

**Terms of Reference
for the
ASSOCIATE PROCUREMENT OFFICER**

I. Background

- A. The Philippine Rural Development Project (PRDP) is a six-year (6) project designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. PRDP will partner with the LGUs and the private sector in providing key infrastructure, facilities, technology, and information that will raise incomes, productivity, and competitiveness in the countryside.
- B. The Philippine Rural Development Project's I-SUPPORT Procurement Unit is responsible for providing technical assistance and services for the conduct of various procurement in works, goods & consulting services of different subprojects of PRDP in guidance to the World Bank Harmonized Procurement Guidelines and Procedures. The Unit also acts as the Special Bids Awards Committee – Secretariat (SBAC-Sec) that is responsible in the procurement of overall goods and consulting services in the PRDP-NPCO.

II. Objective and Scope of the Services to be Provided:

The PRDP would like to invite the services of individuals for the position of Associate Procurement Officer, all under the Procurement Unit of the National Project Coordination Office (NPCO). The individuals to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP.

III. Job Description

The Associate Procurement Officer is expected to assist into all procurement activities insofar as this relates to subproject evaluation and technical assistance to NPCO, Project Support Offices (PSOs), Regional Project Support Offices (RPCOs) and Local Government Units (LGUs) undertaking procurement of goods, consultancy services, works/infrastructures and business enterprise.

IV. Job Specifications

- Coordinate, assist and provided technical assistance to PRDP NPCO SBAC Secretariat and SBAC Technical Working Group (TWG);
- Act as SBAC Secretariat that provides technical assistance for the procurement of Consultancy, Goods and Services.
- Provides technical assistance in preparation of bidding documents, SBAC Resolution, TWG Evaluation and Notice of Award

- Assists in the initial checking on the completeness and consistency of documents on the submitted purchase request
- Assist in the preparation and update of the project wide Annual Procurement Plan
- Facilitate the Unit in programs/trainings facilitation
- Attend regularly and provide technical support during the pre-bid conferences and bid openings at the NPCO as SBAC Secretariat in the procurement of goods and consultancy services;
- Performs other task as maybe assigned by the NPCO Procurement Unit Head and Alternate Unit Head.

V. Expected Outputs

The provision of technical support to the Procurement Unit of PRDP at all levels is expected to generate the following output:

- Support the increase over-all disbursement of PRDP by end of the year;
- Enhanced Annual Procurement Plan for Project Wide;
- Ensure that all procurement activities under PRDP will be in accordance with the WB Harmonized Procurement Guidelines;
- Increase successful Procurement of Consultancy, Goods and Services

VI. Qualifications Requirements

- He/she has least two (2) year experience in the procurement especially in Consultancy, Goods and Services.
- He/she has attended at One (1) Procurement training.
- At least a bachelor's graduate of any (4) year course;

VII. 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.

APPROVED BY:

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