



Republic of the Philippines
Department of Agriculture
Philippine Rural Development Project (PRDP)
Luzon B Project Support Office (PSO)
Office of the Project Support Director

TERMS OF REFERENCE
Procurement Officer

I. Background

A. Philippine Rural Development Project (PRDP) is a six-year project (2014-2020) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

B. The PRDP project

The approach of the project is **Value Chain Analysis**; Focused on Climate Resiliency and Adaptation. The tools are Value Chain Analysis and Suitability Assessment; Resources and Social Assessment. The entry point for value chain interventions at the local level is the Province.

C. Project Development Objective

The objective of the Project is to have at least 5% increase in annual real household incomes of farmers beneficiaries; 30% increase in income of targeted beneficiaries of enterprise development; 7% increase in value of annual marketed output and 20% increase in numbers of farmers and fishers with improved access to DA services.

II. Objective and Scope of the Services to be provided

The PRDP would like to invite the service of an individual for the position of **Procurement Officer**. The individual to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP.

SCOPE OF WORKS:

The Procurement Officer will 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. He/She will also provide guidance in the conduct of various procurement (works, goods & consulting services). The Procurement Officer will be directly report to the South Luzon Project Support Director and ensure close coordination with the I-BUILD, I-REAP, & I-PLAN components and other units.

SPECIFIC TASKS:

1. Assist in the Procurement Trainings;
2. Assist in the preparation of Bid Evaluation Report and Awards Recommendation;
3. Assist in the preparation of the Procurement Plan and other reports in relation to Procurement;
4. Assist in the preparation of communication to NPCO, PSOs, & RFOs;
5. Provide administrative support to the BAC;
6. Prepare minutes of meetings and resolution of the BAC;
7. Assist the PRDP Procurement Unit in monitoring procurement activities;
8. Advertise and/or post bidding opportunities including Bidding Documents and Notices of Awards.
9. Performs other functions as may be directed by the Luzon B Project Director.

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;
- Minimize cases of rebidding.

Required Qualifications

In order to carry out the roles and responsibilities, the PSO Luzon B I-BUILD Project Development Associate must have the following:

- Licensed Civil Engineer/Graduate of Law/Licensed Architect and other related courses;

- At least 3 years experience in Procurement of works, goods and consulting services under foreign assisted projects.
- Knowledgeable in World Bank Procurement Guidelines and R.A. 9184.

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.

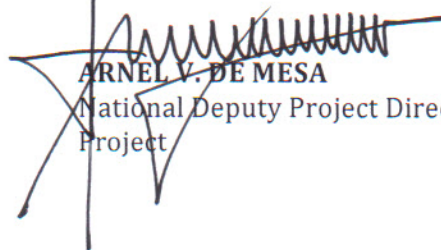
Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be sent to prdpluzonb@gmail.com/prdpluzonb.procure@gmail.com and directed to:



SHANDY M. HUBILLA

Director, Luzon B Project Support Office
Philippine Rural Development Project
2nd Floor ITCAF Building, Dept. of Agriculture
Elliptical Road, Diliman, Quezon City
Tel. No. 294-9102/294-3136

Noted by:



ARNEL V. DE MESA

National Deputy Project Director, PRDP
Project