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## TERMS OF REFERENCE

# *Youth Information Management System*

Phase 1: Supply, Delivery and Installation of  
Youth Volunteers and International Programs  
Beneficiaries (YVIP) Hub

Project Cost: Php400,000.00

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## **I. RATIONALE**

The National Youth Commission as a national government agency as mandated to implement programs and projects for the Filipino youth in line with their mission to make youth enabled, involved and patriotic, has recognized the need and support of Information and Communications Technology to monitor and digitize its operations.

The Youth Volunteer and International Programs (YVIP) aims to digitize the registration and monitoring of Youth Volunteers and International Programs (IP) beneficiaries.

NYC through this system, aims to achieve the following:

- Provide registration, approval and disapproval of registrations of NYC Youth Volunteers' program.
- Provide database of NYC Youth Volunteers.
- Provide monitoring of NYC Youth Volunteers in terms of performance (number of volunteering hours).
- Provide granting and monitoring of Rewards of NYC Youth Volunteers based on their performance.
- Provide registration, approval and disapproval of registrations of NYC International Programs (IP) beneficiaries.
- Provide a database of NYC International Programs (IP) beneficiaries.
- Provide monitoring for eligibility of NYC International Programs (IP) beneficiary, based on the requirements of a particular international event.

## **II. SCOPE OF THE PROJECT**

The Youth Volunteers and International Programs (YVIP) Hub will be deployed in coordination with the NYC IT Unit and NYC SMD. The system is expected to be external as it will cater Filipino youth volunteers and International Programs participants of NYC. The system is composed of three (3) modules:

### **A. Youth Information Module**

Every youth registrant shall have an individual account in the system and shall be able to input and update their personal information in the Youth Information Portal. The information details to be asked would be based in the Youth Information Form (Please see Annex A):

Specifically, the following personal information will be asked:

- First Name
- Middle Name
- Last Name
- Nick Name



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- Date of Birth
- Civil Status
- Age
- Nationality
- Telephone Number
- Mobile Number
- Email address
- Sex at birth
- Permanent Address
- Residential Address
- Educational Background
- Status (If student or professional)
- Blood type
- If professional, nature of work and employer

The system will automatically assign the registrant a “Youth Number”. The youth registrant shall be able to generate this data and download it in PDF format. There must also be an upload button for the uploading of a 2by2 picture.

The system will ask the youth registrant if he/she is/was a Youth Volunteer or has/have been an International Programs participant. The system shall be able to generate two (2) QR codes: One (1) QR code if the youth registrant is a Youth Volunteer, and another QR code if the registrant is/was an IP participant.

This module shall have an Update option which will allow the youth registrant to edit his or her information.

### **For Volunteer Secretariat Account:**

The Volunteer Secretariat account shall be able to filter out, generate and extract the following data:

- Volunteer Passport Number
- First Name
- Middle Name
- Last Name
- Nick Name
- Date of Birth
- Civil Status
- Age
- Nationality
- Telephone Number
- Mobile Number
- Email address
- Sex at birth
- Permanent Address
- Residential Address



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- Educational Background
- Status (If student or professional)
- Blood type
- If professional, nature of work and employer

**For IP Secretariat Account:**

The International Programs Secretariat account shall be able to filter out, generate and extract the following data:

- IP Beneficiary Number
- Last Name
- Middle Name
- First Name
- Nick Name
- Date of Birth
- Civil Status
- Age
- Mobile Number
- Email address
- Sex at birth
- Permanent Address
- Residential Address
- Educational Background
- Status (If student or professional)
- Blood type
- If professional, nature of work and employer
- If student, name of school and course
- If member of organization, name of organization and position

## **B. Volunteer Module**

The system will create a Volunteer Module if the youth registrant has checked/confirmed that he/she is a youth volunteer.

This module will have seven (7) main tabs (1) My Volunteer Category, (2) Volunteer Events and Trainings List, (3) My Participated Volunteer Events and Trainings, (4) My Volunteering Hours, (5) My Rewards, (6) My Virtual Passport, (7) Volunteer Manual, (8) Leaderboard, (9) Announcement, and (10) My Messages:

### **B.1 My Volunteer Category**

This tab will ask the youth volunteer to check the checklist of skillset he/she possess (*Please see Annex B for the checklist*). The tab will also have a feature to input his/her volunteer experience (the nature of the event and his/her participation as a volunteer. After filling out



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the checklist, the Category result will be displayed depending on the items checked in the checklist.

This shall also allow the user to update his/her category status through the “Update My Category” button.

## **B.2 Volunteer Events and Trainings List**

This tab shall be able to display the volunteer events and trainings to be inputted by the Volunteer Secretariat.

The event details will include:

- Name of Event
- Organizer/Facilitator
- Date
- Number of applicable volunteering hours
- Volunteer category who can join

If training, the training details will include:

- Name of Event
- Organizer/Facilitator
- Date
- Number of applicable volunteering hours
- Volunteer category who can join

Across the event details is the option “Join”. The join request will notify the Volunteer Secretariat who will approve or disapprove the request to join. If approved, it will be added in the tab “My Participated Volunteer Events and Trainings”.

