (DED) drawings and specifications;
- Excellent writing skills;
- Strong leadership and management skills;
- Strong interpersonal and teamwork skills;
- Willingness to conduct field travels.

**Reporting Responsibilities:**

The Procurement Specialist will be directly reporting to the Procurement Head and ensure close coordination with the I-BUILD and other units.