



TERMS OF REFERENCE SYSTEMS DESIGNER (SPLIT-REF-002-B)

I. PROCUREMENT SUMMARY

1. Component:	IT Support and DMS
2. Related Major Activity:	CLOA Document Management System
3. Fund Source:	Loan Proceeds (LP)
4. Contract Duration:	Twelve (12) Months – Annual Renewal
5. Name of Supervisor:	DNPD for IT Support and DMS Component
6. Procurement Unit:	Central Project Management Office
7. Monthly Salary:	PHP 200,000.00

II. RATIONALE

The **CLOA Document Management System (CLOA-DMS)** is planned for development under the IT Support and Document Management System Component of Project SPLIT wherein the aim is to support the streamlining of the parcelization processes hitherto performed manually. The introduction of technologies such as digital forms and records shall be created that can be securely maintained, stored, and shared with partner agencies. Beneficiaries of the project shall have a digital basis of ownership; hence, providing them access to lending institutions and other agricultural and/or social services, thereby, providing due empowerment in the increase in crop productivity and competitiveness.

The **CLOA-DMS** and **Digital Archiving System (DAS)** shall establish a central database wherein the status of each CLOA is tracked, and various statistical and management reports are generated to duly assist in the decision-making processes through the close monitoring of activities and updated reports. The system shall also provide information regarding the performance of Regional and Provincial Project Management Offices (R/PPMOs) along with the processing time for each major step in the parcelization process that can be utilized for further optimization and streamlining options.

It shall also generate gender-disaggregated data and other relevant reports in support of the Monitoring and Evaluation (M&E) Reports in an addendum to the information of the completed CLOA Cases that are hitherto planned for storage in the agency's DAS for future reference. However, under the existing legal framework, the individual titles are archived and maintained by the Land Administration Authority (LRA).

In support of the development of the CLOA-DMS, there is a necessity to hire Information Technology (IT) Professionals who will exclusively tackle the challenges necessary for the development of the system through the study, documentation, and eventual due development of a

Data Model or Database Design of the CLOA-DMS for a period of three (3) to five (5) months along with the provisioning of support for the implementation to R/PPMOs during the seven (7) to twelve (12) months period encapsulating one (1) year of service, at the minimum.

Hence, the model shall be the primary reference document for the development of programs, modules, and systems for the CLOA-DMS.

1. GENERAL REQUIREMENTS

- Render **five (5) working days a week** with at least, **eight (8) hours per day**.

2. SPECIFIC TASKS AND RESPONSIBILITIES

The **SPLIT-REF-002 (Systems Designer)** shall accomplish the following deliverables, produce outputs, and accomplish it within the specified timelines, if not earlier, *to wit*:

Deliverables	Output	Timeline
1st Month		
Gather existing information from the DAR, DENR, LRA, and NCIP to establish the data requirements of the CLOA-DMS with the IA-JTWG on Data Sharing, Exchange Requirements, Format Definitions, Attributes, and Fields.	Data Requirements	1 Week
Develop the Detailed Design Documentation for the development and integration of computer systems to meet the requirements of business projects.	System Requirements Specifications	1 Week
Duly define the key architecture, modules, interfaces, and data for the system to satisfy the specified system requirements.	Architectural and Conceptual Design	1 Week
Determine and duly translate key user requirements and design the structure, behavior, and views of the system.	Conceptual Design Specifications	1 Week

2nd Month		
Draw the Logical Design of the system representing the data, flows, inputs, and outputs of the system.	Database Schema	1 Week
Coordinate with the Data Modeler on the Entity Relationships	Collaboration with SPLIT-REF-001	1 Week
Develop the Physical Design which will relate to the actual input and output processes of the developed system. Determine the data's inputs, verification and authentication, and its proper display.	System Architecture	2 Weeks
3rd Month		
Develop detailed Design Documentation such as charts and diagrams that indicate various key components involved.	Systems Design Document (i.e., Architecture, Logical and Physical Design, and Workflow Diagrams)	4 Weeks
4th Month		
Draft the Technical Requirements for Data Sharing Requirements for the partner agencies.	Data Sharing Technical Requirements	2 Weeks
Define the user roles and permission level definitions.	Technical Studies on PIC and PIP Roles	1 Week
IA-JTWG Approval of the Design, Support, and Development of the CLOA-DMS.	IA-JTWG Meeting	1 Week
5th Month		
Data Modeler and Design Firm Collaboration on the CLOA-DMS Development	Collaboration with SPLIT-REF-001 and CLOA-DMS Design Firm	4 Weeks (Consistent Occurrence)

6th Month		
Data Modeler and Design Firm Collaboration on the CLOA-DMS Development	Collaboration with SPLIT-REF-001 and CLOA-DMS Design Firm	4 Weeks (Consistent Occurrence)
7th Month		
Data Modeler and Design Firm Collaboration on the CLOA-DMS Development	Collaboration with SPLIT-REF-001 and CLOA-DMS Design Firm	4 Weeks (Consistent Occurrence)
8th Month		
Data Modeler and Design Firm Collaboration on the CLOA-DMS Development	Collaboration with SPLIT-REF-001 and CLOA-DMS Design Firm	4 Weeks (Consistent Occurrence)
9th Month		
Data Modeler and Design Firm Collaboration on the CLOA-DMS Development	Collaboration with SPLIT-REF-001 and CLOA-DMS Design Firm	4 Weeks (Consistent Occurrence)
10th Month		
Data Modeler and Design Firm Collaboration on the CLOA-DMS Development	Collaboration with SPLIT-REF-001 and CLOA-DMS Design Firm	4 Weeks (Consistent Occurrence)
11th Month		
Provision support to the utilization of the Digital Forms and Data Collection to R/PPMOs.	Help Desk Support and Virtual/On-Site Consultations	4 Weeks (Consistent Occurrence)
12th Month		
Provision support to the utilization of the Digital Forms and Data Collection to R/PPMOs.	Help Desk Support and Virtual/On-Site Consultations	4 Weeks (Consistent Occurrence)

Indicated in the timeline above-cited is the line of responsibilities and outputs expected from SPLIT-REF-002 (Systems Designer); however, the following is subject to adjustments which can conclude their proposed deliverables and outputs earlier or later than the Month 12 Projection.

III. QUALIFICATIONS

1. Educational Qualifications

- Bachelor's Degree duly related to Information Technology or Computer Science; and,
- A Graduate Degree is an advantage.

2. Work Experience

- Five (5) Years of Experience in developing Document Management Systems (DMS) and Geographic Information Systems (GIS) with, at least, two (2) projects handled;
- Five (5) Years of Experience in Developing Integrated Business Applications with, at least, two (2) projects handled;
- Five (5) Years of Experience in designing Distributed Applications with, at least, two (2) projects handled;
- Five (5) Years of Experience in Standard Data Model Tools; and,
- Five (5) Years of Experience in Structured Query Language and various Data Handling Tools (Data Manipulation Languages [DML] and Data Definition Languages [DDL]).

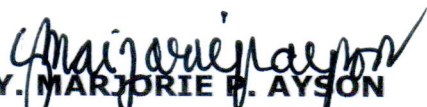
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