

NOTICE OF CONTRACT OF SERVICE VACANCY

April 3, 2024

Position	:	One (1) Project Technical Assistant
Contract Duration	:	Six (6) Months
Salary	:	PHP 37,584.00 per month
Project	:	Assessment of the Quality of Participation of Local Development Councils and Minimum Service Level for Local Governments

Minimum Qualifications:

- Bachelor's degree in economics, development studies, social sciences, or any related fields.

Scope of Work:

Under the guidance and technical oversight of a Project Director, the Project Technical Assistant is expected to work with the Project Team and undertake the following tasks/activities:

1. Collaborate with the Project Director and other team members in data collection;
2. Support the writing of the report for this and related projects;
3. Participate in field work activities of the Project; and
4. Others as may be assigned by the Project Director.

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. Incomplete documents will not be processed. Specific details related to this Contract of Service will be discussed during the interview.

Deadline : **April 10, 2024**

Philippine Institute for Development Studies

TERMS OF REFERENCE

PROJECT TECHNICAL ASSISTANT

(Contract of Service)

for

**Assessment of the Quality of Participation of Local Development Councils and
Minimum Service Level for Local Governments**

1. Background and Rationale

The Local Government Code of 1991 (R.A. 7160) mandates Local Government Units (LGUs) to create development plans tailored to their communities. The Local Development Council (LDC) plays a pivotal role in this process, aided by citizen representatives. However, the effectiveness of citizen involvement remains uncertain. To address this, the Department of the Interior and Local Government (DILG) monitors LDC functionality through the Seal of Good Local Governance (SGLG). Six key elements guide the LDC's operations. Despite this, questions linger about citizen participation quality. The Philippine Institute for Development Studies (PIDS) together with the DILG conducts a study that aims to evaluate citizen engagement's efficiency, focusing on LGU functionaries and CSOs within LDCs. It will assess participation across three dimensions: space, engagement, and outcomes. The goal is to enhance LDC effectiveness and promote inclusive local governance.

In addition, the study would also assess and look at the key challenge posed by the 2019 Mandanas ruling. The Mandanas ruling offers an opportunity to reconsider decentralization in the Philippines and the desired service levels for local governments. This ruling leads to a 38% increase in intergovernmental fiscal transfers, totaling PhP 959 billion, yet questions persist about whether this funding boost will suffice for subnational expenditure needs. A key challenge in devolution is the "unbundling" of government service functions among different levels of government. While the Local Government Code outlines devolved functions, many are broadly defined, leaving room for interpretation. This project aims to address how government expenditure assignments impact the delivery of basic services at the local level. It will review expenditure assignments, map devolved programs and activities, and analyze LGU expenditures before and after the Mandanas ruling, using documents like devolution transition plans and project proposals.

In this regard, the PIDS seeks to engage the services of a Contract of Service (COS) worker as Project Technical Assistant to assist the Project Leaders in the conduct of the studies.

2. Objectives of the Study

This project aims to analyze the quality of Civil Society Organizations' (CSOs) participation in Local Development Councils (LDCs) using the Participatory Governance Metrics (PGM) tool

recommended by the DILG. It will establish a baseline for CSO and LGU functionary participation in LDCs, focusing on their capacities, role clarity, and outcomes. By deploying the PGM tool in selected provinces, cities, and municipalities nationwide, guided by the LGU and CSO Enumerators Guide, the project aims to provide detailed insights into CSO involvement in local governance. The gathered information will inform the development of effective deployment models for enhancing participatory governance mechanisms in LGUs across diverse regions.

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

Under the guidance and technical oversight of a Project Director, the Project Technical Assistant is expected to work with the Project Team and undertake the following tasks/activities¹:

1. Collaborate with the Project Director and other team members in data collection;
2. Support the writing of the report for this and related projects;
3. Participate in field work activities of the Project; and
4. Others as may be assigned by the Project Director.

The COS worker shall submit a Progress and Accomplishment Report, daily time record and all required outputs in accordance with this Terms of Reference, subject to the verification, acceptance and approval of the concerned Project Director every end of the cut-off period from the effectivity of the Contract. The cut-off for payment of services rendered is every 15th and end of the month. All required documents to facilitate the processing of payment should be submitted not later than two (2) working days after the cut-off period.

4. 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

¹ If the 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.

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, statistics, development studies, social sciences, or any related fields;
Training	None required
Experience	None required
Eligibility	None required

6. Contract Duration

The engagement is for six (6) months, upon the effectivity of the contract.

7. Approved Budget for the Contract

The approved budget for this engagement is P37,584.00 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 COS worker.

Further, pursuant to Section IV.3 of PIDS Special Order No. 2024-13 dated February 19, 2024 titled “Revised Rules and Regulations Governing Job Order (JO) and Individual Contract of Service (COS) Workers” , 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 submitting the BIR Certificate of Registration to PIDS, and submitting 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

Qualifications At least Bachelor’s Degree in economics, development studies, social sciences, or any related fields;	60%
Competencies	40%

<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 	
Total	100%

9. Ownership of Data

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

10. Compliance with PIDS Data Privacy Policy

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