

NOTICE OF CONTRACT OF SERVICE VACANCY

September 24, 2024

Position	:	One (1) Project Management Officer
Contract Duration	:	Actual Start Date Until March 31, 2025
Salary	:	PHP 85,813.00 per month
Project	:	Implementation of Projects under the Second Congressional Commission on Education (EDCOM2) —Basic Education Subcommittee

Minimum Qualifications:

- Bachelor's degree in Development Studies, Business Management, Economics, Public Administration or other social science degrees.
- At least sixteen (16) hours of training related to the scope of work; and
- At least three (3) years of demonstrable experience working on research project development and implementation, including financial/budget management, procurement, and reporting

Preferred Qualifications:

- Master's Degree in a relevant area such as Development Studies, Business Management, Social Sciences, Economics, or related field; and/or Project Management Professional (PMP) Certification
- Experience and other competencies:
 - Knowledge and management experience with project management methodologies including results-based management, and other forms of monitoring and evaluation tools
 - Proficient computer skills and use of relevant software and other applications.
 - Experience in managing research studies and impact evaluations preferred but not required
 - Knowledge and experience on impact evaluation methodologies and quantitative and qualitative research preferred but not required; and
 - Knowledge of government systems and processes an advantage.
- Other desired qualifications:
 - Ability to respond to comments and questions in a timely appropriate manner; and
 - Ability to produce highly quality, clear, and concise reports in English

Scope of Work:

Under the direct supervision of the Office of the President and technical oversight of a PIDS Research Fellow who serves as Project Director of the research studies, the PMO is expected to work with the Project Teams and undertake the following tasks/activities:

- Manage research projects on an ongoing basis to ensure that the project outputs are delivered within the specified project timeline, costs, and scope;

- Coordinate with PIDS project teams and team members to make sure that all parties are on track with project requirements, deadlines, and schedules;
- Identify potential risks to project implementation and communicate any significant risks to the Project Director and PIDS project teams;
- Prepare and submit monitoring and project status reports gathering, analyzing, and summarizing relevant information from the research teams;
- With the assistance of the project teams, prepare and submit the request for hiring of consultants and other staff needed for the implementation of the research studies;
- Coordinate with external experts or consultants engaged in the research studies, ensuring that their contributions are aligned with project objectives and timelines;
- Monitor project expenditures and assist in budget planning for future phases of the research projects;
- 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;
- Establish effective project communication plans with the project teams and ensuring their execution;
- Develop and maintain relationships with key stakeholders. Ensure that stakeholders are kept informed and engaged throughout the research process; and
- Perform other tasks assigned by the Project Directors and the PIDS President

The EDCOM 2 - Basic Education Subcommittee PMO shall also provide administrative and logistical support for activities related to other research projects assigned under the PIDS Research Fellow, and, specifically, shall:

- Organize the conduct of meetings, workshops and trainings, orientation, and other activities including the dissemination of notice of meeting, preparation of meeting materials and presentation/s, and drafting of minutes of meeting, among other administrative requirements;
- Support the preparation and processing of administrative documents related to project implementation, including procurement requirements and data collection activities;
- Assist in the onboarding of new research staff and facilitate payments for research staff and consultants;
- Maintain documentation for all project-related documents and ensure that all documentation is easily accessible and well-organized for future reference;
- Circulate all research reports, instruments, and data upon instruction; and
- Prepare other technical documents and reports relative to the conduct of the research projects.

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 parties shall submit their application together with ALL documentary requirements to <https://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 : October 1, 2024

Philippine Institute for Development Studies

TERMS OF REFERENCE

PROJECT MANAGEMENT OFFICER (Contract of Service)

for the Second Congressional Commission on Education (EDCOM 2) - Basic Education Subcommittee

I. Background and Rationale

Amidst numerous massive education reforms including compulsory Kindergarten instruction, institutionalizing of the K-12 basic education program, and the adopting of mother tongue-based multilingual education, among many others, Filipino students have continued to lag behind similar cohorts in other countries. The Philippines was at the bottom of the 2018 Program for International Student Assessment that tested 15-year-old students in Mathematics, Science and Reading. These poor results were confirmed in the 2019 Trends in International Mathematics and Science Study, which also showed the Philippines to be a laggard among countries that participated in the international large-scale standardized testing program. Despite the implemented reforms, the results from international assessments stress the need to further look into the country's education quality.

In response to this, the PIDS, guided by its mission to provide evidence-based research to inform public discussions, is fulfilling its research mandate under Republic Act 11899, which established the Second Congressional Commission on Education (EDCOM 2). As stipulated in the EDCOM 2 Act:

“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.”

To support the PIDS research teams in the implementation of the research under the EDCOM 2 Basic Education Subcommittee, a Project Management Officer (PMO) will be engaged. The PMO will contribute to the successful implementation of the research projects under EDCOM 2 by coordinating and monitoring activities, ensuring timely delivery of outputs, and facilitating communication among stakeholders.

II. Objectives

The engagement of an EDCOM 2 - Basic Education Subcommittee PMO aims:

- To assist project directors and project teams in the management of the studies under the EDCOM 2 Basic Education Subcommittee, as well to assist in the management of additional research projects that may be assigned.

