

TERMS OF REFERENCE (TOR) FOR THE PROJECT DEVELOPMENT OFFICER (COMPUTER PROGRAMMER) FOR THE PROCUREMENT SERVICE (PS)

I. Background of the Project:

The DSWD Procurement Service (PS) is the office primarily responsible in ensuring efficient, effective, timely, and responsive management of the Department's procurement activities. With an average cost of 1.6B-pesos Annual Procurement Plan (APP) for the DSWD Central Office (CO) over a period of five (5) years, PS has become a critical support office for the implementation of Social Protection Support Project (SPSP) and other Department programs. Procurement also plays a major role in the utilization and disbursement of project funds, thus it is crucial that PS is able to monitor and accurately record procurement transactions and milestones.

While the Department has established a DSWD Electronic Procurement Monitoring System (e-PTMS) back in year 2009, the same was not sustained and maintained due to various technical and manpower setbacks. But the need to track and manage procurement activities in a manner that provides the right information to the right set of people at the right time remains to be a crucial task to enable efficient, effective, and responsive project management and decision-making support.

It is at this juncture that a stable, functional, and interactive electronic procurement monitoring system is timely to be put in place. With the growing vast of information technology (IT) hardware and software installed in the Department, developing a new system to enhance or modify the e-PTMS will be more manageable.

II. Objective:

The principal objective for hiring a project developer (computer programmer) is to create an application or system based on the DSWD e-PTMS platform and user's requirements.

The e-PTMS shall be an enabling mechanism for procurement planning, management, and contract implementation of not only the Procurement Service but more importantly the Social Protection Support Project (SPSP) Management Offices.

III. Scope of Work:

- 1) The Programmer, in coordination with the Procurement Service (PS) and the Information Management Bureau (IMB), shall review and study the existing DSWD e-PTMS platform and propose a new system or application that will answer end-user requirements or needs in terms of recording, tracking, and

monitoring procurement activities and milestones. Recommendations on design, set-up, and other mechanisms for the system or application's maximum use shall also be given.

- 2) The Programmer shall prepare a user's manual for reference of DSWD focal persons.
- 3) The Programmer shall manage the system, update the information provided therein, and generate reports as may be necessary, until such time that it is turned-over to PS.
- 4) The Programmer shall conduct in-house orientation for PS Staff and other focal staff/personnel in the implementation of the newly developed and fully functional system.

IV. Transfer of Technology/Knowledge:

As expressly stipulated in the Scope of Work, the Programmer is expected to conduct an in-house orientation for PS Staff in the implementation of the newly developed and fully functional system. The Programmer must be able to develop orientation modules as part of the technology/knowledge transfer.

The user's manual, modules, and all technical notes shall form part of DSWD's property upon completion or termination of the Programmer's engagement.

V. Timelines or Schedule of Deliverables:

Components and Activities	Timeline	Specific Deliverables
<i>A. System Development</i>		
1. System Analysis and Design: Business Process Review and Requirements Analysis and Systems Design	Week 1 to 2	<ul style="list-style-type: none"> • Report on the results of the business process review and requirements analysis accepted by the Procurement Service (as Business Owner) • Functional System Design and Implementation Plan approved by the Business Owner
2. System Development and Enhancement	Week 3 to 6	<ul style="list-style-type: none"> • Enhanced ePTMS fully functional and accepted by the Business Owner

VI. Institutional Arrangements

The Programmer is not required to report daily to the Procurement Service - DSWD Central Office but must ensure that the timelines and expected deliverables are strictly complied with.

For purposes of administration, the Programmer will submit reports to the Procurement Service Director. Consultations and meetings with other related offices, bureaus, services, and units (OBSUs) shall be made in coordination with the PS Director and/or designated focal.

The cost of meetings and logistical requirements for training or orientation shall be on the account of the Department.

VII. Qualification of the Programmer:

1) Professional/Work-Related Qualification:

- The Programmer (project developer) must have a wide experience in developing and maintaining interactive and user-friendly monitoring systems, whether in the government or private sector, for a period of not less than two (2) years.
- Technical training and experience on project management; systems analysis, design and development; and database administration and knowledgeable in PHP/MySQL.
- Knowledge and experience in procurement will be an advantage.
- Must have a compiled portfolio of completed ICT-related projects for demonstration.

2) Educational Qualification:

The Programmer must be a graduate of at least four (4)-year degree in Information Technology (IT), preferably with focus on systems development, programming, web-design, and/or multi-media applications.

3) Job-related Behaviour Qualification:

The programmer must be a team player, open-minded, and trustworthy.

VIII. Remuneration and Terms of Payment

The Programmer shall have a monthly remuneration equivalent to Salary Grade 22 or in an amount equal to Forty-two Thousand Six Hundred Fifty-Two Pesos