



NOTICE OF CONTRACT OF SERVICE VACANCY

November 7, 2024

Position	:	One (1) Project Evaluation Officer
Contract Duration	:	Actual Start Date until March 31, 2025
Salary	:	PHP 56,070.00 per month
Project	:	Research for Second Congressional Commission on Education (EDCOM 2)

Minimum Qualifications:

- Bachelor's Degree in Development Studies, Business Management, Economics, Public Administration, and other social science degrees.
- Eight (8) training related to the scope of work.
- 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 teams mobilization-related requests;
2. Assist in the initial review of Terms of References (TORs), contracts, budget, and similar documents under the PIDS-EDCOM II project;
3. Assist in the processing of request of PIDS-EDCOM project consultants, ensuring all the necessary documents are complete and required information are accurate;
4. 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;
5. Upload in the Project Monitoring Information System all documents pertaining to the implementation of the PIDS-EDCOM 2 project;
6. Prepare progress reports, financial reports, and other administrative documents for submission to PIDS or study clients; and
7. 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 at **<https://recruitment.pids.gov.ph/>**. Incomplete documents will not be processed. Incomplete documents will not be processed. Specific details related to this Contract of Service will be discussed during the interview.

Deadline : November 14, 2024

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

Project Evaluation Officer
(Contract of Service)

for

Research for Second Congressional Commission on Education (EDCOM 2)

1. Background and Rationale

The Philippine Institute for Development Studies (PIDS) will conduct research needed by the Second Congressional Commission on Education (EDCOM 2), a national commission tasked to undertake a comprehensive assessment and evaluation of the Philippine education sector. The commission was created Republic Act 11899 or EDCOM II Act.

Section 3 of the Act states that the objective of creating EDCOM 2 is "to undertake a comprehensive national assessment and evaluation of the performance of the Philippine education sector for the purpose of recommending transformative, concrete and targeted reforms in the sector." In addition, the Act states that national assessment and evaluation will include the following:

1. Review of the observance of the mandates of the laws that created the three education sub-sectors, namely the DepEd, the CHED and the TESDA.
2. Determination of factors that have contributed to the continuing failure in learner performance on identified subject areas to meet the desired international and local standards.
3. Recommendations comprising of specific, targeted and time-bound solutions to enable the education sub-sectors to improve performance vis-à-vis measurable indicators and deliver accessible, inclusive, and quality education that is at par with world standards.
4. Identification of best practices of various national and international educational institutions that can be adopted across the entire education system.
5. Proposal for a monitoring and evaluation plan to ensure the timely achievement of set targets.
6. Determination of the role of local government units in the delivery of basic education services; and
7. Additional legislation to further the objectives of this Act.

As the state's think tank, PIDS will conduct baseline studies and draw evidence-based policy recommendations to be submitted to the commission. This is in relation to the role of the PIDS in EDCOM 2. As stated in the EDCOM II 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."

2. Objectives

To achieve the objectives set by the commission, the PIDS is augmenting its staffing complement, for both the study team and the project management team under the PIDS-EDCOM 2 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-EDCOM 2 project mobilization and related 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-EDCOM 2 project.
3. Assist in the processing of request of PIDS-EDCOM project consultants, ensuring all the necessary documents are complete and required information are accurate
4. 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;
5. Upload in the Project Monitoring Information System all documents pertaining to the implementation of the PIDS-EDCOM 2 project; and
6. Prepare progress reports and administrative documents for submission to PIDS or study clients.
7. Others as may be assigned by the RSD Department Manager.

The COS worker shall submit a Progress/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 RPMD Division Chief and 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.

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. Minimum Qualifications

Education: At least Bachelor’s Degree in Development Studies, Business Management, Economics, Public Administration and other social science degrees.
Experience: 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
Competencies: 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 until **March 31, 2025**, upon the effectivity of the contract. The contract of the COS worker may be renewed upon favorable recommendation by the concerned Fellow and approved by the PIDS President, but in no case shall exceed the term of the project, and the term of the PIDS President, to which the COS worker is assigned and for a maximum period of 1 year only per renewal whichever is shorter. The result of the performance evaluation shall also be attached to the request for renewal 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 commencement of work for this specific project, 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).