

NOTICE OF CONTRACT OF SERVICE VACANCY July 21, 2025

Position Title : **Two (2) Project Technical Assistants - Contract of Service**

Contract Duration : **Actual Start Date until December 31, 2025**

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

Project : **PIDS-Department of Agriculture Project titled “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)”**

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:

For COS Worker 1:

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. Assist in processing and analyzing datasets from primary and secondary data collection.
4. Other duties as may be assigned by the Project Director.

For COS Worker 2:

1. Conduct primary data collection such as focus group discussions and key informant interviews as necessary regarding government-supported interventions from RCEF and NRP.
2. Assist in the preparation of documents for coordinating fieldwork and other meetings with stakeholders.
3. Support the writing of reports and other deliverables for this and related projects.
4. Other duties as may be assigned by the Project Director.

Requirements:

1. Application letter addressed to PIDS President



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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
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 : **July 28, 2025**

Philippine Institute for Development Studies

TERMS OF REFERENCE

TWO (2) PROJECT TECHNICAL ASSISTANTS

(Contract of Service)

for the

PIDS-Department of Agriculture Project titled “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)”

1. Background and Rationale

A special provision of the General Appropriations Act (GAA) of 2025 under the appropriation for the Department of Agriculture (DA) provides that: “The amount of thirty million pesos (Php 30,000,000) shall be directly released to the Philippine Institute for Development Studies (PIDS), specifically for the conduct of the 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 (p. 80)”. The subject of evaluation is the RCEF and NRP. RCEF is a fund that leads to a program of activities, while the NRP is a national program of DA (together with Corn, High value crops, Organic agriculture, Livestock, Urban and Peri-Urban Agriculture).

2. Objectives of the Study

The overall objective of the study is to evaluate the Rice Competitiveness Enhancement Fund (RCEF) and the National Rice Program (NRP).

Specifically:

- Describe the socio-economic status of Filipino rice farmers in 2024 in terms of productivity, output, cost per unit and profitability.
- Assess the implementation of various RCEF and NRP interventions.
- Determine the effects of RCEF and NRP interventions in the socioeconomic conditions of rice farmers and their agricultural productivity.
- Measure the benefits received by farmers from the RCEF and NRP interventions based on their farm income and in farm performance indicators.

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

For COS Worker 1:

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. Assist in processing and analyzing datasets from primary and secondary data collection.
4. Other duties as may be assigned by the Project Director.

For COS Worker 2:

1. Conduct primary data collection such as focus group discussions and key informant interviews as necessary regarding government-supported interventions from RCEF and NRP.
2. Assist in the preparation of documents for coordinating fieldwork and other meetings with stakeholders.
3. Support the writing of reports and other deliverables for this and related projects.
4. 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 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

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.

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 shall commence not earlier than June 25, 2025 until December 31, 2025 and/or until the end 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 contract of service 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 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 (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 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).