

NOTICE OF CONTRACT OF SERVICE VACANCY

April 24, 2024

Position	:	One (1) Project Evaluation Officer
Contract Duration	:	Actual Start Date until December 31, 2024
Salary	:	PHP 56,070.00 per month
Project	:	Implementation of Select CY 2023 Research Priorities of the Department of Health (DOH) through the Philippine Institute for Development Studies under the AHEAD-HPSR Program

Minimum Qualifications:

- Bachelor's Degree in Development Studies, Business Management, Economics, Public Administration, and other social science degrees;
- Eight (8) hours of training related to the scope of work; and
- Two (2) years demonstrable experience working on research project development and implementation, including financial/budget management, procurement, and reporting.

Scope of Work:

Under the guidance and technical oversight of the Department Manager for Research Services, and direct supervision of the RPMD Division Chief, the Project Evaluation Officer shall undertake the following tasks/activities:

1. Assist the RPMD Division Chief in the co-management of the PIDS-EDCOM 2 project mobilization activities and ensure the division's adherence to turnaround times in managing the study team's mobilization-related requests.
2. Assist in the initial review of Terms of References (TORs), contracts, budget, and similar documents under the PIDS-DPH project.
3. Facilitate change requests (e.g., project timelines and budget) with appropriate PIDS offices (e.g., Research Services, Administrative and Finance Department) and ensure that all parties are informed of such changes and their implications on schedule and budget.
4. Prepare progress reports, financial reports, and other administrative documents for submission to PIDS or study clients.
5. Others as may be assigned by the RSD Department Manager

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 : **May 1, 2024**

**Philippine Institute for Development Studies
TERMS OF REFERENCE**

Project Evaluation Officer

(Contract of Service)

for

Implementation of Select CY 2023 Research Priorities of the Department of Health (DOH) through the Philippine Institute for Development Studies under the AHEAD-HPSR Program

1. Background and Rationale

The Advancing Health Through Evidence-Assisted Decisions with Health Policy and Systems Research (AHEAD-HPSR) Program builds on the gains of the Health Systems Research Management Program (2012-2016) of the Department of Health (DOH). It was developed as an improved strategy to implement the DOH's Medium Term Health Policy and Systems Research Agenda (MTRA 2023-2028): to operationalize for Health's commitment to instill a culture of use of good evidence in policy and program development; and to strengthen sectoral capacity for HPSR.

Based on these experiences from the HSRM to AHEAD Programs and management's new directions, new strategies for the effective implementation of the 2017-2022 identified list of priority researches were explored in 2019. The DOH initiated partnerships with the Philippine Institute for Development Studies (PIDS), which is distinctly advantageous to the DOH, which at present has inadequate capacity and staff complement to conduct evaluations, health financing studies, and evidence reviews, and to serve as lead clinical practice guideline developers.

The DOH has provided a research grant to the Philippine Institute for Development Studies (PIDS) to conduct studies under the two essential pillars of the health sector: (1) human resources for health (HRH) and (2) capital health investments. The former, which comprises multiple objectives, examines the current state of benefit schemes for healthcare workers in the Philippines and evaluates the potential impact of HRH policy reforms (e.g., salary standardization and full implementation of the Magna Carta). While the latter examines the Health Facilities Enhancement Program or HFEP, one of the Department's most extensive programs, accounting for about 11% of its budget (Department of Budget and Management 2023). Both of these studies are of critical importance.

2. Objectives

PIDS is conducting the implementation of the select 2023 research priorities of the DOH under AHEAD - HPSR Program by PIDS as shown in the approved General Appropriations Act FY 2023. Specifically, PIDS is conducting the following research projects:

- i. A Policy Scoping and Implementation Review on the Government's Function to Ensure Human Resources for Health (HRH) Welfare in the Philippines;

- ii. Exploring Strategies and Schemes on Standardizing Salary and Benefits of Human Resources for Health (HRH) in the Philippines;
- iii. Implementation of Local Health Financing Study: Estimation of cost if salaries of HRH will be at the same level for all LGUs; and
- iv. Evaluation of Health Facilities Enhancement Program (HFEP)

To achieve the abovementioned project objective, the PIDS is augmenting its staffing complement, for both the study team and the project management team under the PIDS-DOH research projects. This TOR describes the scope of work of a Project Evaluation Officer under the Research Services Department (RSD).

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

Under the guidance and technical oversight of the Department Manager for Research Services, and direct supervision of the RPMD Division Chief, the Project Evaluation Officer shall undertake the following tasks/activities:

1. Assist the RPMD Division Chief in the co-management of the PIDS-DOH project mobilization activities and ensure the division's adherence to turnaround times in managing the study team's mobilization-related requests.
2. Assist in the initial review of Terms of References (TORs), contracts, and similar documents under the PIDS-DOH project/s.
3. Facilitate change requests (e.g., project timelines and budget) with appropriate PIDS offices (e.g., Research Services, Administrative and Finance Department) and ensure that all parties are informed of such changes and their implications on schedule and budget;
4. Prepare progress reports, financial reports, and other administrative documents for submission to PIDS or study clients.
5. Others as may be assigned by the RSD Department Manager.

The COS worker shall submit a Progress and Accomplishment Reports, daily time record and all required outputs in accordance with this Terms of Reference, subject to the verification, acceptance and approval of the RPMD Division Chief and the RSD Department Manager 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 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

<u>Education:</u> At least Bachelor's Degree in Development Studies, Business Management, Economics, Public Administration and other social science degrees.
<u>Experience:</u> At least two (2) years demonstrable experience working on research project development and implementation, including financial/budget management, procurement, and reporting. At least eight (8) hours of training related to the scope of work
<u>Competencies:</u> Advanced level core competencies: deliverability/results-oriented, professionalism, adaptability, and communication skills; Advanced level functional competencies: Project/Research Implementation and Management, Generating Reports and Documentation and Database Management and Administration

6. Project Duration

The engagement is up to December 2024, upon the effectivity of the contract.

7. Approved Budget for the Contract

The approved budget for this contract of service is **PHP 56,070.00 per month**, and the actual payment to the COS worker will be based on the actual number of workdays 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 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 subject to guidelines of oversight agencies and internal guidelines of PIDS in hiring COS workers.

8. Evaluation Criteria

The applicants will be evaluated based on the following criteria:

<u>Education:</u> At least Bachelor’s Degree in Development Studies, Business Management, Economics, Public Administration and other social science degrees.	25%
<u>Experience:</u> At least two (2) years demonstrable experience working on research project development and implementation, including financial/budget management, procurement, and reporting. At least eight (8) hours of training related to the scope of work	25%
<u>Competencies:</u> Advanced level core competencies: deliverability/results-oriented, professionalism, adaptability, and communication skills; Advanced level functional competencies: Project/Research Implementation and Management, Generating Reports and Documentation and Database Management and Administration	50%
Total	100%

9. Ownership of Data

All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered by the COS-PEO 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 the commencement of work for this contract, the PEO 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).