

**Terms of Reference
for the
PROCUREMENT SPECIALIST**

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 Specialist, 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 Specialist is expected to provide expert input 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

- Render advice and opinions on matters elevated to the Procurement concerning legal matters.

- Take final action on variety of routine matters in accordance with law, executive orders, rules and regulations or established policies or precedents.
- Recommend appropriate strategies or plan of action on difficult/complicated problems where no policy or precedent has been established and various matters related to the functions of Procurement.
- Review work in conformity with established policies, precedent and regulations.
- Review of relevant legal and constitutional mandates relevant to procurement.
- Prepare correspondences in response to received complaints from bidders, LGUs and the public.

V. Expected Outputs

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

- Ensure that all the procurement activities are in just and correct;
- Ensure that all procurement activities under PRDP will be in accordance with the WB Harmonized Procurement Guidelines;
- Compliance to the 2010 Philippine Bidding Documents and its Harmonized Procurement Guidelines;

VI. Qualifications Requirements

- He/she has least two (2) years experience in the procurement.
- He/she has attended at least three (3) Procurement training.
- More than three (3) years of experience in governance policies and law practice;
- Duly licensed lawyer
- With relevant professional experience preferably in development projects, policy and governance

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:

ENGR. ARNEL V. DE MESA

Deputy Project Director – PRDP NPCO

