

NOTICE OF CONTRACT OF SERVICE VACANCY

June 5, 2024

Position	:	One (1) Project Senior Technical Specialist
Contract Duration	:	July 1, 2024 up to December 31, 2024
Salary	:	PHP 85,813.00 per month
Project	:	PIDS-DAP Study titled “External Review of the Development Academy of the Philippines”

Qualifications:

- Education - *Minimum*: At least Bachelor’s Degree in Public Policy, Public Administration, Economics, Political Science and other related field.
Desired: Master’s Degree in Public Policy, Public Administration, Economics, Political Science and other related field.
- Training - 16 hours of relevant training in items related to the scope of work
- Experience - At least 3 years of professional experience in policy research, project management, public administration, or related fields

Scope of Work:

Under the guidance and technical oversight of PIDS Vice President who serves as Project Director, the Project Senior Technical Specialist is expected to work in undertaking the following tasks/activities:

Project Management

- a. Co-manage with the Project Director and Principal Investigators the administrative and technical aspects of the implementation of the External Review of DAP.
- b. Develop and monitor work and financial plans to ensure that the project activities and outputs are completed on time and within budget.
- c. Report to the Project Director the status of the project vis-à-vis the due dates and deliverables.
- d. Identify and manage project risks and issues. Coordinate with Project Director, Principal Investigators, and other stakeholders the necessary risk action/control plan.
- e. Ensure the timely and complete submission of project outputs to DAP in accordance with the agreed-upon timelines and PIDS internal protocols.
- f. Provide the highlights/minutes of the meetings of the PIDS study team.

Research Support

- g. Coordinate with the PIDS study team and DAP focal person(s) the data requirements of the project and assist the study team in organizing the data collected from external sources.
- h. Organize, coordinate, and oversee the conduct of consultation sessions, key informant

- interviews (KIIs), or focus group discussions with DAP, and other stakeholders.
- i. Document the highlights of KIIs conducted by the PIDS study team. Review the outputs from transcribers, facilitators hired for the consultation sessions.
 - j. Review the draft outputs for submission to DAP to ensure that they adhere to the quality standards of PIDS.
 - k. Provide inputs in all technical reports and outputs of the project; and
 - l. Perform such other professional, highly technical, and confidential duties and responsibilities as the Project Director and/or Principal Investigators 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 in PDF format 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 : **June 12, 2024**

Philippine Institute for Development Studies

TERMS OF REFERENCE

PROJECT SENIOR TECHNICAL SPECIALIST
(CONTRACT OF SERVICE)

for

External Review of the Development Academy of the Philippines (DAP)

1. Background and Rationale

The Development Academy of the Philippines recently celebrated its 50th year of existence with hundreds of programs and projects implemented that aim to capacitate the government organizations and individuals to perform their respective mandates, functions, roles and responsibilities in delivering their services. The DAP provides its services through education, training, technical assistance, and research.

In assessing the continuing relevance and impact of the Academy, an assessment of the DAP as an organization will be conducted mainly to fully understand the various outcomes, contributions and impact of the DAP as an institution and its programs and services to its clients, to the bureaucracy, and to the Philippine government as a whole consistent with the Ambisyon, 2040, Philippine Development Plan (PDP) 2023-2028, Bagong Pilipinas, and other relevant national development agenda and goals.

The assessment's findings and recommendations will guide the DAP in making informed decisions about the Academy's existing capacities and competencies, as well as on the sustainability of its operations and programs. The data-driven insights from the study on the DAP as an organization will be vital in identifying its strengths and weaknesses in current plans, policies, structure, programs and services, operations including systems and processes, and financial position which will serve as inputs to the Academy's future directions. Furthermore, DAP also hopes to be able to make the best decisions to better adapt its programs and services to its changing operational environment, meet client needs and enhance their overall experience out of this endeavor.

In view of the foregoing, the DAP seeks to partner with the Philippine Institute for Development Studies in conducting the external review to ensure a thorough and objective approach on this evaluation study.

2. Objectives

The objective of the external review is to determine and understand the various contributions, outcomes, and impact of the DAP as an institution and its programs and services to its clients, to its stakeholders (public and private sectors), to the entire

bureaucracy, and to the Philippine Government.

