



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Philippine Rural Development Project
Regional Project Coordination Office 6

TERMS OF REFERENCE (TOR)

FOR

PROCUREMENT SPECIALIST

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The Procurement Specialist will report directly to the Procurement Unit Head. He/she shall provide expertise in the administrative and technical support to the daily activities and proper functioning of the Procurement Unit in relation to undertaking of various procurements (works, goods & consulting activities) under PRDP.

JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:

1. Coordinates and assists the LGUs participating throughout the RPCO 6 regarding compliance to harmonized bidding documents being used by the program components;
2. Attends pre-bid conferences and bid opening for the procurement of sub-projects;
3. Acts as Resource Person in the procurement trainings;
4. Attends submission of bids and bid opening of consultancy, technical assistance and goods at the RPCO 6 level;
5. Facilitates and assists in the procurement activities i.e. procuring of goods and consulting services of the RPCO 6;
6. Checks completeness and ensures responsiveness of requirements of procurement activities i.e. procuring of goods and consulting services are in accordance to the procurement guidelines;
7. Assists in the preparation of the Procurement Plan and other reports in relation to procurement;
8. Assists in the preparation of Bid Evaluation Review Reports;
9. Reviews Philippine Bidding Documents as prepared by the LGUs;
10. Conducts/Facilitates the training and orientation of LGUs regarding the WB Harmonized Procurement guidelines;
11. Ensures that all procurement activities under PRDP will be in accordance with the WB Harmonized Procurement guidelines; and
12. Performs other tasks as may be required by Unit Head, Project / Deputy Project Director.

REQUIRED QUALIFICATIONS

A. Education:

A licensed Civil or Agricultural Engineer.

B. Experience/ Skills:

1. Minimum of two (2) years relevant experience in Procurement of works, goods or consulting services or other similar/related works;
2. Must be computer literate with knowledge in Microsoft Office (i.e. excel, word..);
3. Skilled in both oral and written communications;
4. With strong leadership and management skills;
5. Strong interpersonal and teamwork skills;
6. Willing to conduct field works.

RECOMMENDING APPROVAL

MANUEL O. OLANDAY
RPCO 6 Deputy Project Director &
Regional Technical Director

APPROVED:

REMELYN R. RECOTER, MNSA. CESO III
Regional Executive Director & PSO-Visayas
Project Director