



Republic of the Philippine  
Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
Mindanao Project Support Office  
2F-4F Alvarez Bldg., Mamay Road, Lanang, Davao City  
Tel. No. (082) 235-8664; Fax 235-8665

---

## **REQUEST FOR EXPRESSIONS OF INTEREST** **ONE (1) ASSOCIATE PROCUREMENT OFFICER**

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the Philippine Rural Development Project (PRDP) and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of **ONE (1) ASSOCIATE PROCUREMENT OFFICER**.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The project seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (I-SUPPORT).

### **JOB DESCRIPTION**

The **ASSOCIATE PROCUREMENT OFFICER** shall provide his/her expertise in undertaking various procurement activities under PRDP (works, goods and services). He/she shall also provide technical assistance to the Procurement Specialist and Procurement Officer of PRDP-PSO which shall include the following tasks and responsibilities:

- Assists in the review of the Bid Evaluation Report for the Procurement of Works and Procurement Plans of various I-REAP Business Plans/Enterprises and IBUILD subprojects;
- Assists in the review of the Bidding Documents (Civil Works and Goods);
- Assists in the review of the issuance of NOL1 & NOL2;
- Occasionally attends to pre-bid conferences and bid opening of various PRDP implementing LGU's;
- Coordinates and assists LGUs participating in PRDP throughout Mindanao regarding compliance to harmonized bidding documents being used by the Project;
- Facilitates and Conduct lectures during procurement trainings to RPCO's, PLGU's and LGU's;
- Facilitates posting of various Procurement Notices in the PhilGEPS portal;

- Provides technical assistance for the procurement activities of all components and units of PSO & RPCO;
- Shall be responsible on all administrative concerns of the Procurement Unit including archiving and google drive filing.
- Provides assistance to the PRDP PSO Bids and Awards Committee;
- Performs other related functions as may be assigned by the Project/Deputy Director.

**Expected Outputs:**

1. The provision of technical support to the Procurement team at all levels is expected to generate the following output:
  - Increase in number of BERs being reviewed and commented and for subsequent issuance of NOL2;
  - Increase in the number of LGUs being trained and re-oriented regarding the World Bank (WB) Harmonized Procurement Guidelines ;
  - Ensure that all procurement activities under PRDP will be in accordance with the WB Harmonized Procurement Guidelines;

**Qualifications:**

- Preferably a Civil/Agricultural Engineering Graduate or other related courses;
- At least 2 years experience in World Bank Procurement and other Foreign Funded Projects;
- Has undertaken at least Procurement-related trainings in works, goods, or consulting services;
- Computer literacy, knowledge and proficiency in Microsoft Excel and Word; and
- Excellent in both written and oral skills

**Other qualifications (Competencies and skills):**

- Must have strong writing, editing, and communication skills;
- Must demonstrate the principle of completed staff work;
- Must be willing to conduct field travels and immersion in the project sites.
- Must have strong inter-organizational management skills in working with various organizations, NGOs, POs, Government, LGUs, private sectors, etc.; and
- Must be able to work quickly and efficiently on documents and tasks while still maintaining quality of work;
- Must have the ability to work under pressure, manages multiple assignments and meet deadlines;
- Must have demonstrated ability to develop and maintain effective work relationships and to work in teams;
- Must demonstrate initiative for preparation, and reviewing of reports; and

- Must be computer literate particularly in word processing, spreadsheets and Power point.

### **Reporting Responsibilities**

The **Associate Procurement Officer** will be directly reporting to the Procurement Unit Head and ensure close coordination and constructive collaborations with the I-Build, I-Reap, I-Plan and I-Support Components

Only applications received on or before **May 30, 2016 at 10:00 AM** will be considered. Short-listed applicants will be contacted for the schedule of written examination and interview.

Please submit **Application letter with 2x2 picture**, Comprehensive Curriculum Vitae (CV), Transcript of Records, and Training/Workshop certificates to the address below or email to [\*\*prdp.psomin@gmail.com\*\*](mailto:prdp.psomin@gmail.com). Kindly indicate the position that the applicants are applying for as the subject.

#### **LEALYN A. RAMOS, Project Director**

PHILIPPINE RURAL DEVELOPMENT PROJECT

Project Support Office-Mindanao

1/4 Flr Alavarez Building, Mamay Road, Lanang Davao City

Tel. No.: (082) 235-8664

Fax No.: (082) 235-8665

E-mail: [\*\*prdp.psomin@gmail.com\*\*](mailto:prdp.psomin@gmail.com)