

Philippine Institute for Development Studies

TERMS OF REFERENCE

Technical Assistance for PIDS Publications

I. BACKGROUND AND RATIONALE

The Publication and Circulation Division of the Research Information Department is in need of a contractor to provide technical assistance especially in the editing, layouting and proofreading of PIDS outputs for publications.

The Institute deems it necessary to engage the services of a technical assistant to ensure the effective, efficient and timely operation of the said division.

II. SCOPE OF WORK

The contractor shall perform the following tasks:

1. Edits manuscripts of PIDS studies and reports;
2. Performs proofreading, entering of corrections on galley proof and preparation of camera-ready materials for submission to the printer;
3. Writes press releases for the media and PIDS website as well as articles for the *Development Research News* and *Economic Issue of the Day* based on the highlights of PIDS for a, and the main findings and policy recommendations of PIDS studies;
4. Performs layouting of PIDS publications;
5. Prepares abstracts and blurbs of the Institute's publications;
6. Coordinates with in-house and external editors, writers, layout artists and printing press companies in the production of PIDS publications;
7. Assists in updating the PIDS social media accounts (Facebook and Twitter); and
8. Performs other tasks that may be assigned from time to time.

III. REQUIRED QUALIFICATIONS

- Master's degree preferably in Development Communication, Communication, or Journalism, with strong writing and editing skills.
- Four years of relevant experience particularly in the production of publications.
- Excellent communication skills

IV. DELIVERABLES and SCHEDULE OF PAYMENT RELEASES

The Contractor is expected to submit a monthly accomplishment report on or before 25th day of every month, with acceptance and approval of the Institute.

V. CONTRACT DURATION AND PLACE OF ASSIGNMENT

The contract duration will be for 12 months.

VI. PROJECT COST AND DELIVERABLES

The estimated cost for this service is **P636,000.00 per annum** (P53,000.00/month).

VII. OTHERS

- PIDS will provide office space, internet connection, and other administrative services needed by the contractor to perform his/her tasks, subject to the availability of the same and the usual accounting and auditing rules and regulations.
- There shall be no employer-employee relationship between PIDS and the contractor.

Interested proponents must submit the following documents:

- a. Curriculum Vitae (for individual consultants) or Company Profile (for firms);
- b. Technical and Financial proposals;
- c. PhilGEPS registration number;
- d. Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184 IRR;
- e. DTI/SEC/CDA registration, and Mayor's Permit (for consultancy firms); and
- f. Audited financial statements for the immediately preceding calendar year stamped "received" by BIR or its duly authorized/accredited institutions (for consultancy firms); and
- g. Income/Business Tax Return; and
- h. Filled-up accreditation form/registration form, which includes information on completed contracts and all on-going government and project contracts, including contracts awarded but not yet started.

The Institute shall adopt the Quality-Based Evaluation Procedure in the selection of consultants.

The Consultant with the highest rated bid, after a successful negotiation (if applicable), shall be required to submit a BIR Certificate of Registration prior to the issuance of Notice of Award.

For further information, please refer to:

Sharold Magallones
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