



TERMS OF REFERENCE

Activity: Authority to hire Project Development Officer II, SG15 for DICT DREAM Team

Duration: 21 May to June 2021
01 July to 31 December 2021

Particulars: Proclamation Nos. 922 (March 8, 2020) and 928 (March 13, 2020), declared a State of Public Health Emergency and Calamity throughout the Philippines due to the Coronavirus Disease 2019 (COVID-19), and enjoined all government agencies and local government units to render full assistance and cooperation, and to mobilize the necessary resources to undertake critical, urgent, and appropriate response measures in a timely manner to address the COVID-19 threat.

On November 26, 2020, the IATF, a specialized body existing by virtue of Executive Order No. (EO) No. 168, s. 2014, issued Resolution No. (Res.) 85 creating the Data Resiliency for Ease of Access and Management (DREAM) Team headed by DICT. The DREAM Team will deploy, train, and provide support in ensuring the use of ICT solutions that are part of the COVID-19 ICT ecosystems, more particularly the Vaccination Information Management System-Immunization Registry (VIMS-IR) by all LGUs and other stakeholders nationwide to help control the spread of Covid-19 in the country.

On March 8, 2021, the Office of the Assistant Secretary for Regional Operations and Countryside ICT Development instructed all Regional Cluster Offices (RCOs) to provide full support to the activities and undertakings of the DREAM Team.

In view of the foregoing and with the limited manpower resource of ROCS and our Regional Cluster Offices, there is an urgent need to hire the hereunder recommended additional Job Order Workers for full time assignment to the DREAM Team.

Considering that an important part of the DICT's undertaking as DREAM Team's chair involves training and support for the deployment of the VIMS-IR, and that learning content to foster knowledge on operating and managing a portion of the information systems will be created, the JO engagement may be charged to the ILCDB's relevant funds. It may be noted that aside from the provisions of RA 10844¹, Proc. Nos. 922 and 928, and the IATF Res. 85 serve to authorize the undertaking of the training and support activities of the DREAM Team to be supported by relevant program funds of the ILCDB.

Position Title	Duties and Responsibilities	Qualifications
Project Development Officer II, SG15	<i>The PDO II shall assist the PDO II Lead in providing technical support to the DICT DREAM Project Management Team – Monitoring and Evaluation sub-group. Specifically:</i>	<ul style="list-style-type: none">● Highly analytical and detail oriented● Experience in designing and managing monitoring tools and database systems● Experience and background in database management

¹ See RA 10844, §2 (h), as state policy, on promoting the use of ICT for the enhancement of key public services such as public health and safety; §2 (h), as state policy, to ensure provision of strategic and reliable ICT resources; and § (f) (III), as mandates, on resource-sharing and capacity-building.

	<ol style="list-style-type: none"> 1. Monitor and evaluate the system rollout, training and implementation in the assigned LGUs: <ol style="list-style-type: none"> i. Conduct needs assessment of the assigned LGUs in the roll-out and implementation of the 5 covid non-vaccine apps/systems and the VIMS-VAS vaccine systems thru survey and online consultation sessions; ii. Coordinate with ILCDB for content creation for DREAM related training and capacity building; iii. Document training conducted relative to DREAM and VIMS implementation; 2. Provide support to LGUs/Regional DREAM Team counterparts to ensure smooth system roll-out: <ol style="list-style-type: none"> i. Monitor the assigned Regional viber groups to efficiently coordinate, discuss, escalate and resolve their issues and concerns on the systems being cascaded to LGUs; ii. Cascade to Regional DREAM Team/LGUs the announcements, advisories, and memos regarding the implementation and usage of the systems; iii. Attend and facilitate online meetings and training, as the case may be, with the LGUs to discuss their issues and concerns, lessons learned and gaps for improvement; 3. Attend in all scheduled cadence for DREAM TEAM Cluster: <ol style="list-style-type: none"> i. Weekly Cadence of NCR and Regional DREAM Team; ii. Weekly VIMS and VAS Forum; iii. DILG-QC WS1 Weekly Cadence; iv. Meetings with assigned LGUs on VIMS and VAS excel compliance; v. Trainings conducted on the usage of the system to the assigned LGUs; vi. Other meetings concerning LGUs; <p>M&E</p> <ol style="list-style-type: none"> 4. Assist in the development, improvement and maintenance of M&E Tools for the DREAM Team to monitor rollout and implementation of the VIMS, VAS, and other Covid-19 ICT ecosystems. Ensure that the system/tool is working properly and enhance the template according to the relevant data sets of the M&E Team; 	<ul style="list-style-type: none"> ● Knowledge on basic SQL queries and Google scripting/Javascript ● Knowledge in Google Suite platform ● Experience in planning and managing surveys ● Experience in developing and refining data collection tools ● Good oral and written communication, project management, monitoring and coordination skills ● Goal-oriented, self-motivated, honest and can work with minimum supervision ● Ability to identify communicate potential problems and proposes creative solutions ● Proficient in using computer and office software applications/tools <p>CSC Minimum Requirements:</p> <ul style="list-style-type: none"> ● Bachelor’s Degree relevant to the job ● 1 year of relevant experience ● 4 hours of relevant training ● Career Service Professional
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	<ol style="list-style-type: none"> 5. Manage the file sharing and maintenance of DREAM Google email and drive: <ol style="list-style-type: none"> i. Create sitemap as reference and guide to the files stored within the drive; ii. Organize files and documents stored within the drive; iii. Manage the access of the Governance, Regional, NCR and other deemed necessary users to the files; iv. Monitor emails of DREAM M&E Team 6. Attend in all scheduled cadence for DREAM TEAM Cluster: <ol style="list-style-type: none"> i. Weekly DREAM M&E Team Meetings ii. DICT M&E Meetings; 7. Perform other related functions as may be assigned from time to time by the NCR DREAM Team Lead, the Service Director or the next higher authorities; and 8. Comply with the DICT policies, code of conduct and other applicable rules and regulations. 	
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COMPENSATION: In consideration of the services to be rendered, DICT shall pay the monthly compensation equivalent to **Thirty-Two Thousand Fifty-Three Pesos (Php32,053.00)** per month, plus the additional twenty percent (20%) over the basic pay in lieu of government benefits, in the total gross amount of **Thirty-Eight Thousand Four Hundred Sixty-Three Pesos and 60/100 centavos (Php38,463.60)**.

Schedule of payment shall be two equal payments every 10th and 25th of every month provided with attached Daily Time Record (DTR) and Accomplishment Report approved by the Service Director.

The employment does not entitle the worker to benefits enjoyed by regular government employees such as PERA/AC, RATA and other additional compensation.

LENGTH OF SERVICE: Services shall be for the period 21 May to 30 June and 01 July to 31 December 2021 and may be subject to extension thereof at the option of and if deemed necessary by the DICT.

DICT shall have the authority to cancel this engagement in the event of unsatisfactory performance of the staff hired and/or for such other causes authorized by law.

SOURCE OF FUNDS: ILCDB Funds

Approved by:

ENGR. AMELIA S. DEAN
NCR DREAM Team Lead
OIC Director IV
Regional Operations Coordination Service