

NOTICE OF CONTRACT OF SERVICE VACANCY

May 8, 2025

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

Contract
Duration : **Actual Start Date until June 30, 2025**

Salary : **PHP 41,305.20 per month**

Project : **PIDS-Department of Agriculture Project titled “Terminal Evaluation cum Impact Assessment of the Special Area for Agricultural Development (SAAD) Program”**

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. Support the collection of necessary data for the background paper.
2. Collaborate with the Project Director and other team members in developing data collection instruments.
3. Support the writing of reports and other deliverables for this and related projects, in particular the RCEF-NRP Baseline Study.
4. Conduct primary data collection such as focus group discussions and key informant interviews, as necessary, regarding government-supported interventions from DA, including the SAAD program, and the RCEF-NRP Baseline Study.
5. Assist in the preparation of documents for coordinating fieldwork and other meetings with stakeholders.
6. Other duties as may be assigned by the Project Director.

Requirements:

1. Application letter addressed to PIDS President
2. Certificate of Civil Service Eligibility/ PRC
- Optional
3. Performance Evaluation from the last rating period
(if coming from another government agency)
4. Personal Data Sheet
5. PIDS Information Sheet
6. Training Certificates



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April 03, 2025

7. Transcript of Records
8. Updated Resume/CV
9. Work Experience Sheet

Interested and qualified applicants may submit their requirements at <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 : May 15, 2025

Philippine Institute for Development Studies

TERMS OF REFERENCE

ONE (1) PROJECT TECHNICAL ASSISTANT
(Contract of Service)

for the

PIDS-Department of Agriculture Project titled “Terminal Evaluation cum Impact
Assessment
of the Special Area for Agricultural Development (SAAD) Program”

1. Background and Rationale

The Special Area for Agricultural Development (SAAD) is a locally funded project under the Department of Agriculture (DA) that aims to help alleviate poverty incidence in its selected areas from FY 2017 – 2022. The scope covers both agriculture and fishery sectors with 30 provinces as selected areas. SAAD has 4 major components: Social Preparation Component, Food Production and Livelihood Component, Marketing Assistance and Enterprise Development Component, and Program Management Component. The last component is led by the National Project Management Office (NPMO) of the SAAD. The PMO coordinates project activities implemented under agriculture (crops, livestock, and poultry) and under fisheries (managed by the Bureau of Fisheries and Aquatic Resources). These components aim to contribute to the overall development of SAAD beneficiaries. It provides a holistic approach of implementation both in the agriculture and fishery sector to uplift the lives of farmers and fisherfolk beneficiaries above and beyond the poverty threshold of the country.

PIDS is also engaged in a Rice Industry Baseline Study to Support the Mid-term and End-term Evaluation of the Rice Competitiveness Enhancement Fund (RCEF) and the National Rice Program (NRP). The NRP in particular targets areas with large number of poor farmers, as well as with high poverty incidence among farmers.

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 overall objective of the evaluation is to review the achievements made to deliver the specified objectives and outcomes/impact of the SAAD Phase 1 Program.

The study specifically aims to:

- Provide an overall assessment on the program’s implementation from FY 2017 – 2022.
- Establish the effectiveness, efficiency, relevance, performance, and success of the project, including the sustainability of results.

- Evaluate the strengths and weaknesses of project design, implementation, monitoring and adaptive management and sustainability of project outcomes, including the project exit strategy.
- Collate and analyze specific lessons and best practices pertaining to the strategies employed, and implementation arrangements, which may be utilized to inform future programming.
- Provide policy recommendations that may enhance the program's implementation relevant to its Phase 2.

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/activities¹

1. Support the collection of necessary data for the background paper.
2. Collaborate with the Project Director and other team members in developing data collection instruments.
3. Support the writing of reports and other deliverables for this and related projects, in particular the RCEF-NRP Baseline Study.
4. Conduct primary data collection such as focus group discussions and key informant interviews, as necessary, regarding government-supported interventions from DA, including the SAAD program, and the RCEF-NRP Baseline Study.
5. Assist in the preparation of documents for coordinating fieldwork and other meetings with stakeholders.
6. Other duties as may be assigned by the Project Director.

The COS worker shall submit an 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 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

¹ If the COS staff needs to undertake physical/face-to-face interviews and data collection and related activities, the COS staff 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.

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.

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/desktop with up-to-date anti-virus software for the duration of the contract. If the COS worker does not have said laptop/desktop, 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/desktop if units are available in the PIDS-ICTSD laptop pool and in accordance with the guidelines for the issuance of computers to COS workers.

5. Minimum Qualifications

Education	Bachelor's Degree 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 from effectivity of the contract until end of term of the current PIDS President, or the latter's duration of holdover capacity, if any, and/or the duration of the project whichever is shorter. The contract of the COS worker may also be renewed upon favorable recommendation by the concerned Department Manager 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 engagement is PHP 41,305.20 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 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

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