

Terms of Reference

PROCUREMENT SPECIALIST A (SPLIT-REF-054-A)

Name of Project: Support to Parcelization of Lands for Individual Titling (SPLIT) Project
Contract 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:	Senior Procurement Specialist/Director, Administrative Service
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 system is in place and functional. Accordingly, the Project seeks to engage the services of a **Procurement Specialist** throughout the project cycle.

The **Procurement Specialist** will directly report to the Senior Procurement Specialist (Sr. PS)/Director, Administrative Service and shall assist in 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 the following:

1. Assist the Sr. PS 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. Assist in the 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. Assist in reviewing and updating the Project Procurement Strategy for Development (PPSD) and the Procurement Section of the Project Operations Manual to ensure their consistency and conformance to the WB Procurement Regulations as well as the Government Procurement Regulations, Republic Act (R.A.) No. 9184;
4. Assist in monitoring the 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. In coordination with the Capacity Building and Technical Assistance Coordinator, assist in the conduct of training and orientation, capacity building or on-the-job training of procurement staff of DAR to make them familiar and knowledgeable on the WB Procurement Regulations;
6. Prepare Procurement or Bidding Documents and promptly upload 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. Prepare report on progress of procurement activities on monthly, quarterly, semestral and annual basis;
8. Render support and advise in the planning and implementation of procurement activities at the central, regional, and provincial PMOs;
9. Prepare the procurement training plan and assist DAR to conduct the procurement training for the assigned regional/provincial procurement officers;
10. Assess the procurement readiness of the knowledge and capacity at the regional/provincial levels and prepare the assessment report including the action and monitoring plan;
11. Assist in coordinating with the Bank, oversight agencies and implementing agencies relative to the procurement of SPLIT sub-projects;
12. Prepare response on the COA Audit Observation Memorandum regarding SPLIT procurements;
13. Conduct field visit and monitoring of activities on procurement at the regional and provincial PMOs; and
14. Perform other tasks that may be required from time to time.

4. Minimum Qualification Requirements and Basis for Evaluation

- Must be a holder of Bachelor's Degree in Management or Business Studies, Finance, Engineering, Procurement Management or other related field.
- With at least three (5) years' work experience preferably related to procurement on Foreign Assisted funded projects;
- Involvement in at least two (2) projects, funded by an International Financial Institution, as a Procurement Specialist/Officer; and
- At least one (1) year experience in government procurement policies, guidelines and processes.

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 S.O. 664, Series of 2023