

NOTICE OF CONTRACT OF SERVICE VACANCY

J a n u a r y 1 7 , 2 0 2 4

Position	:	One (1) Project Technical Specialist
Contract Duration	:	Six (6) Months
Salary	:	PHP 47,606.40 per month
Project	:	Research on Higher Education for the Second Congressional Commission on Education

Qualifications:

- Education - Bachelor's Degree in economics, education, public administration, development studies, management, statistics, or any related fields;
- Training – Four (4) hours of relevant training; and
- Experience – Two (2) years of relevant experience in education, research, and public policy

Scope of Work:

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

1. Assist in the data cleaning and processing of the datasets for the EDCOM 2 and coordinate with the study teams on the collection and compilation of datasets, including its data quality assurance;
2. Assist in analyzing datasets and produce descriptive and inferential analyses on the processed EDCOM 2 datasets;
3. Assist in the preparation of the guide questions for key-informant interviews and/or focus group discussions and conduct the same as necessary;
4. Conduct primary data collection such as focus group discussions and key-informant interviews as necessary;
5. Process and analyze the qualitative information collected from the key-informant interview sessions and focus group discussions as necessary;
6. Contribute to the reports and other deliverables for EDCOM 2;
7. Coordinate between study teams and EDCOM 2 Secretariat and maintain schedules of meetings, fieldworks, and other activities relevant to the role of PIDS in EDCOM 2; and
8. 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; and
5. Certificate of previous employment, if any.

Interested and qualified applicants may submit their requirements thru email at 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 : J a n u a r y 2 4 , 2 0 2 4

Philippine Institute for Development Studies
TERMS OF REFERENCE

PROJECT TECHNICAL SPECIALIST

(Contract of Service)

for

Research for Second Congressional Commission on Education

1. Background and Rationale

The Philippine Institute for Development Studies (PIDS) will conduct research needed in connection with the implementation of the Republic Act 11899 or the Second Congressional Commission on Education (EDCOM II) Act.

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 the state's think tank, PIDS will conduct baseline studies and draw evidence-based policy recommendations to be submitted to the commission. EDCOM II Act states that: *"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 II 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:

- To assist the Overall Project Director and Project Management Officer in the conduct of the study from inception to presentation to stakeholders in various fora
- To ensure achievement of study’s goals and objectives

3. Scope of Work, Deliverables, and Schedule of Payment Releases

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

- 3.1. Assist in the data cleaning and processing of the datasets for the EDCOM 2 and coordinate with the study teams on the collection and compilation of datasets, including its data quality assurance;
- 3.2. Assist in analyzing datasets and produce descriptive and inferential analyses on the processed EDCOM 2 datasets;
- 3.3. Assist in the preparation of the guide questions for key-informant interviews and/or focus group discussions and conduct the same as necessary;
- 3.4. Conduct primary data collection such as focus group discussions and key-informant interviews as necessary;

¹ If the Contract of Service (COS) worker needs to undertake physical/face-to-face interviews and data collection and related activities, the COS worker has to ensure compliance with existing and future policies, rules, and resolutions as may be issued by concerned government agencies pertaining to health and safety.

- 3.5. Process and analyze the qualitative information collected from the key informant interview sessions and focus group discussions as necessary;
- 3.6. Contribute to the reports and other deliverables for EDCOM 2, and;
- 3.7. Coordinate between study teams and EDCOM 2 Secretariat and maintain schedules of meetings, fieldworks, and other activities relevant to the role of PIDS in EDCOM 2;
- 3.8. 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:

Activities and Deliverables	Due Dates	Payment Tranches	Amount
<ul style="list-style-type: none"> ☐ Certified attendance record for the applicable period ☐ Month 1 report including accomplishments for scope of work items 1-8 (showing 20% progress) 	Month 1	16.67%	PHP 47,606.40
<ul style="list-style-type: none"> ☐ Certified attendance record for the applicable period ☐ Month 2 report including accomplishments for scope of work items 1-8 (showing 40% progress) 	Month 2	16.67%	PHP 47,606.40
<ul style="list-style-type: none"> ☐ Certified attendance record for the applicable period ☐ Month 3 report including accomplishments for scope of work items 1-8 (showing 60% progress) 	Month 3	16.67%	PHP 47,606.40
<ul style="list-style-type: none"> ☐ Certified attendance record for the applicable period ☐ Month 4 report including accomplishments for scope of work items 1-8 (showing 80% progress) 	Month 4	16.67%	PHP 47,606.40
<ul style="list-style-type: none"> ☐ Certified attendance record for the applicable period ☐ Month 5 report including accomplishments for scope of work items 1-8 (showing 80% progress) 	Month 5	16.67%	PHP 47,606.40
<ul style="list-style-type: none"> ☐ Certified attendance record for the applicable period ☐ Month 6 report including accomplishments for scope of work items 1-8 (showing 100% progress) ☐ Turnover of data and materials used together with a Certification indicating the turnover of data as well as the 	Month 6	16.67%	PHP 47,606.40

deletion of such data and that it will allow PIDS to verify if the data is complete. (showing 100% progress)			
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NOTE: Payments will be based on the acceptance and approval by PIDS of the corresponding outputs.

4. Work Arrangement

The COS worker is required to work forty (40) hours a week from Monday to Thursday on a flexible working arrangement (work from home and onsite reporting). The COS worker is required to report to the office twice a week 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.

5. Minimum Qualifications

Education	At least Bachelor’s Degree in economics, education, public administration, development studies, management, statistics, or any related fields.
Training	Four (4) hours of relevant training
Experience	Two (2) years of relevant experience in education, research, and public policy
Eligibility	None required

6. Project Duration

The engagement will be for six (6) months upon signing of contract.

7. Project Cost and Compliance to Oversight Agencies

The approved budget for this contract of service is **PHP 285, 638.4** or **PHP 47,606.40** per month. 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 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.

8. Evaluation Criteria

<p>Qualifications At least Bachelor’s Degree in economics, education, public administration, development studies, management, statistics, or any related fields</p>	50%
<p>Experience</p> <ul style="list-style-type: none"> - At least 2 years of experience as a research analyst in relevant fields - At least 4 hours relevant training in items related to the scope of work 	25%
<p>Competencies</p> <ul style="list-style-type: none"> - Intermediate level core competencies: deliverability/results-oriented, professionalism, adaptability, and communication skills - Intermediate level functional competencies: data gathering, problem solving and analysis, dissemination, and technical writing 	25%
<p>Total</p>	100%

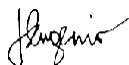
9. Ownership of Data

All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered by the Technical Specialist under this Contract 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.

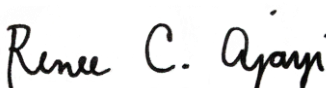
10. Compliance with PIDS Data Privacy Policy

Before commencement of work for this specific project, the Project 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).


Prepared by: **Dr. Ma. Christina F. Epetia**
Project Director


Reviewed by: **Ms. Jennet Grace Dugenio**
Supervising Administrative Officer


Digitally signed by Salazar
Christine Ruth Pongot Date:
2023.10.24 16:47:32
Ms. Christine Ruth P. Salazar
Division Chief II, Research Program Management Division


Approved by: **Dir. Renee Ann Jolina C. Ajayi**
Department Manager III, Research Services
Digitally signed by Ajayi Renee Ann
Jolina Catibog
Date: 2023.10.25 14:49:40 +08'00'