

**Terms of Reference  
for the  
PROCUREMENT OFFICER  
(Business Enterprise)**

**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 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 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. S/he will continuously interact and conduct field travels and ensure that procurement activities are in accordance with the World Bank (WB) Procurement guidelines and procedures.

**IV. Job Specifications**

- Coordinate, assist and provided technical assistance to PSOs, RPCOs and LGUs re: Compliance to WB Guidelines and harmonized Bidding Documents;
- Assist in the conduct procurement trainings and coaching to PSOs, RFUs, LGUs and I-REAP PG Proponents
- Assist in the review and audit of technical requirements for NPCO Technical NOLs by mini technical review mission to review the subproject technical

- procurement documents;
- Attend in the pre-bid conferences and bid openings at the LGU level and ensure the conduct of the said activities are in accordance to the WB procurement guidelines and procedures;
- Assist in the review and endorse subproject documents for submission to World Bank for issuance of NOL for subprojects within their threshold.
- Assist in the review and enhancement of the Procurement Bidding Documents for I-BUILD and I-REAP SPs in accordance to the WB Guidelines and August 2016 Harmonized PBD.
- Assist in the preparation of Bid Evaluation Reports and Awards Recommendation

#### **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 I-BUILD and I-REAP SPs by end of the year.
- Enhanced manuals and PBDs issued NOL by WB.
- Majority of LGUs trained and oriented regarding the WB Harmonized Procurement Guidelines;
- Ensure that all procurement activities under PRDP will be in accordance with the WB Harmonized Procurement Guidelines;

#### **VI. Qualifications Requirements**

- He/she has least two (2) year experience in the procurement.
- He/she has attended at least three (3) Procurement training.
- Bachelor's Degree in any 4 years 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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