



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

TERMS OF REFERENCE (TOR)
PROCUREMENT OFFICER
PROJECT SUPPORT OFFICE (PSO)

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 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 Dollars (US\$170,000,000), under Loan Agreement for IBRD Loan No. 8816-PH dated March 2, 2018 and under the Loan Agreement for IBRD Loan No. 9271-PH dated September 9, 2021 for the Second Additional Financing (AF2) in the amount of Two Hundred Eight Million Dollars (US\$280,000,000.00) 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 Procurement Officer shall report directly to the Procurement Unit Head. He/She will also work in close coordination with I-REAP and other components and other units to provide technical assistance to the PRDP Procurement Guidelines and Procedures.

The Procurement Officer shall provide his/her expertise in undertaking various procurement under PRDP for goods, works and consulting services.

DUTIES AND RESPONSIBILITIES

1. Preparation of the consolidated procurement plan of the Cluster, including supporting documentation, if any, submitted by RPCOs for IREAP Sub-Projects, including PSO requirements;
2. Provide technical assistance to RPCOs in all areas of procurement to ensure that the procurement conditions defined in the Loan Agreement and guidelines are complied with:
 - Trainings requested by RPCOs and Proponent Groups for IREAP;
 - Provide technical assistance and guidance to RPCOs in improving strategies to help the Proponent Group in their procurement activities;
 - Attendance to procurement activities like pre-procurement, pre-bid conference and bid openings of RPCOs;
 - Monitor procurement notices advertisement and postings on PhilGEPS, World Bank STEP, and PRDP website; and
 - Monitor procurement activities of Proponent Groups per assigned RPCOs.
3. Check completeness and responsiveness of requirements of requests for no objection letters (NOLs) and endorsement:
 - Assist in the review procurement related documents (procurement plans, bidding documents, RFQs) for request for NOL 1 under PSO threshold for proposed subprojects and endorsement to Procurement Unit Head;
 - Review and provide recommendation on the submitted Bid Proposals, RPCO's Bid Evaluation Report and RPCO's Bid Evaluation Review Report for the issuance of NOL 2 or NOL for Rebidding;
 - Draft NOL 2 and endorse to Procurement Unit Head for review.
4. As necessary, attend joint procurement reviews with RPCOs and recommend appropriate measures based on the findings;

5. Conduct bi-annual post procurement reviews for contracts under the threshold of the concerned Cluster and submit findings and recommendation to Procurement Unit Head;
6. Conduct post procurement reviews for the internal procurement of concerned RPCOs;
7. Attends PSO - RPCO procurement coordination meeting procurement unit and leads in the discussion;
8. Attendance to NPCO coordination meetings, seminars and workshops;
9. Submission of NPCO required documents, especially in the conduct of WB supervision missions;
10. Perform other task assigned by Procurement Unit Head, DPD and Project Director and NPCO procurement unit instructions;

EXPECTED DELIVERABLES AND OUTPUTS

- Compliance to the Philippine Bidding Documents 5th Edition approved by the WB for PRDP;
- Timely and efficient preparation of the Bid Evaluation Reports;
- Ensure that all procurement activities under PRDP will be in accordance with the WB Harmonized Procurement Guidelines;
- Updated monitoring of procurement packages of IREAP subprojects within the assigned regions; and
- Minimize cases of rebidding.

REQUIRED EDUCATION AND QUALIFICATIONS

C. Education and Relevant Experiences:

- Bachelor's Degree in relevant to the job preferably Business, Economics, Engineering or equivalent work experience;
- At least 3 year-experience in Procurement of works, goods, non-consulting services and consulting services in a governmental or similar institutional agency under foreign assisted projects or private institution/firm handling government procurement activities;
- Knowledgeable in World Bank Procurement Guidelines and/or R.A. 9184.

D. Knowledge, Competencies and Skills:

- Excellent writing skills;
- Strong leadership and management skills;
- Strong interpersonal and teamwork skills;
- Strong inter-organizational management skills in working with various organizations, NGOs, POs, Government LGUs, private sectors, etc.; and
- Willingness to conduct field travels.

PREPARED BY:

ATTY. ABRAHAM P. GUIAO
Procurement Unit Head

APPROVED BY:

ENGR. ARIEL T. CAYANAN
Undersecretary for Operations and
PRDP National Project Director

APPROVED BY:

DIR. SHANDY M. HUBILLA, CESO IV, EnP
PRDP National Deputy Project Director