



**NOTICE OF CONTRACT OF SERVICE VACANCY**  
**October 29, 2024**

Position Title : **One (1) Project Senior Technical Specialist - Contract of Service**

Contract Duration : **Actual Start Date Until December 31, 2024**

Salary : **PHP 85,813.00 per month**

Project : **Study on the Veracity of Pantawid Pamilyang Pilipino Program (4Ps)  
List of Beneficiaries**

**Qualifications:**

- Experience – At least 5 years of professional experience in education, research, and public policy
- Training – 16 hours of relevant training in items related to the scope of work; and
- Master’s Degree in a relevant area such as Statistics, Development Studies, Economics, or related social sciences field

**Scope of Work:**

Under the direct supervision of the Project Director of the 4Ps Veracity Study, the Project Senior Technical Specialist is expected to undertake the following tasks/activities:

- Manage the 4Ps veracity study on an ongoing basis to ensure that the project outputs are delivered within the specified project timeline, costs, and scope;
- Process and analyze survey data and other available datasets relevant to the design and objectives of the study;
- Collect other necessary data and review literature relevant to the study;
- Prepare written outputs and contribute to the reports and other deliverables for the research;
- Participate in the presentation of research results to clients and other stakeholders;
- Coordinate with other project team members and consultants to make sure that all parties are on track with project requirements, deadlines, and schedules;
- Prepare and submit monitoring and project status reports and other relevant information about the project, as needed;
- With the assistance of the 4Ps Project Management Officer (PMO) , prepare and submit the request for hiring and payment of consultants and/or other staff needed for the implementation of the study;
- 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;
- Organize meetings relative to the implementation of the project; and
- Perform other tasks assigned by the Project Director



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**Requirements:**

1. Application letter addressed to PIDS President
2. Performance Evaluation from the last rating period  
(if coming from another government agency)
3. Personal Data Sheet
4. Training Certificates
5. Transcript of Records
6. Updated Resume/CV
7. Work Experience Sheet

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** : **November 05, 2024**

## **Philippine Institute for Development Studies**

### **TERMS OF REFERENCE**

#### **PROJECT SENIOR TECHNICAL SPECIALIST**

**(Contract of Service)**

**for the Study on the Veracity of Pantawid Pamilyang Pilipino Program (4Ps)**

**List of Beneficiaries**

#### **1. Background and Rationale**

The Philippine Institute for Development Studies (PIDS) is mandated by Republic Act 11310 (“An Act Institutionalizing the Pantawid Pamilyang Pilipino Program”) to conduct a periodic assessment of the Pantawid Pamilyang Pilipino Program, also known as 4Ps, or Pantawid. The law mandates the Institute to conduct regular assessments on the impact of 4Ps and verify the accuracy of the list of Pantawid beneficiaries. This report outlines the design for the first round of verification of the list of 4Ps beneficiaries. The study will involve evaluating the targeting effectiveness of the program and the correctness of the information in the beneficiary registry, noting that some of the data collected is structural, but others are flow data.

Effectively covering the poor is critical for a targeted intervention like 4Ps. This third-party quantitative study expands previous assessments to systematically evaluate targeting performance and inform potential improvements in targeting, impact evaluation, recertification, and graduation.

To assist the PIDS Project Director in the implementation of the 4Ps Veracity Study, a Project Senior Technical Specialist will be engaged.

#### **2. Objectives**

The engagement of a Project Senior Technical Specialist aims:

- To assist project director in the management and implementation of the veracity study

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

Under the direct supervision of the Project Director of the 4Ps Veracity Study, the Project Senior Technical Specialist is expected to undertake the following tasks/activities:

- Manage the 4Ps veracity study on an ongoing basis to ensure that the project outputs are delivered within the specified project timeline, costs, and scope;
- Process and analyze survey data and other available datasets relevant to the design and objectives of the study;
- Collect other necessary data and review literature relevant to the study;
- Prepare written outputs and contribute to the reports and other deliverables for the research;
- Participate in the presentation of research results to clients and other stakeholders;
- Coordinate with other project team members and consultants to make sure that all parties are on track with project requirements, deadlines, and schedules;

- Prepare and submit monitoring and project status reports and other relevant information about the project, as needed;
- With the assistance of the 4Ps Project Management Officer (PMO) , prepare and submit the request for hiring and payment of consultants and/or other staff needed for the implementation of the study;
- 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;
- Organize meetings relative to the implementation of the project; and
- Perform other tasks assigned by the Project Director

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.

#### **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.

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.

## 5. Qualifications

The Project Senior Technical Specialist should have the following minimum qualifications:

Education:	Bachelor's Degree in Statistics, Economics, Development Studies, and other related social science degrees
Training:	At least sixteen (16) hours of training related to the scope of work
Experience:	At least five (5) years of professional experience in research, statistical analysis, and public policy.
Eligibility:	None required

The following are preferred qualifications of the Project Senior Technical Specialist:

- Education:
  - Master's Degree in a relevant area such as Statistics, Development Studies, Economics, or related social sciences field
- Experience and other competencies
  - Experience in collecting, cleaning, validating, and analyzing large household survey datasets, with a strong foundation in statistical methods and sufficient understanding of poverty and socioeconomic indicators.
  - Proficiency in data visualization and familiarity with programming languages (e.g., Stata, R) and data analysis tools are 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

## 6. Contract Duration

The engagement is from the signing of the Contract until **December 31, 2024**.

## 7. Project Cost

The approved budget for this contract of service is **PHP 85,813.00** per month, and the actual payment to the contract of service (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 the COS worker.

Further, pursuant to Section IV.3 of PIDS Special Order No. 2023-27, 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 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

<p>Education</p> <ul style="list-style-type: none"> <li>- Minimum: Bachelor’s Degree in Statistics, Economics, Development Studies, and other social science degrees</li> <li>- Preferred: Master’s Degree in a Statistics, Economics, Development Studies, or related social science degrees</li> </ul>	50%
<p>Experience and Training</p> <ul style="list-style-type: none"> <li>- At least five (5) years professional experience in research, statistical analysis, and public policy</li> <li>- At least sixteen (16) hours of training related to the scope of work</li> <li>- Desired: Experience in collecting, cleaning, validating, and analyzing large household survey datasets, with a strong foundation in statistical methods and sufficient understanding of poverty and socioeconomic indicators. Proficiency in data visualization and familiarity with programming languages (e.g., Stata, R) and data analysis tools are an advantage.</li> </ul>	25%
<p>Competencies</p> <ul style="list-style-type: none"> <li>- Advanced level core competencies: deliverability/results-oriented, professionalism, adaptability, and communication skills</li> <li>- Advanced level functional competencies: dissemination, project/research implementation and management, research conceptualization, and technical writing</li> <li>- Intermediate leadership competencies</li> </ul>	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).