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

Under the direct supervision of the Office of the President and technical oversight of a PIDS Research Fellow who serves as Project Director of the research studies, the PMO is expected to work with the Project Teams and undertake the following tasks/activities:

- manage research projects on an ongoing basis to ensure that the project outputs are delivered within the specified project timeline, costs, and scope;
- coordinate with PIDS project teams and team members to make sure that all parties are on track with project requirements, deadlines, and schedules;
- identify potential risks to project implementation and communicate any significant risks to the Project Director and PIDS project teams;
- prepare and submit monitoring and project status reports gathering, analyzing, and summarizing relevant information from the research teams;
- with the assistance of the project teams, prepare and submit the request for hiring of consultants and other staff needed for the implementation of the research studies;
- coordinate with external experts or consultants engaged in the research studies, ensuring that their contributions are aligned with project objectives and timelines;
- monitor project expenditures and assist in budget planning for future phases of the research projects;
- 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;
- establish effective project communication plans with the project teams and ensuring their execution;
- develop and maintain relationships with key stakeholders. Ensure that stakeholders are kept informed and engaged throughout the research process;
- perform other tasks assigned by the Project Directors and the PIDS President

The EDCOM 2 - Basic Education Subcommittee PMO shall also provide administrative and logistical support for activities related to other research projects assigned under the PIDS Research Fellow, and, specifically, shall:

- organize the conduct of meetings, workshops and trainings, orientation, and other activities including the dissemination of notice of meeting, preparation of meeting materials and presentation/s, and drafting of minutes of meeting, among other administrative requirements;
- support the preparation and processing of administrative documents related to project implementation, including procurement requirements and data collection activities;
- assist in the onboarding of new research staff and facilitate payments for research staff and consultants;
- maintain documentation for all project-related documents and ensure that all documentation is easily accessible and well-organized for future reference;
- circulate all research reports, instruments, and data upon instruction; and
- prepare other technical documents and reports relative to the conduct of the research projects.

If the COS worker needs to undertake physical/face-to-face interviews and data collection, the COS 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.

The COS worker shall submit monthly accomplishment reports as to the activities rendered and fulfillment of assignments as well as attendance records certified by all concerned Research Fellows. Said deliverables shall be submitted on or before 2nd working day of the following month for services rendered in the immediately preceding month. These deliverables/outputs shall be subject to the favorable recommendation of the Research Fellows and approval of the Vice President and President of PIDS.

IV. 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-fromhome 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.

The COS worker must have his/her own laptop with up-to-date anti-virus software for the duration of the contract. If the COS worker does not have said laptop, daily on-site reporting at the PIDS office is required, wherein a shared workspace and equipment will be arranged, as determined by their immediate supervisor. PIDS may provide an office-issued laptop if units are available in the PIDS ICTSD laptop pool and in accordance with the guidelines for the issuance of computers to COS worker.

V. Minimum Qualifications

The EDCOM 2 - Basic Education Subcommittee PMO should have the following minimum qualifications:

Education:	Bachelor’s Degree in Development Studies, Business Management, Economics, Public Administration or other social science degrees.
Training:	At least sixteen (16) hours of training related to the scope of work
Experience:	At least three (3) years of demonstrable experience working on research project development and implementation, including financial/budget management, procurement, and reporting
Eligibility:	None required

The following are desired qualifications of the EDCOM 2 - Basic Education Subcommittee PMO:

- Education:
 - Master’s Degree in a relevant area such as Development Studies, Business Management, Social Sciences, Economics, or related field; and/or Project Management Professional (PMP) Certification
- Experience and other competencies
 - Knowledge and management experience with project management methodologies including results-based management, and other forms of monitoring and evaluation tools
 - Proficient computer skills and use of relevant software and other applications.
 - Experience in managing research studies and impact evaluations preferred but not required
 - Knowledge and experience on impact evaluation methodologies and quantitative and qualitative research preferred but not required
 - Knowledge of government systems and processes an advantage.

- Other desired qualifications
 - Ability to respond to comments and questions in a timely appropriate manner
 - Ability to produce highly quality, clear, and concise reports in English

VI. Contract Duration

The engagement is up to **March 31, 2025** from the signing of the Contract.

VII. Project Cost

The approved budget for this contract of service 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.

VIII. Evaluation Criteria

Education - Minimum: Bachelor’s Degree in Development Studies, Business Management, Economics, Public Administration and other social science degrees - Preferred: Master’s Degree in a relevant area such as Development Studies, Business Management, Social Sciences, Economics, or related field; and/or Project Management Professional (PMP) Certification	50%
Experience and Training - At least three (3) years of demonstrable experience working on research project development and implementation, including financial/budget management, procurement, and reporting. - At least sixteen (16) hours of training related to the scope of work	25%
Competencies - Advanced level core competencies: deliverability/results-oriented, professionalism, adaptability, and communication skills - Advance level functional competencies: Project/Research Implementation and Management, Project/Research Implementation and Management, Technical Writing Desirable competencies - Knowledge on project management methodologies including results-based management, and other forms of monitoring and evaluation tools - Experience in managing research studies and impact evaluation	25%

- Knowledge and experience on impact evaluation methodologies and quantitative and qualitative research	
- Knowledge of government systems and processes	
Total	100%

IX. Ownership of Data

All information, data, reports, or any other material, graphic software or otherwise prepared, collected, and gathered by the EDCOM 2 - Basic Education Subcommittee PMO 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.

X. Compliance with PIDS Data Privacy Policy

Before commencement of work for this specific project, the EDCOM 2 - Basic Education Subcommittee PMO 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).