



## NOTICE OF CONTRACT OF SERVICE VACANCY

April 29, 2024

Position	:	<b>Project Technical Assistant</b>
Contract Duration	:	<b>Three (3) Months</b>
Salary	:	<b>PHP 37,584.00 per month</b>
Project	:	<b>Culprit and Victim: Scenarios for Philippine Agriculture amidst Climate Change</b>

### 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 PIDS Research Fellow who serves as the Project Director, the Project Technical Assistant is expected to work with the Project Team and undertake the following tasks/activities:

1. Assist in the collection of secondary data;
2. Provide support in data analysis and assist in the preparation of project reports and presentations;
3. Coordinate with stakeholders;
4. Sign a Non-Disclosure Undertaking 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 No. 10173, known as the "Data Privacy Act of 2012" and its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission (NPC).
5. 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](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** : **May 06, 2024**

# **Philippine Institute for Development Studies**

## **TERMS OF REFERENCE**

### **PROJECT TECHNICAL ASSISTANT**

#### **(Contract of Service)**

for

## **1. Background and Rationale**

Agriculture, bearing significant losses worth PHP 244.6 billion from 2010-2019 due to adverse weather and climate impacts, accounts for 60% of the Philippines' total disaster-related property damages [Source: PSA]. Despite the Philippines contributing only 0.49% to global greenhouse gas (GHG) emissions, the agriculture sector's 23% share of the country's emissions highlights its dual role as both victim and contributor to climate change. This is in the context where energy and transport sectors contribute 30% and 13%, respectively, to the national GHG emissions (Crippa et al 2023). Even as agriculture seeks exemption from cost-inducing limits to GHG emissions, it is difficult to see how the country's Nationally Determined Commitments (NDCs) under the Paris Agreement can be achieved without bringing agriculture into the equation. The Philippine Development Plan (PDP) Chapter 15 proposes a transition to a green economy, emphasizing innovative low-carbon technologies in agriculture and integrated climate risk planning for agriculture, fisheries, and forestry sectors. Despite the critical role of these sectors, they are often overlooked in climate change research. The PIDS Research Agenda 2020-2025 underscores the need for policies to protect farms and fishing grounds from climate change and to promote sustainable practices. Addressing this research gap is essential for informing policy, supporting affected populations, and enhancing the resilience and sustainability of the Philippine agriculture sector.

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 Leader in the conduct of the study.

## **2. Objectives of the Study**

The general objective of the study is to provide an assessment of impacts/costs of alternative investment and policy pathways for climate adaptation and mitigation in agriculture and offer recommendations towards a green transition for agriculture.

Specific objectives are as follows:

- a. To characterize the impact of climate change on Philippine agriculture, as well as its current and potential contribution to global climate change.
- b. To review options to enable agriculture to adapt to climate change and mitigate its contribution, and assess current policies, programs, and budget commitments in view of these options.
- c. To assess the impacts of climate change to society under varying scenarios:
  - Business as Usual (BAU) - This scenario assumes existing level of adaptive and mitigation measures, which possibly leads to moderate to high adverse impacts e.g. lower yields of staple crops and other important commodities, increased prices of essential food items, and reduced per capita consumption of these items.

- With Intensified Adaptive Measures - This scenario involves the implementation of adaptive strategies (e.g. increased R&D investment), aiming to adapt to the adverse impacts of climate change
- With Intensified Mitigation Measures - This scenario involves the implementation of mitigation strategies, aiming to mitigate the adverse impacts of climate change
- With Intensified Adaptive and Mitigation Measures - This scenario involves the implementation of both adaptive and mitigation strategies.

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

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

1. Assist in the collection of secondary data;
2. Provide support in data analysis and assist in the preparation of project reports and presentations;
3. Coordinate with stakeholders;
4. Sign a Non-Disclosure Undertaking 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 No. 10173, known as the “Data Privacy Act of 2012” and its Implementing Rules and Regulations and relevant issuances of the National Privacy Commission (NPC).
5. 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 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 flextime 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**

Education	At least <b>Bachelor’s Degree</b> in economics, development studies, social sciences, or any related fields
Training	None required
Experience	None required
Eligibility	None required

**6. Contract Duration**

The engagement is for three (3) 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 travel insurance including hospitalization, or other COVID-related or any other expenses incurred during the travel arising from injury or health-related reasons, shall be shouldered by the COS worker since no employer-employee relationship exists between PIDS and the 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

<b>Qualifications</b> At least Bachelor’s Degree in economics, development studies, social sciences, or any related fields;	60%
<b>Competencies</b> <ul style="list-style-type: none"><li>• Intermediate level core competencies: deliverability/results-oriented, professionalism, adaptability, and communication skills</li><li>• Intermediate level functional competencies: data gathering, problem solving and analysis, dissemination, and technical writing</li></ul>	40%
<b>Total</b>	100%

## 9. Ownership of Data

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