

# NOTICE OF CONTRACT OF SERVICE VACANCY

January 15, 2024

Position	:	<b>One (1) Project Senior Technical Specialist</b>
Contract Duration	:	<b>Five (5) Months</b>
Salary	:	<b>PHP 85,813.00 per month</b>
Project	:	<b>Research for Second Congressional Commission on Education - Higher Education Subcommittee</b>

## Qualifications:

- Education - Master's Degree in economics, education, public administration, development studies, management or any related fields
- Training – 16 hours of relevant training in items related to the scope of work
- Experience – At least 5 years of professional experience in education, research, and public policy

## Scope of Work:

Under the guidance and technical oversight of a PIDS Research Fellow who serves as Project Director, the Project Senior Technical Specialist is expected to work with the Project Team and undertake the following tasks/activities:

1. Assist in supervising the implementation of the EDCOM 2 research projects for the assigned committee;
2. Conduct review of related literature on the performance of the Philippine Higher Education sector;
3. Direct and lead in the data cleaning and processing of the datasets for the EDCOM 2 research projects and coordinate with the Data Manager on the collection and compilation of datasets, including its data quality assurance;
4. Analyze datasets and produce descriptive and inferential analyses on the processed EDCOM 2 datasets;
5. Prepare the guide questions for key-informant interviews and/or focus group discussions and conduct the same as necessary;
6. Conduct primary data collection such as focus group discussions and keyinformant interviews as necessary;
7. Process and analyze the qualitative information collected from the key informant interview sessions and focus group discussions as necessary;
8. Contribute to the reports and other deliverables for EDCOM 2 research project;
9. Participate in the presentation of research results to clients;
10. Perform such other professional, highly technical, and confidential duties and responsibilities as the Research Fellow may assign from time to time.

**Requirements:**

1. Application letter addressed to PIDS President;
2. Curriculum Vitae;
3. Transcript of Records;
4. Properly accomplished and notarized Personal Data Sheet (CS Form 212, Revised 2017) with Work Experience Sheet;
5. Certificate of previous employment, if any; and
6. Training Certificates.

Interested and qualified applicants may submit their requirements thru email at [recruitment@pids.gov.ph](mailto:recruitment@pids.gov.ph). Incomplete documents will not be processed. Specific details related to this Contract of Service will be discussed during the interview.

**Deadline : January 22, 2024**

**Philippine Institute for Development Studies**

**TERMS OF REFERENCE**

**PROJECT SENIOR TECHNICAL SPECIALIST**

**(Contract of Service)**

**For**

**Research for Second Congressional Commission on Education  
Higher Education Subcommittee**

**1. Background and Rationale**

The Philippine Institute for Development Studies (PIDS) will conduct research needed by the Second Congressional Commission on Education (EDCOM 2).

Section 4 of the Act states that EDCOM 2 is created "to undertake a comprehensive national assessment and evaluation of the performance of the Philippine education sector for the purpose of recommending transformative, concrete and targeted reforms in the sector with the end in view of making the Philippines globally competitive in both education and labor markets." In addition, the Act states that national assessment and evaluation will include the following:

1. review of the observance of the mandates of the laws that created the three education sub-sectors, namely the Department of Education (DepEd), the Commission on Higher Education (CHED), and the Technical Education and Skills Development Authority (TESDA);
2. determination of factors that have contributed to the continuing failure in learner performance on identified subject areas to meet the desired international and local standards;
3. recommendations comprising of specific, targeted and time-bound solutions to enable the education sub-sectors to improve performance vis-à-vis measurable indicators and deliver accessible, inclusive and quality education that is at par with world standards;
4. identification of best practices of various national and international educational institutions that can be adopted across the entire education system;
5. proposal for a monitoring and evaluation plan to ensure the timely achievement of set targets;
6. determination of the role of local government units in the delivery of basic education services; and
7. additional legislation to further the objectives of this Act.

As stated in the EDCOM II Act:

*"The Philippine Institute for Development Studies (PIDS) shall serve as the research arm of the Commission. During the course of the Commission's existence, it shall produce data-based research and provide analysis to contribute to the formulation of education policy recommendations."*

## 2. Objectives

In order to address the learning crisis reflected by the Philippines' dismal performance in international assessments and aggravated by external factors such as the COVID-19 pandemic, the PIDS studies for EDCOM 2 will be conducted to gather literature and data, perform data analysis, and present evidence-based research from which a strengthened policy can be drawn to address the identified learning gaps and losses, and to achieve the objectives set by the Commission.

