

**Terms of Reference
for the
PROJECT DEVELOPMENT ASSOCIATE**

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 Project Development Associate, 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 Project Development Associate (PDA) shall oversee the overall administrative, document control and technical support to the Procurement Unit. The PDA's overall function covers administrative and technical support to the Procurement Unit.

IV. Job Specifications

- Provide assistance to PRDP NPCO SBAC Secretariat and SBAC Technical Working Group (TWG);
- Act as SBAC Secretariat that provides administrative works, maintains schedule of activities, travel schedules, prepares travel orders, liquidation of cash advances
- Assist 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
- Assists the Unit in the proper filing of procurement documents
- Assists the Unit in programs/trainings facilitation
- 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.
- 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

- Preferably with six (6) months of successful and verifiable experience in a government procurement environment.
- At 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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