



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
MALACAÑANG, MANILA
CORPORATE PLANNING AND REFORMS SERVICE



ANNOUNCEMENT

Terms of Reference (TOR) for an Editor for the Organizational Performance Indicator Framework (OPIF) Reference Guide

If you want to put your talent to work briefly for a unit of the DBM that is committed to pushing reform activities for improved Public Financial Management (PFM) system in the country, please refer to the attached Terms of Reference (TOR) to see if your skills match our need.

The successful candidate shall be engaged for two (2) weeks commencing from the time the Organizational Performance Indicator Framework (OPIF) Reference Guide is given to him/her for editing.

Qualified candidates are invited to submit their *comprehensive resume to include samples of editing or writing jobs done* together with the *Letter of Application* addressed to

Dir. Gil P. Montalbo
Corporate Planning and Reforms Service (CPRS)
Department of Budget and Management
M-125 Mabini Hall, JP Laurel Street,
Malacañang, Manila

on or before **December 5, 2011**. For further inquiries, please call these numbers: 735-4916/735-4806, and look for Ms. Tessie C. Gregorio or Ms. Clarissa T. Bautista.



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DEPARTMENT OF BUDGET AND MANAGEMENT
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TERMS OF REFERENCE FOR AN EDITOR ON THE OPIF REFERENCE GUIDE

Background

One of the major deliverables under a European Commission Technical Assistance on "Strengthening the Capacity of DBM and Other Departments to Operationalize OPIF" was the finalization of a draft Organizational Performance Indicator Framework (OPIF) Reference Guide.

The Reference Guide aims to provide a common reference and set of quality standards in mainstreaming the OPIF as a system for achieving outputs and outcomes from public spending and seeks to guide DBM and agency staff to better understand key PFM concepts and processes, how it is applied to budgeting, planning, reporting, monitoring and evaluation of agency performance and appreciate it as a resource allocation, accountability and performance management tool. The OPIF Reference Guide is expected to be published and disseminated to all departments and agencies.

A workshop on the review and finalization of the OPIF Reference Guide was conducted last August 3, 2011 which was participated by DBM Officials and Staff under Office Order No. 2011-278. Valuable inputs, comments and recommendations were discussed and presented to the OPIF TA Consultants who made the necessary revision to the guide.

A final review on the revised OPIF reference guide by a small group of senior officials was then conducted on September 22, 2011 in order to finalize the revised guide. Subsequent comments and recommendations submitted after conduct of said meeting was also incorporated in the guide. The draft guide was also shared with NEDA who subsequently submitted their comments and recommendation. Said comments were considered by DBM and the consultants in revising the draft guide.

To ensure the consistency, completeness and understandability of the document for the intended recipients, an editor will be hired for the purpose.

General Tasks

1. The editor will report to the Corporate Planning and Reforms Service – Reforms Division Unit for guidance.

2. The editor will coordinate closely with the OPIF consultants and DBM during the conduct of editing work to ensure that the content and message of the document is not changed and will also coordinate with them for any recommended change in structure or order.
3. The editor will commence work from the time the OPIF Consultants submits the final version of the OPIF reference guide and the DBM approves and accepts the same for final editing.
4. The editor will also conduct the editorial work in coordination with our Technical Information System (TIS) who will provide the design of the guide. He may suggest/ recommend the appropriate design for the guide.
5. The editor will complete and submit the editorial work within 2 weeks from the time the guide has been submitted by DBM to him/her for editing.

Specific Tasks

1. The editor will conduct stylistic editing specifically focusing on actual writing such as clarity, flow, sentence, and length and word selection.
2. He will also do copy editing to focus on grammar, internal consistencies, writing and spelling.
3. For tables, charts, photos or other visuals used/copied, the editor should ensure that sources are properly cited.
4. The editor should ensure that fact checking process was conducted by consultants.
5. The editor should proofread one final time for overlooked errors.
6. As needed, the editor will coordinate with the printer hired by DBM to ensure the integrity of the final printed material/OPIF Guide for dissemination.

Qualification Requirements

1. Must have extensive experience of at least 3-5 years as an editor.
2. A good command of English grammar, spelling and punctuation.
3. Knowledge of OPIF concepts preferred.