



## TERMS OF REFERENCE

1. PROJECT : DEVELOPMENT AND DEPLOYMENT OF A WEB-BASED SPES INFORMATION SYSTEM
2. PROPONENT : BUREAU OF LOCAL EMPLOYMENT (BLE)  
Department of Labor and Employment (DOLE)
3. APPROVED BUDGET FOR THE CONTRACT (ABC) : Php3,500,000.00

#### 4. RATIONALE/BACKGROUND:

The Special Program for Employment of Students (SPES) is a youth employment-bridging program created under Republic Act (RA) 7323 series of 1999, as amended by RAs 9547 and 10917. The program aims to provide temporary employment to poor but deserving students, out-of-school youth (OSY), and dependents of displaced or would-be displaced workers, aged 15 to 30 years. SPES can help augment the family's income to help ensure that the program beneficiaries are able to pursue their education.

Going strong for 28 years, SPES has touched the lives of a total of 3.204 million students and out-of-school youth nationwide. Considered as one of the Department's key programs in its employment facilitation strategy, it is necessary for the BLE, as the program manager, to establish a dedicated database to efficiently implement the program and monitor its beneficiaries.

In this regard, the BLE proposes an interactive online SPES system that can also be used as an accurate and reliable source of Labor Market Information (LMI).

#### 5. APPROVED BUDGET FOR THE CONTRACT (ABC):

The Approved Budget for the Contract is **Three Million Five Hundred Thousand Pesos (Php3,500,000.00)**, covering the development and deployment of the web-based SPES information system including the needed software and hardware requirements for its virtual methodology. The budget for the project shall be sourced from the approved **2021 GAA**.

#### 6. SCOPE OF WORK:

- 6.1 Conduct business and system requirement analysis and determine possible solutions for the fulfillment of the business objectives that shall form part of the SPES Information System (IS) including possible integration with other Information Systems being implemented/managed by BLE (e.g. PEIS, PhilJobNet) and DOLE Regional Offices in consultation

with concerned stakeholders.

- 6.2 Design, develop, and deploy a web-based SPES-IS that shall handle data entry, database repository, data analytics, payment monitoring module, and report generation.
- 6.3 The minimum technical specifications of the web-based SPES-IS are as follows:
  - a. Web-based application developed through open web standards like HTML, DHTML, PHP, JavaScript, Java or XML to ensure full access and easy maintainability;
  - b. Include a feature whereby pre-selected information/statistics by regions, provinces, cities, etc. are displayed on the homepage as may be pre-determined by BLE;
  - c. Guaranteed security to protect the privacy and anonymity of the users (role-based access control policy administration);
  - d. Automated online system and/or email notification whichever is applicable to DOLE Regional Offices;
  - e. Pre-formatted reports, in accordance with pre-agreed parameters, fields and data;
  - f. Aesthetic design and user-friendly website;
  - g. Flexibility to generate pre-formatted reports to capture accomplishments and outputs of a specific office that will form part of the monitoring and policy decision of DOLE Officials; and
  - h. An audit trail of user actions to enable the reconstruction and examination of the sequence of events and/or changes in an event, in accordance with pre-determined parameters.
- 6.4 Secure licenses for hardware, software, operating system and all other necessary software's needed to run the web-based SPES-IS effectively including security of databases and servers.

Expenses incurred for the procurement of software and hardware licenses shall be borne by the Consultant.

- 6.5 Provide free-hosting of the online SPES system application and database for one (1) year which shall start upon completion of the project and/or signing of Acceptance Certificate. The speed, bandwidth, and storage facility must be able to address the requirements of the system.
- 6.6 A database backup and recovery plan must be included in the design of the project;