



TERMS OF REFERENCE

Activity: Authority to hire Project Development Officer II (Lead), 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 function as Assistant Team Lead in support to the DICT DREAM Project Management Team – Monitoring and Evaluation sub-group. Specifically:</i> 1. Lead and facilitate the DREAM Team's in-depth LGU assessments, training and implementation for the Covid-19 response management landscape of assigned LGUs;	<ul style="list-style-type: none">• Highly analytical and detail oriented• Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages

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"> 2. Provide leadership and technical guidance to the DICT DREAM M&E team in the development of program monitoring reports, training and the organization of the DREAM common cloud storage system for program activity documents and materials; 3. Lead and ensure appropriate coordination with ILADB for content creation for DREAM related training and capacity building; 4. Provide leadership and technical guidance to the DICT DREAM M&E team in the evolving development, user provisioning and maintenance of the online Monitoring tools , user provisioning and maintenance of the online Monitoring and Evaluation tools and reports for the use of the National DREAM Team; 5. Provide leadership and support to the DICT DREAM team for the communication, coordination, management, and the execution of National DREAM assessment, monitoring, and training activities; 6. Lead and ensure appropriate coordination with the assigned LGUs for the regular consultation, engagement and training activities of the National DREAM team; 7. Provide hypercare support in addressing and/or escalation of VIMS and VAS related concerns and issues; 8. Alternate lead for the DREAM Monitoring and Evaluation group tasked to: <ol style="list-style-type: none"> a. Develop, improve, and maintain 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; b. Organize and 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 	<ul style="list-style-type: none"> ● Experience in designing and managing monitoring tools and database systems ● Experience and background in database management ● Advance knowledge on SQL queries and Google scripting/Java Scripts ● In-depth knowledge of the monitoring and evaluation strategies and the data collection and analysis methodologies ● Experience in planning and managing surveys ● Experience in developing and refining data collection tools ● Knowledge in Google Suite platform ● 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 ● 2 years of relevant experience ● 8 hours of relevant training ● Career Service Professional
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	<p>and other deemed necessary users to the files</p> <p>iv. Monitor emails of DREAM M&E Team</p> <p>c. Attend in all scheduled cadence for DREAM TEAM Cluster:</p> <p>i. Weekly DREAM M&E Team Meetings</p> <p>ii. DICT M&E Meetings</p> <p>9. Perform other related functions as may be assigned from time to time by the NCR DREAM Team Lead, the Service Director and/or the next higher authorities; and Comply with the DICT policies, code of conduct and other applicable rules and regulations.</p>	
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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: ILDCB Funds

Approved by:

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