

**Terms of Reference
for the
PROCUREMENT OFFICER**

- Job Title** : PROCUREMENT OFFICER
- Official Station** : National Project Coordination Office (NPCO)
- 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** : PhP50,000.00
- Job Description** : The Procurement Officer shall provide his/her expertise in the procurement of works/infrastructure for the PRDP.
- Coordinates and assist LGUs participating 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 and Program Support Office (PSO)
 - 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 team at all levels is expected to generate the following output:

- In accordance with the WB Harmonized Procurement Guidelines

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 Unit Head and ensure close coordination with the IOBUILD, I-REAP and I-PLAN.