

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**One(1) PROJECT DEVELOPMENT ASSOCIATE-(Procurement)**

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP)' and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of **ONE (1) PROJECT DEVELOPMENT ASSOCIATE.**

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (ISUPPORT).

**Scope of Work:**

The Program Development Associate (PDA) – Procurement shall provide his/her expertise in undertakings of various procurement under PRDP (works, goods & consulting services) for the successful milestone of the Project. He/She will be stationed in the Regional Project Coordinating Office, DA-RFO13, Capitol Site, Butuan City.

Specifically, the task of the Project Development Associate shall include but not limited to the following:

- Shall assist in the review of the Philippine Bidding Documents (PBDs) and recommend to Procurement Unit Head to provide clearance for the issuance of No Objection Letter 1 (NOL1);
- Shall manage the PRDP PhilGEPs Account and shall be responsible for the uploading of all the procurement requirement for PhilGEPs posting;
- Shall establish and maintain proper documents archive of procurement-related documents including NOL1, NOL2, PSO letters and Incoming & Outgoing communication and documents;
- Shall monitor the incoming and outgoing of BERs and shall regularly notify the Procurement Unit Head on the aging of the received documents for prompt actions;
- Shall assist in the preparation of materials/documents to be transmitted to the PSO Mindanao;
- Shall facilitate the preparation of materials, documents, and venue arrangements for the conduct of the Procurement Trainings;

- Shall assist in the management of data base through data and documents collections from LGUs; and,
- Perform other related functions as may be assigned by the DA RPCO Procurement Unit Head.

**Expected Outputs:**

The DA PRDP RPCO XIII Procurement PDA is expected to generate the following output:

- Compliance to the 2010 Philippine Bidding Documents and its Harmonized Procurement Guidelines
- Proper PhilGEPS posting and keeps the records of PhilGEPS Receipts;
- Maintains Proper Recording System;
- Deliver the targeted outputs in support to the Program Components' Procurement Requirements.

**Qualifications:**

- Graduate of any four (4) year course;
- At least one (1) year experience in Procurement of works, goods, or consulting services
- At least with Procurement training in works, goods, or consulting services

**In addition, the applicant should have:**

- Computer literacy, knowledge and proficiency in Microsoft Excel and Word;
- Knowledge on file management and organization;
- Team player;
- Works with initiative and less supervision; and,
- Willingness to conduct field travels.

**Reporting Responsibilities:**

The PDA-Procurement will be directly reporting to the DA PRDP RPCO XIII -Procurement Unit Head.

Only applications received on or before January 30, 2015 at 05:00PM will be considered. Shortlisted applicants will be contacted for the schedule of written examination and interview.

Please submit Application letter with 2x2 picture, Comprehensive CV, and Certificate of Previous Employment, Certified True Copy of School Transcript of Records and other credentials to the address below or email to [prdp.proc13@gmail.com](mailto:prdp.proc13@gmail.com). Kindly indicate the position that the applicants are applying for as the subject.

**EDNA M. MABEZA, Ph.D.**

Acting Director IV

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