Terms of Reference

SYSTEM SPECIFICATION DESIGNER
(SPLIT-REF-002)

Name of Project:	Support to Parcelization of Lands for Individual Titling (SPLIT) Project
Project Duration:	February 2022 – October 2024
Implementing Agency:	Department of Agrarian Reform (DAR)

1. Procurement Summary

1.1	Component:	Parcelization
1.2	Related Major Activity:	IT Support for SPLIT
1.3	Fund Source:	Loan Proceeds
1.4	Contract Duration:	12 months
1.5	Name of Supervisor:	Deputy National Project Director for IT Support System
1.6	Procurement Unit:	CPMO

2. Rationale/Background

The CLOA Document Management System will be developed under the sub-component 1.2 of the SPLIT project. It aims to support the streamlining of the parcelization processes currently being performed manually. By introducing technology such as digital forms, digital records will be created that can be securely maintained, stored, and shared with other agencies. Beneficiaries of the project will have digital proof of ownership, giving them easier access to lending institutions and other agricultural or social services, thereby empowering them to increase crop productivity and competitiveness.

The central CLOA Document Management System and Digital forms will establish a central database, from which the status of each CLOA is tracked and various statistical and management reports are generated to support the decision-making process thru close monitoring of activities and updated reporting. The system will provide information about the performance of field offices and the processing time for each major step in the process, which can be used to further optimize and streamline processes. It will generate gender disaggregated data and other reports to support the monitoring and evaluation process. In addition, the information for the completed CLOA cases will be stored in DAR's digital archive system for future reference. However, under the existing legal framework, the individual CLOA titles are archived and maintained by the LRA.

As part of developing the CDMS, there is a need to hire Information Technology Professionals/Individuals who will study, document and create the systems requirements document which is the reference

document for development of program units, modules, and system for the CDMS.

2.1 General Requirement

- Render at least three (3) days in a week at eight (8) hours per day and be on call at all times, as the need arises.

2.2. Specific tasks and responsibilities include the following:

Tasks	Output/Deliverables	Month of Deliverable
Gather existing information relevant to the parcelization processes from DAR, DENR, LRA and NCIP for purposes of determining the functional and non-functional requirement of the CLOA Document Management System and its interoperability with the existing processing system of the 4 agencies. Gather "user views," i.e., arrangements of attributes that reflect the way customers operate on the data.		1st Month, 3rd Week
Create detailed design documentation for the development and integration of computer systems to meet the needs of business (project).	System Requirements Specification	1st Month
Define the architecture, modules, interfaces, and data for a system to satisfy specified requirements.	Architectural / Conceptual Design	1st Month
Determine and translate user requirement and design the structure, behavior and views of the system.		
Draw the Logical Design of the System representing the data, flows, inputs and output of the system.	Logical Design	2nd Month

Tasks	Output/Deliverables	Month of Deliverable
Coordinate with Data Modeler on the Entity Relationships.		
Create the physical design that relates to the actual input and output processes of the system: how data is inputted into a system, how it is verified/authenticated, how it is processed, and how it is displayed.	System Architecture	2nd Month
Draw up detailed design documentation including charts and diagrams that indicate the various components involved: Architecture, Logical and Physical Design and most importantly the WORKFLOW DIAGRAMS.	System Design Document	3rd Month
Additional Tasks:		
Draft the Memorandum of Understanding for the sharing of data between Involved Agencies.	Memorandum of Understanding for Data Sharing	4th Month
User roles and permission level definition.	Study and define the roles and rights of the 4 different agencies to change data or to view data (who has rights to view and change for which data)	4th Month
Approval and acceptance of the outputs will be done by the Joint Working Group from DAR, DENR, LRA, NCIP. After the approval of the design, support the development of the temporary system.		4th Month
Work with the data model designer and the developers who will create the digital forms for the use at the local level.		5th – 10th Months
Provide support to the use of Digital Forms and collection of data from provinces.		11th -12th Months

3. Qualification Requirements and Basis for Evaluation

3.1. General Qualifications

- Bachelor's Degree related to Information Technology or Computer Science. Master's Degree holder is an advantage;
- Good working knowledge of Document Management System and Geographic Information Systems;
- Excellent communication skills in English language required to translate and balance all user requirements, and
- Ability to convey complex information in a simple way and make sure that the presented information is precise.

3.2. Work Experience

- At least five (5) years' experience in Creating Integrated Business Applications preferably for a National Government Agency or a Large Private Corporation.
- At least five (5) years' experience in using well-accepted software design and engineering tools.
- At least five (5) years' experience in Designing Distributed Applications.
- At least three (3) years' relevant experience in research and system analysis in rural development project