

TERMS OF REFERENCE

JOB TITLE	:	One (1) Program Development Associate
OFFICIAL STATION	:	RPCO 10, Cagayan de Oro City
Reporting Responsibility	:	Shall report directly to the PRDP RPCO 10 Procurement Head
JOB TYPE	:	Consultancy
NATUER OF JOB	:	Office and Fieldwork
MONTHLY SALARY	:	Php 25,000.00

Background:

The Government of the Philippines (GOP) has obtained a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED MILLION DOLLARS_ (US\$500,000,000) for the purpose of financing the 'Philippine Rural Development Program (PRDP) ' to support the Government's effort to reduce poverty among the rural communities in the country.

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 (I-SUPPORT).

Job Description

Reporting directly to the RPCO Procurement Head, the PDA shall oversee the provision of necessary technical support to ensure the effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned component/unit. The PDA shall ensure that necessary technical specifications and requirements of the concerned component/unit were met.

Duties and Responsibilities:

- Assist in the review of the Philippine Bidding Documents (PBDs) for the issuance of No Objection Letter 1 (NOL1);
- Establish and maintain proper documents archive of procurement-related documents including NOL1, NOL2, WB letters and Incoming & Outgoing communication and documents;
- Monitor the incoming and outgoing of BERs and regularly notify the Procurement Unit Head on the aging of the received documents for prompt actions;
- Assist in the preparation of materials/documents to be transmitted to the World Bank and DA PRDP NPCO& DA PRDP RPCO;
- Facilitate the preparation of materials, documents, and venue arrangements for the conduct of the Procurement Trainings;
- 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 Procurement PDAis expected to generate the following output:

- Bidding documents preliminary reviewed
- Documents archive established and maintained
- BERs monitored and status report submitted
- Documents prepared for submission to PRDP-PSO Mindanao
- Trainings facilitated
- Database managed (data and documents collection) related to PRDP Procurement

Qualifications:

- Graduate of any four (4) year course;

Experience

- Two (2) year experience in Procurement of works, goods, or consulting services

Knowledge/Skills/Abilities:

- Computer literate, proficient in Microsoft Excel, Word and Powerpoint;
- With 40 hours relevant trainings
- Familiarity with foreign-assisted projects like PRDP and/or rural development projects.
- Proven skills (Leadership, awards and citations)