Specifically, the study aims to:

- a. Determine the relevance of the DAP as an institution and the outcomes and impact of its programs and services in providing innovative and synergistic solutions to address broad-based policy and socio-economic concerns;
- b. Ascertain the DAP programs and services that are effective in improving governance and productivity in the bureaucracy;
- c. Assess current and future gaps to define the DAP's future directions and appropriate business model;
- d. Propose a responsive organizational structure with appropriate human resource requirement; and
- e. Identify strategic options for financial resources and procurement system to sustain the current and future operations of the DAP in meeting the needs and requirements of its customers and stakeholders.

The findings and recommendations of the study will be used as inputs for the DAP's strategic directions, appropriate business model, and responsive structure.

To meet the objectives of the study, the PIDS proposes the engagement of a Project Senior Technical Specialist (Contract of Service). The specific scope of work of said COS worker is discussed in the next section..

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

Under the guidance and technical oversight of PIDS Vice President who serves as Project Director, the Project Senior Technical Specialist is expected to work in undertaking the following tasks/activities:

Project Management

- a. Co-manage with the Project Director and Principal Investigators the administrative and technical aspects of the implementation of the External Review of DAP.
- b. Develop and monitor work and financial plans to ensure that the project activities and outputs are completed on time and within budget.
- c. Report to the Project Director the status of the project vis-à-vis the due dates and deliverables.
- d. Identify and manage project risks and issues. Coordinate with Project Director, Principal Investigators, and other stakeholders the necessary risk action/control plan.
- e. Ensure the timely and complete submission of project outputs to DAP in accordance with the agreed-upon timelines and PIDS internal protocols.
- f. Provide the highlights/minutes of the meetings of the PIDS study team.

Research Support

- g. Coordinate with the PIDS study team and DAP focal person(s) the data requirements of the project and assist the study team in organizing the data collected from external sources.
- h. Organize, coordinate, and oversee the conduct of consultation sessions, key informant interviews (KIIs), or focus group discussions with DAP, and other stakeholders.

- i. Document the highlights of KIIs conducted by the PIDS study team.
Review the outputs from transcribers, facilitators hired for the consultation sessions.
- j. Review the draft outputs for submission to DAP to ensure that they adhere to the quality standards of PIDS.
- k. Provide inputs in all technical reports and outputs of the project; and
- l. Perform such other professional, highly technical, and confidential duties and responsibilities as the Project Director and/or Principal Investigators may assign from time to time.

The COS worker shall submit a Progress Report 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 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 Arrangements

The COS worker is required to work forty (40) hours weekly from Monday to Thursday on a flexi-time 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. Further, the COS worker may be required to report to the Development Academy of the Philippines (DAP) office located at San Miguel Ave. Ortigas Center, Pasig City upon submission of an approved official business slip. 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 (CSC Prescribed QS)

Education	<i>Minimum:</i> At least Bachelor’s Degree in Public Policy, Public Administration, Economics, Political Science and
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	other related field. <i>Desired:</i> Master’s Degree in Public Policy, Public Administration, Economics, Political Science and other related field.
Training	16 hours of relevant training in items related to the scope of work
Experience	At least 3 years of professional experience in policy research, project management, public administration, or related fields

6. Project Duration

The engagement is from July 1, 2024 up to December 31, 2024. The COS work must be completed within this period.

7. Approved Budget for the Contract

The approved budget for this contract 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 travel insurance including hospitalization, or other COVID-related or any other 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 (OR), 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/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

Applicants will be evaluation based on the following criteria:

Education - <i>Minimum:</i> At least Bachelor’s Degree in Public Policy, Public Administration, Economics, Political Science and other related field. - <i>Desired:</i> Master’s Degree in Public Policy, Public Administration, Economics, Political Science and other related field. -	50%
Experience - At least 3 years of experience as a research analyst in policy research, project management, public administration, or related fields - At least 16 hours relevant training in items related to the scope of work	25%
Competencies - Advanced level core competencies: deliverability/results-oriented, professionalism, adaptability, and communication skills - Intermediate leadership competencies - Advanced level functional competencies: dissemination, project/research implementation and management, research conceptualization, and technical writing	25%
Total	100%

9. 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.

10. 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).