

## Terms of Reference

### SENIOR PROCUREMENT SPECIALIST (SPLIT-REF-016-A)

Name of Project: Support to Parcelization of Lands for Individual Titling (SPLIT) Project  
Project Duration: October 2023 – October 2024  
Implementing Agency: Department of Agrarian Reform (DAR)

#### 1. Procurement Summary

1.1 Component:	Project Management
1.2 Related Major Activity:	Procurement
1.3 Fund Source:	Loan Proceeds
1.4 Contract Duration:	12 months
1.5 Supervisor:	National Project Manager
1.6 Procurement Unit:	CPMO

#### 2. Rationale / Background

The **Support to Parcelization of Lands for Individual Titling (SPLIT)** is a development Project of the Department of Agrarian Reform (DAR) with the World Bank which aims to improve land tenure security and stabilize property rights of agrarian reform beneficiaries (ARBs) in their CARP-awarded lands through accelerated subdivision of collective CLOAs and generation of individual titles.

Project SPLIT will reinforce the desire of DAR to accelerate its current CCLOA parcelization program by increasing efficiencies through the introduction of digital technology in the parcelization process, streamlining workflows and processes, enhancing stakeholder engagement, building capabilities of project implementers, and improving competencies on project management and supervision.

In support to achieving the Project objectives, the DAR will ensure that project-based procurement management is in place and functional. Accordingly, the Project seeks to engage the services of a **Senior Procurement Specialist (Sr. PS)** throughout the project cycle.

The Senior Procurement Specialist (Sr. PS) will directly report to the SPLIT National Project Manager (NPM) and responsible for the planning, strategizing, evaluation, and proper documentation of all the procurement activities under the Project in accordance with World Bank (WB) Procurement Regulations and RA 9184 Implementing Rules and Regulations (IRR).

#### 3. Scope of Services

***Specific tasks and responsibilities include, but not restricted to the following:***

1. Assist the NPM in ensuring procurement of goods, non-consulting services and consulting services in accordance with the WB approved Procurement Plan, WB Procurement Regulations and STEP process;
2. Review and ensure the correctness of consolidated procurement plans prepared by the central/regional/provincial PMOs and implementing agencies

and prepare the Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) for the Project;

3. Review and update the Project Procurement Strategy for Development (PPSD) and the Procurement Section of the Project Operations Manual to ensure their consistency and conformance to the World Bank Procurement Regulations;
4. Provide technical assistance to CPMO-SBAC in procurement process, including attending and providing guidance and support in pre bid conferences, bid opening etc. Monitor implementation of the procurement activities in accordance with the Procurement Manual and timelines agreed in the Procurement Plan in STEP and update the APP, as necessary;
5. Conduct training and orientation, in coordination with the Capacity Building and Technical Assistance group, capacity building or on-the-job training for procurement staff of DAR to make them familiar and knowledgeable on the WB Procurement Regulations;
6. Provide support and guidance in preparation of Procurement or Bidding Documents, minutes of meetings and clarifications, bid evaluation reports, etc. and promptly uploading them in STEP as soon as specific milestones in the Procurement Plan are met, regardless if a procurement activity is designated as a Bank prior review or post review contract;
7. Report progress of procurement activities on monthly, quarterly, semestral and annual basis;
8. Prepare consolidated Procurement Reports for submission to the National Project Coordinator;
9. Provide technical support and advise in the planning and implementation of procurement activities in the central, regional, and provincial PMOs;
10. Supervise and guide the two (2) Procurement Specialists prepare the procurement training plan and assist DAR to conduct the procurement training for the assigned regional/provincial procurement officers;
11. Finalize the assessment report of the procurement readiness of the knowledge and capacity at the regional/provincial levels including the action and monitoring plan;
12. Assist in coordinating with the Bank, oversight agencies and implementing agencies relative to the procurement of SPLIT sub-projects;
13. Undertake periodic visits and monitoring and auditing of activities on procurement at the regional and provincial PMOs and submit the quarterly monitoring report;
14. Prepare response on the COA Audit Observation Memorandum regarding SPLIT procurements; and
15. Perform other tasks that may be required, from time to time.

#### 4. Minimum Qualification Requirements and Basis for Evaluation

##### 4.1. Educational Qualification

- Must be a holder of Bachelor's Degree in Management or Business Studies, Finance, Engineering, Law and Procurement Management or other related field;
- Master's Degree or Certified Procurement Specialist is an advantage

##### 4.2. Work Experience

- With at least ten (10) years' work experience related to procurement, including on foreign assisted projects;
- Involvement in at least two projects, funded by an International Financial Institution, as a Procurement Specialist/officer, experience on World Bank financed projects would be an advantage;
- Knowledge and background on government procurement policies, guidelines and processes; and

Reviewed by:



**ENGR. MA. CRISTINA C. DAGDAG**  
Chief Administrative Officer  
Project Level Administrative Lead Coordinator

Recommending Approval:



**Atty. MARJORIE P. AYSON**  
Assistant Secretary for Field Operations Office (FOO)  
and concurrent National Project Director, SPLIT Project

Approved by:



**JESRY T. PALMARES**  
Undersecretary for Foreign-assisted and Special Projects Office  
and Project Implementation Officer, FAPs  
per D.O. 664, Series of 2023