



Republic of the Philippines  
Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
National Project Coordination Office  
4<sup>th</sup> Floor, DA New Building, Elliptical Road, Diliman  
Quezon City 1100, Philippines

## TERMS OF REFERENCE (TOR)

### **ASSOCIATE PROCUREMENT OFFICER REGIONAL PROJECT COORDINATION OFFICE (RPCO)**

#### **BACKGROUND**

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development (IBRD or the "Bank"), specifically under Loan Agreement for IBRD Loan No. 8421-PH dated September 8, 2014 in an amount equivalent to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND UNITED STATES DOLLARS (US\$501,250,000) for the purpose of part-financing the Philippine Rural Development Project (PRDP), and another loan from the same Bank in the amount of ONE HUNDRED AND SEVENTY MILLION UNITED STATES DOLLARS (\$170,000,000), under Loan Agreement for IBRD Loan No. 8816-PH dated March 2, 2018, for the purpose of providing additional financing to scale up the original Project.

The development objective of the Project is to increase rural incomes and enhance farm and fishery productivity in targeted areas in all the 16 regions of the country. It is envisaged to promote more inclusive rural development by supporting smallholders and fisher-folk to increase their marketable surpluses, and by improving access to markets. The PRDP would also support reforms in the planning, resource programming and implementation practices of the DA. It will facilitate the integration and financing of priority local investments derived from the DA's agricultural and fisheries modernization plans which have been developed using a value chain approach, and through a consultative process with local stakeholders. The Project will be implemented over a period of six years (2014 to 2020).

Specific investments and interventions are implemented under four (4) central components of the Project enumerated and briefly described as follows:

**Component 1: Local and National Levels Planning (I-PLAN).** This component supports the implementation and mainstreaming of the DA's AFMP planning framework, thereby providing an operational platform for integrated technical support service delivery at the local and national levels. At the regional and local levels, regional AFMPs are being developed taking into account spatial and value chain analysis and using tools for vulnerability and suitability assessment, participatory resource analysis. The local AFMPs shall build on the success of local governments in the implementation of their own development plans.

**Component 2: Infrastructure Development (I-BUILD).** A network of strategic rural infrastructure is being established, linking priority value chains in targeted Project areas that are identified through the regional AFMPs. By the end of the Project, the component will be able to establish an improved access to strategic and climate-resilient rural infrastructure and facilities that primarily benefit target beneficiaries. These rural infrastructures include farm-to-market roads (FMRs), bridges, communal irrigation systems (CIS), potable water systems (PWS), production and post-production facilities and other infrastructure such as fish landings, fish sanctuary/Protected Area guardhouses, among others.

**Component 3: Enterprise Development (I-REAP).** This aims to strengthen and develop viable rural agro- industries through investments in the appropriate segments of efficient value chains of key agricultural and fishery products in targeted Project areas. Specifically, I-REAP is designed to: (i) increase productivity and marketability of agriculture and fishery products through increased access to information and support services; and (ii) increase farm and fishery household incomes through engagement in value-adding activities.

**Component 4: Project Implementation Support (I-SUPPORT).** Providing overall operational support to the implementation is the I-SUPPORT component that ensures efficient and effective delivery of the Project transactions in terms of financial management, procurement, monitoring & evaluation, geotagging, social and environmental safeguards and grievance redress mechanism. It leads in the introduction of innovations and reforms towards more effective and efficient administrative support system in Project implementation, mainly working through the existing DA bureaucracy. At the national level, the National Project Coordination Office (NPCO) is established at the DA Central Office to steer the overall implementation of the Project. Four (4) Project Support Offices (PSOs) have been established to support the implementation in the main islands of the country (2 in Luzon, 1 in Visayas and 1 in Mindanao). A Regional Project Coordination Office (RPCO) is formed and functioning in each Regional Office of the DA to focus on the implementation of the Project in the region.

#### **SCOPE OF THE ASSIGNMENT**

The Associate Procurement Officer shall report directly to the Procurement Unit Head. He/She will also work in close coordination with I-BUILD, I-REAP and I-PLAN components and other units to provide technical assistance to the PRDP Procurement Guidelines and Procedures.

#### **DUTIES AND RESPONSIBILITIES**

1. Monitor the updates of procurement activities in the MIS for subprojects under procurement;
2. Prepare communications to PSO relative to procurement matters such as follow up letters, transmittal letters, etc.
3. Assist in the preparation of communications to PSOs relative to procurement matters of the Region;
4. Assist in the monitoring of procurement activities;
5. Act as Secretariat to the SBAC PRDP:
  - Advertising and/ or posting of opportunities including bidding documents and notices of award in PhilGEPS and daprdp.net;
  - Assist in drafting of BAC Resolutions, Notice of Awards, Contracts, Notice to Proceed and other procurement documents for Consulting Services;
  - Prepare minutes of the meeting;
  - Maintain appropriated records to ensure that procurement process, decision and contractual agreement are accurately documented for accountability and audit purpose;
  - Route, monitor and track all documents related to procurement.
6. Performs other functions as may be directed by the RPCO Project Director.

## EXPECTED DELIVERABLES AND OUTPUTS

Timely provision of goods, works and consulting services in support to project implementation in accordance with the WB Harmonized Procurement Guidelines;

## REQUIRED EDUCATION AND QUALIFICATION

### A. Education and Relevant Experiences:

- Bachelor's Degree BS or BA in Engineering, Law or related course or equivalent work experience;
- At least 2 years experience in Procurement of works, goods, non-consulting services and consulting services in a governmental or similar institutional agency under foreign assisted projects;
- Knowledgeable in World Bank Procurement Guidelines and R.A. 9184.


### B. Knowledge, Competencies and Skills:

- Computer literacy, knowledge in Microsoft Excel and Word;
- Excellent writing skills; and
- Strong interpersonal and teamwork skills.

PREPARED BY:

  
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APPROVED BY:

  
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Undersecretary for Operations  
And PRDP National Project Director *h*