*Objectives of the engagement:*

- To assist the Principal Investigator/Project Director in the conduct of the study from inception to presentation to stakeholders in various fora
- To provide expert-level inputs for the duration of the study
- To ensure achievement of study's goals and objectives

### 1. Scope of Work, Deliverables, and Schedule of Payment Releases

*Under the guidance and technical oversight of a PIDS Research Fellow who serves as Project Director, the **Project Senior Technical Specialist** is expected to work with the Project Team and undertake the following tasks/activities:<sup>1</sup>*

1. Assist in supervising the implementation of the EDCOM 2 research projects for the assigned committee;
2. Conduct review of related literature on the performance of the Philippine Higher Education sector;
3. Direct and lead in the data cleaning and processing of the datasets for the EDCOM 2 research projects and coordinate with the Data Manager on the collection and compilation of datasets, including its data quality assurance;
4. Analyze datasets and produce descriptive and inferential analyses on the processed EDCOM 2 datasets;
5. Prepare the guide questions for key-informant interviews and/or focus group discussions and conduct the same as necessary;
6. Conduct primary data collection such as focus group discussions and key-informant interviews as necessary;

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<sup>1</sup> If the Contract of Service (COS) worker needs to undertake physical/face-to-face interviews and data collection, such activity is subject to relevant guidelines issued by the Inter-Agency Task Force for the Management of Emerging Infectious Diseases and the Department of Health (DOH). COS worker is expected to observe minimum health and safety protocols including physical distancing, mandatory wearing of face masks, and provision of hand sanitizers). The COS worker will also request the respondents to accomplish health declaration forms to ensure the health status of participants.

7. Process and analyze the qualitative information collected from the key informant interview sessions and focus group discussions as necessary;
8. Contribute to the reports and other deliverables for EDCOM 2 research project;
9. Participate in the presentation of research results to clients;
10. Perform such other professional, highly technical, and confidential duties and responsibilities as the Research Fellow may assign from time to time.

The Contract of Service (COS) worker will prepare the following outputs based on the schedule below:

<b>Activities and Deliverables</b>	<b>Due Dates</b>	<b>Payment Tranches</b>	<b>Amount</b>
<ul style="list-style-type: none"> <li>• Certified attendance record for the applicable period</li> <li>• Month 1 report including accomplishments for scope of work items 1-10 (showing 20% progress)</li> </ul>	Month 1	20%	PHP 85,813.00
<ul style="list-style-type: none"> <li>• Certified attendance record for the applicable period</li> <li>• Month 2 report including accomplishments for scope of work items 1-10 (showing 40% progress)</li> </ul>	Month 2	20%	PHP 85,813.00
<ul style="list-style-type: none"> <li>• Certified attendance record for the applicable period</li> <li>• Month 3 report including accomplishments for scope of work items 1-10 (showing 60% progress)</li> </ul>	Month 3	20%	PHP 85,813.00
<ul style="list-style-type: none"> <li>• Certified attendance record for the applicable period</li> <li>• Month 4 report including accomplishments for scope of work items 1-10 (showing 80% progress)</li> </ul>	Month 4	20%	PHP 85,813.00
<ul style="list-style-type: none"> <li>• Certified attendance record for the applicable period</li> <li>• Month 5 report including accomplishments for scope of work items 1-10 (showing 100% progress)</li> </ul>	Month 5	20%	PHP 85,813.00

<ul style="list-style-type: none"> <li>• Turnover of data and materials used together with a Certification indicating the turnover of data as well as the deletion of such data and that it will allow PIDS to verify if the data is complete. (showing 100% progress)</li> <li>• Approved and signed office clearance</li> </ul>			
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NOTE: Payments will be based on the acceptance and approval by PIDS of the corresponding outputs