## **B.3 My Participated Volunteer Events and Trainings**

This tab will show the volunteer’s participated events and trainings. Across the event/training name, the Status column will appear, indicating if it is “Completed” or “Ongoing”.

Across the column Status, the “Applicable Volunteer Hours” can be seen.

*Sample User Interface:*

Event Name	Category (Volunteer Event / Training)	Status	Applicable Volunteering Hours
Basic First Aid	Training	Completed	5
Manila Bay Clean-up Drive	Volunteer Event	Ongoing	3



#### B.4 My Volunteering Hours

This tab will show the summary of volunteer's volunteering hours. Indicating the "Event Name", across this column is the "Volunteering Hours (Completed)", "Volunteering Hours (Ongoing)" and My Volunteer Level. *(Please see Annex C for Volunteer Level)*

*Sample User Interface:*

Event Name	Volunteering Hours (Completed)	Volunteering Hours (Ongoing)	My Volunteer Level
Basic First Aid	5.0	N/A	Level 2
Manila Bay Clean-up Drive	N/A	3.0	

*Your Total Completed Volunteer Hours is 5.*

#### B.5 My Rewards

This tab will show the applicable rewards of the volunteer, based on his/her volunteering hours earned.

#### B.6 My Virtual Volunteer Passport

This tab will show the personal details of the volunteer such as name and Volunteer Passport Number and its QR code.

Also, it will summarize the

- Name of event/training participated
- Date of event/training
- Organizer/Facilitator
- Total number of volunteering hours as of (generation date)
- Volunteer Category
- Insights, Recommendations and Suggestions

This tab shall be able to generate a passport-size booklet in PDF format.

#### B.7 Volunteer Manual

This tab shall be able to display the downloadable Volunteer Manual in PDF format.

#### B.8 Leaderboard

This tab shall be able to display the performance of volunteers ranked by on the highest volunteering hours accumulated.

### **B.9 Announcement**

This tab shall be able to display the announcements from the Volunteer Secretariat.

### **B.10 My Messages**

This tab shall be able to send messages to the Volunteer Secretariat and other registered youth volunteers.

## **C. International Program (IP) Module**

The system will create an International Program (IP) Module if the youth registrant has checked/confirmed that he/she is/was an IP participant/beneficiary.

This module will have four main tabs: (1) IP Events List, (2) Input Past IP Participated Events, (3) My Participated IP Events, (4) My IP Beneficiary Passport and (5) IP Beneficiary Post-Program Obligations.

### **C.1 IP Events List**

This tab shall be able to display the international program events be inputted by the IP Secretariat.

The event details will include:

- Name of Exchange Program/ Event
- Organizer/Sponsor
- Date/Period
- Participant qualifications

Across the event details is the option “Join”. The join request will notify the IP Secretariat who will approve or disapprove the request to join. If approved, it will be added in the tab “My Participated IP Events”.

### **C.2 Input Past IP Participated Events**

This tab will enable the participant/beneficiary to input past International Programs he/she has participated with.

The tab will enable him to input the event details such as:

- Name of event (On drop down option, e.g. Jenesys, SSEAYP)
- Date/period of the event
- Facilitator/sponsor of the event
- Category of sponsorship (on drop down option, fully sponsored, accommodation was sponsored, airfare was sponsored, at own personal expense)



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- Status (Completed, Cancelled, Withdrawn, etc.)
- Remarks (Where can the IPU Secretariat put remarks about the IPU beneficiaries but cannot be accessible and viewable by the IPU youth beneficiaries)

### **C.3 My Participated IP Events**

This tab will show the IP participant/beneficiary participated events. Across the event/training name, the Status column will appear, indicating if it is “Completed” or “Ongoing”.

*Sample User Interface:*

IP Event Name	Facilitator/ Sponsor	Date/ Period	Status
SSEAYP	Embassy of Japan	Sept. 1-7, 2023	Completed
Jenesys	Embassy of Japan	Ongoing	Ongoing

### **C.4 My IP Beneficiary Passport**

This tab will show the personal details of the volunteer such as name and IP Beneficiary Number and its QR code.

Also, it will summarize the

- Name of IP event he/she participated
- Date of IP event
- Organizer/Sponsor

This tab shall be able to generate a passport-size booklet in PDF format.

### **C.5 IP Beneficiary Post-Program Obligations**

This tab will show the compliance of the IP beneficiary on their post-program’s obligations. They can upload the copy or link of their reports and documentations of their post-program obligations. *(The beneficiary should not have an access to edit this when they have entered their answer)*

It summarizes the following:

- Post-Program Evaluation Report
- Policy Brief
- Group Terminal Report
- Volunteer work
- Advocacy Plan
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### **III. ACCOUNT ROLES**

#### **A. Youth Account Role**

The Youth Account Role will have access to the Youth Information Module, Volunteer Module and International Program Module.

