



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 Specialist**

**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:**

- a. Provide technical assistance to the Bids and Awards Committee (BAC) of the RFUs and LGUs;
- b. Attend regularly in the pre-procurement meetings, pre-bid meetings and bid openings at the South Luzon Cluster;
- c. Prepare recommendation of No Objection Letter to the Project Support Director for review;
- d. Prepare endorsement letter for NPCO regarding on the request for World Bank "No Objection" for the re-bidding of subprojects;
- e. Prepare communication to NPCO regarding the result of the result of the review of the Bid Evaluation Report (BER) and its supporting documents;
- f. Provide technical assistance to the BAC in the shortlisting of firms and the evaluation of the technical proposals;
- g. Prepare and submit the Procurement Plan to NPCO;
- h. Review of Philippine Bidding Documents, Bid Evaluation Report and BER Review Report submitted by LGU's and RPCO's;
- i. Review of the request for the No Objection Letter for re-bidding;
- j. Review of the request for NOL 1 and NOL 2;
- k. Attend regularly in the PSO and NPCO Coordination Meetings;
- l. Perform other duties that may be required 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 5 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.

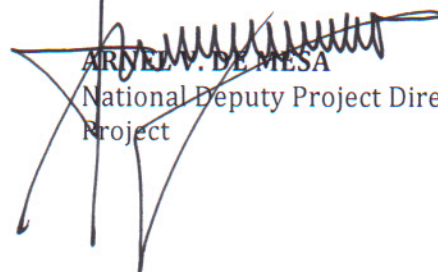
Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be sent to [prdpluzonb@gmail.com/prdpluzonb.procure@gmail.com](mailto:prdpluzonb@gmail.com/prdpluzonb.procure@gmail.com) and directed to:



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Noted by:



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