## 2. Work Arrangement

The COS worker is required to work forty (40) hours weekly from Monday to Thursday on a flexitime arrangement where the COS worker is allowed to report to work not earlier than 7:00 AM and end not later than 7:00 PM. The COS worker must also comply with the core time at PIDS from 9:00 AM to 4:00 PM which means that reporting for work later than 9:00 AM or leaving work earlier than 4:00 PM shall be considered tardiness and undertime, respectively. They may also be required to render overtime in case of urgent work and may be entitled to time-off credits equivalent to the number of hours worked during their non-working days, which shall be certified and approved by their respective supervisor. Said time-off credits may be used by the COS worker to compensate onsite works to work-from-home schedule, which shall be agreed upon with the supervisor. The COS worker is required to report to the office twice weekly at the PIDS Office, 18F Three Cyberpod Centris – North Tower, EDSA cor. Quezon Avenue, Quezon City. Shared office space and equipment will be provided to the COS worker when reporting to the office onsite subject to availability and to be determined by AFD/ICTSD. Specific days of the week of onsite reporting and workspace are to be determined by the immediate supervisor. The said schedule of onsite reporting must be submitted to AFD upon confirmation of the start date of the COS worker. AFD will provide information on the available workspaces. Absences, tardiness and undertime incurred by COS worker shall be deducted against his/her total compensation for the applicable period.

## 3. Minimum Qualifications

Education	Master’s Degree in economics, education, public administration, development studies, management or any related fields.
Training	16 hours relevant training in items related to the scope of work
Experience	At least 5 years of professional experience in education, research, and public policy

Eligibility	None required
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#### 4. Project Duration

The engagement is for 5 months, upon the effectivity of the contract.

#### 5. Project Cost

The approved budget for this contract of service is PHP 85,813.00 per month, and the actual payment to the COS worker will be based on the actual number of work days rendered. This rate is based on the prevailing market rate appropriate to the position and duties provided above. This amount does not include travel and accommodation during fieldwork. PIDS will shoulder the cost of fieldwork (if any) while hospitalization and other COVID-related health expenses are not covered as there shall be no employer-employee relationship between PIDS and the COS worker. Further, pursuant to Section IV.3 of PIDS Special Order No. 2023-27, COS workers shall be responsible for the remittance of their mandatory contributions (i.e., SSS, Pag-IBIG, PHIC, BIR). The COS worker shall also comply with existing internal revenue regulations being implemented, including substituted receipts or non-issuance of Official Receipts (ORs), as may be applicable. Certain types of engagement for COS workers may be required to issue ORs depending on the type of engagement they applied with BIR. In addition, the COS worker shall also be responsible for registering with the BIR and submit the BIR Certificate of Registration to PIDS and submit the required forms/waivers as applicable. After the expiration of the contract, he/she shall have the responsibility to submit to BIR the necessary documents for the closure or continuation, whichever is applicable, in connection with his/her Certificate of Registration.

The budget and release of payment shall be subjected to guidelines of oversight agencies and internal guidelines of PIDS in hiring COS workers.

#### Evaluation Criteria

<b>Qualifications</b> Graduate degree in economics, education, public administration, development studies, management or any related fields.	50%
<b>Experience</b> <ul style="list-style-type: none"> <li>- At least 3 years of experience as a research analyst in relevant fields</li> <li>- At least 16 hours relevant training in items related to the scope of work</li> </ul>	25%
<b>Competencies</b> <ul style="list-style-type: none"> <li>- Advanced level core competencies: deliverability/results-oriented,</li> </ul>	25%

<ul style="list-style-type: none"> <li>- professionalism, adaptability, and communication skills</li> <li>- Intermediate leadership competencies</li> <li>- Advanced level functional competencies: dissemination, project/research implementation and management, research conceptualization, and technical writing</li> </ul>	
<b>Total</b>	100%

**Ownership of Data**

All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered by the Project Senior Technical Specialist under the project's duration shall belong and remain the exclusive property of PIDS. Said materials should be properly documented and turned over to the Institute before the end of the engagement. The COS worker shall not use in any manner the information and data gathered for commercial or other purposes, and such information and data shall be for the exclusive use of PIDS.

**Compliance with PIDS Data Privacy Policy**

Before commencement of work for this specific project, the Project Senior Technical Specialist shall be asked to sign a nondisclosure agreement with PIDS. Any information gathered and generated in the implementation of the project shall be processed subject to the applicable provisions of the Republic Act 10173, known as the “Data Privacy Act of 2012” and its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission (NPC).

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