#### **B. Volunteer Secretariat Account Role**

The Volunteer Secretariat Account Role will have access to the following functionalities:

- Approve, disapprove and pending Volunteer registrants/applicants.
- Validate the volunteering hours of the volunteer.
- Grant rewards to a volunteer.
- Generate and filter the list of names of volunteers, name of volunteering event, date of the event, event organizer/facilitator and volunteering hours, category and status.
- Generate and filter data by island-region-municipality, by volunteer classification, number of volunteering hours.
- Terminate or delete the account of a volunteer.

#### **C. Volunteer Secretariat-Assistant Account Role**

- Account to be used by NYC-Area Officer and partner LYDOs
- Validate the volunteering hours of the volunteer.
- Grant rewards to a volunteer.
- Generate and filter the list of names of volunteers, name of volunteering event, date of the event, event organizer/facilitator and volunteering hours, category and status.
- Generate and filter data by island-region-municipality, by volunteer classification, number of volunteering hours.

#### **D. IP Secretariat Account Role**

The IP Secretariat Account Role will have access to the following functionalities:

- Approve and disapprove IP registrants.
- Validate and edit the information inputted by the IP beneficiary.
- Generate and filter the list of names of IP beneficiaries, name of IP event, date/period of the event, event organizer/sponsor and status.
- Terminate or delete the account of an IP beneficiary.

#### **E. Super Admin/HR Account Role**

The Super Admin Account Role will have access to all functionalities of the system.

### **IV. MOBILE INTERFACE FUNCTIONALITY**

The system user interface shall be compatible and will adjust whether the end-user is using a laptop, desktop or a mobile phone.



## V. CLOUD HOSTING, DOMAIN NAME & PROGRAMMING LANGUAGE COMPATIBILITY

The contractor shall provide for the cloud hosting and domain name of the system for one (1) year. The cloud hosting specifications are as follows:

Cloud VPS (4GB) for one year
Additional SSD (100 GB) for one year
RAM (8gb)
CPU (4 CORE)
High Speed SSD 150gb (Storage)
Data Bandwidth & Transfer (unlimited)
initial Cost (none)
Minimum Usage (none)
WHM Installed (can create multi cPanel)
Auto SSL (https)

The contractor shall use PHP Frameworks (Laravel/Codeigniter) and JavaScript frameworks (React/Vue/Express).

## VI. VAPT RESULT FIXING

The contractor shall fix the system ports in accordance to the results of the Vulnerability and Penetration Testing (VAPT) conducted by a separate/third-party provider contracted out by NYC.

## VII. CONTRACTOR QUALIFICATIONS

The following are the minimum requirements for the contractor:

1. The contractor must be a duly registered business entity with registrations from SEC or DTI and a holder of a valid business permit.
2. The contractor must specify the names, positions, and qualifications of the vendor's team. Also, please identify responsibility and role for each member of the project team. The Project Manager or Team Leader must have an alternate Team Lead that is also on board in the inception of the project, who can act as immediate replacement should there be a change in the members of the Project Management Team to ensure the continuity of the Project in accordance with approved timeline indicated in the work plan.
3. The contractor must be able to provide warranty and after-sales technical assistance not just limited to technical glitches.

## VIII. TRAINING

The Contractor shall conduct an end-users training which shall be completed within one (1) month after the system.

The end-user manuals for Youth Account Role, Volunteer Secretariat Account Role, Volunteer Secretariat-Assistant Account Role, IP Secretariat Account Role and Super Admin Account Role shall also be provided.

## IX. WARRANTY

The warranty coverage must consist of the following:

- A. Configuration, installation and implementation of all modules of the said system.
- B. Installation, reinstallation, setup, configuration, reconfiguration of the application and database server.
- C. Response to support request within 24 hours.
- D. Provide site visits, telephone, teleconferencing and email support within the warranty period.
- E. System updates when a new version is available.
- F. Provides consultation for standard configuration and performance tuning within the warranty period.
- G. Bug fixes, corrections and minor adjustments.
- H. Contractor is required to provide highly technical personnel to support the project.

## X. PAYMENT AND SCHEDULE

The payment shall be made on the following schedule:

Schedule of Payment	Month	Deliverables	Amount
1 <sup>st</sup> Deliverable	First Month	<ul style="list-style-type: none"> <li>Project initiation meetings</li> <li>Discussion of project scope, design and deliverables.</li> <li>Discussion of project timeline</li> </ul>	15%
2 <sup>nd</sup> Deliverable	Second Month	<ul style="list-style-type: none"> <li>System alpha testing.</li> <li>Delivery of all equipment and peripherals needed in the project</li> </ul>	35%
3 <sup>rd</sup> Deliverable	Second Month	<ul style="list-style-type: none"> <li>System beta testing</li> <li>Installation, Test and Commissioning of the network cables and equipment.</li> <li>100% Completion of the Project</li> </ul>	50%