



NATIONAL FOOD AUTHORITY

Visayas Avenue, Barangay VASRA, Diliman, Quezon City 1128

www.nfa.gov.ph

TERMS OF REFERENCE

The integrated NFA Resource Management System (iNFARMS) is an Information and Communications Technology (ICT) – based project that aims to digitally integrate identified priority functions and processes, specifically on warehouse documentation, and finance and administration, making them accessible across NFA offices. The designing, development and implementation of the program / project will cover a three-year period from 2021 to 2023 with an estimated budget of ₱100 Million.

In line with the ICT initiatives, the NFA is in need of competent individuals who will provide expertise in assisting the NFA Central Office in identifying, designing and redesigning the existing system of information, requirements, and strategies for the outsourcing of consultancy services and for extensive development and implementation of iNFARMS in NFA nationwide.

I. ACTIVITY

Hiring of **Three (3) Information Technology (IT) - Business Analysts** to provide necessary assistance in the discovery / devising / designing / redesigning of the digital strategy for the NFA Warehouse Operations, Collections and Deposits, Costs Accounting, Financial Information System and other related deliverables and modules.

II. LENGTH OF SERVICE

Services shall be for **three (3) months** and may be subject to extension thereof at the option of, and if deemed necessary, by the NFA Program Management Committee.

III. DUTIES AND RESPONSIBILITIES

The IT Business Analyst shall work with the agency to help conduct research and analysis in order to recommend ICT solutions. Particularly, they shall:

- a. Lead business and technical analysis sessions to support development efforts to meet current and projected business needs;

- b. Confer with users, study information needs and resource capabilities, system flows, data usage, and work processes;
- c. Construct workflow charts and diagrams, write specifications and investigate problem areas following the software development lifecycle;
- d. Understand the business issues and data challenges of NFA and the industry;
- e. Align stakeholders on business requirements, system requirements, program / software functions and strategies;
- f. Provide expertise on the systems capabilities / limitations as it relates to business operations / goals;
- g. Prepare use cases, mock-ups and (formal) accurate and detailed requirements specifications documentation, user interface guides and functional specification documents; and
- h. Perform system analysis and design activities including but not limited to process identification (as-is and to-be process), functional specifications development, among others.
- i. Coordinate with concerned NFA Program Management, Project Teams and Corporate Planning and Management Services Department (CPMSD) for pre-briefing regarding the necessary information such as:
 - 1. NFA Organizational Structure and Staffing Pattern
 - 2. Operations and Financial Standard Operating Procedures (SOPs)
 - 3. Warehouse documentation and Internal control processes
 - 4. Records, reports, and input/output documents
 - 5. Other NFA related rules and regulations

IV. SCOPE OF WORK DELIVERABLES

The IT Business Analysts are expected to provide technical assistance to the agency in the discovering / devising / designing / redesigning of the digital strategy / roadmap document required for the development of a web-based and Structured Query Language (SQL) – based systems application. Specifically, the deliverables include:

- a. **System Requirements Specification (SRS)** is a structured collection of information that embodies the requirements of a system. It defines the business needs of NFA user clients and stakeholders to identify business problems and propose solutions.
- b. **System Design Specification (SDS)** describes how a system performs the requirements outlined. It presents the complete design for the desired information system, along with detailed costs, staffing, and scheduling for completing the development phase of the project.

The SRS and SDS shall only initially focus on the existing warehouse documentations, and related other financially records affecting warehouse operations to generate the following modules:

- a. warehouse transaction;
- b. warehouse stock examination;
- c. tolerable allowance computation;
- d. collections and deposits;
- e. costs accounting; and,
- f. other incidental operational and financial information system.

V. QUALIFICATIONS

- a. At least three (3) years of work experience as business analyst for the design / development of dynamic, database-driven websites and web applications.
- b. Bachelor's Degree in Computer Science, Computer Programming, or other IT-related course.
- c. Preferably with knowledge in Warehouse Operations, Finance and Asset Management

VI. COMPENSATION

In consideration of the services to be rendered, NFA shall pay the monthly compensation equivalent to **Forty-Five Thousand Pesos (P45,000.00)** per month. Schedule of payment for monthly services rendered shall be made within five days after the cut-off month provided all the necessary documentary requirements are submitted.

VII. PAYMENT

The monthly payment for consultancy services shall be made upon preparation, presentation and submission by the IT consultant/s of the following:

- 1. Accomplishment Summary Report prepared by IT Consultant and duly certified by the Concerned Project Team Leader.
- 2. Detailed Statement of Deliverables / Modules Completed prepared by IT consultant and duly certified by the concerned Project Team Leader stating the activities completed, period covered.
- 3. Copy of the Contract Agreement for the initial month.

The documents shall be forwarded to CPMSD for the preparation of the Budget Utilization Request (BUR) Form and Disbursement Voucher (DV) for submission to the Finance Department for processing and payment.

VIII. OTHER CONDITIONS


- a. That this CONTRACT OF CONSULTANCY SERVICES is being resorted to in view of the fact that the aforementioned functions and deliverables are not being done by the regular employees of this Agency;
- b. That a monthly accomplishment report anent to the execution of the obligation of the PARTY of the SECOND PART shall be submitted and certified by the assigned Project Manager, prior to claim of reimbursement for services rendered;
- c. That the latter is not entitled to benefits enjoyed by government employees such as PERA, ACA, RATA, and others pursuant to CSC Resolution Nos. 020790 and 021480 and CSC MC Nos. 17, s. 2002 and 24, s. 2002;
- d. That since the services rendered are specific, part-time basis, and of short duration, there exists no employer-employee relationship between the two parties;
- e. That the consultant shall communicate regularly with CPMSD and/or at least report for work during regular working days from Monday to Friday and shall be given a working area to be designated or assigned by the CPMSD to ensure the attainment of the activity;
- f. That the consultant shall be accorded with the necessary logistics and facilities to attain the required requirements;
- g. That the consultant shall be entitled to a reasonable reimbursement of expenses incidental and related to the services required for the completion of the target deliverables such as, supplies and materials and travelling expenses. The reimbursement shall be allowed upon presentation of receipts and authorization from the NFA National Program Manager.
- h. That this Contract is not subject to the attestation of the Civil Service Commission since the services rendered under the same are not considered government services pursuant to Section 1, Rule XI of CSC MC No. 40, s. 1998;

- i. That there are no other agreements or understanding between the parties relating to other subject matter of this agreement. No change or modification on this agreement shall be valid unless the same be in writing and signed by the parties;
- j. Neither party may assign this Contract without the expressed written consent of the other party.

IX. SOURCE OF FUNDS: Corporate Planning and Management Services Department Budget for 2021.

Approved by:


MERCEDITA A. ESTRELLA
*Planning Officer V, and
Member, INFARMS PMC*


GERRY J. AMBROSIO
*Assistant Administrator for Finance and Administration, and
Program Manager, INFARMS PMC*