

Philippine Institute for Development Studies

**TERMS OF REFERENCE FOR CONSULTANT FOR LEGAL,
RESEARCH AND ADMINISTRATIVE MATTERS**

1. Perform technical and specialized functions related to PIDS legal, research and administrative concerns which include, but not limited to the following:
 - a. Provide legal advice when consulted by PIDS officials and officially created bodies (i.e. Bids and Awards Committees) on matters concerning their discharge of mandated functions;
 - b. Sit in contract negotiation proceedings with other agencies or instrumentalities for and in behalf of PIDS, if necessary;
 - c. Review and/or cause the preparation of legal documents required by PIDS. However, opinions on important issues affecting PIDS shall be submitted to the OGCC for its corresponding review and confirmation;
 - d. Review the research contracts and projects and other PIDS contracts for legal consistency;
 - e. Draft and/or assist in the drafting or review of draft legislation or executive issuances proposed by the Institute resulting from research activities;
 - f. Undertake special legal research and monitoring of legislation;
 - g. Provide legal advice to the Board of Trustees, if necessary;
 - h. Draft or assist in the drafting of response to the COA notices of disallowance, memoranda, etc. for legal consistency;
 - i. Draft or assist in the drafting and review of official communications for legal consistency, including the legal interpretation of laws affecting PIDS operations.
 - j. Report at the PIDS office once a week, four (4) hours a day, if necessary; and
 - k. Perform other legal functions as may be assigned from time to time.
2. Make available to PIDS his services for legal advice/guidance through telephone, electronic mail or off-site meetings.
3. Only when necessary and whenever by force of law the Office of the Government Corporate Counsel (OGCC) can no longer handle, represent for and in behalf of PIDS, any of its officials and employees in court hearings, preparation of pleadings in cases/litigations where the official's performance of duties is being questioned by any individual or party or entity.
4. Act as the legal adviser of the President and/or other PIDS officials on urgent legal and administrative matters so as not to hinder the efficiency of delivery of services to its clientele;
5. At all times, work for and in the best interest of the PIDS;
6. Report directly to the PIDS President or, on some specific matters or occasions, to any of its duly designated official, all matters related to the discharge of his consultancy duties.

For further information, please refer to:

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