

## **TERMS OF REFERENCE**

### **Procurement of Consulting Services to Conduct a Competency-Based Assessment Process for the Department of Tourism (DOT) Foreign Offices' Deployment of Personnel**

**I. PROJECT NAME:**

**CONDUCT OF A COMPETENCY-BASED ASSESSMENT PROCESS (CBAP) FOR  
DOT FOREIGN OFFICES' DEPLOYMENT OF PERSONNEL**

**II. PROJECT TIMELINE:**

One year period of implementation from issuance of Notice to Proceed

**III. PROJECT OBJECTIVES:**

The procurement of consulting services to conduct the Competency-Based Assessment of applicants to enter the Foreign Tourism Service Officers (FTSO) Corps for the Foreign Offices of the Department of Tourism, aims to enhance the objectivity of the screening and selection of personnel to be assigned abroad and step up the quality of human resource placement decisions.

**IV. MINIMUM ELIGIBILITY REQUIREMENTS:**

The Consulting Services should have the following qualifications and experience:

1. At least 5 years of experience in any two (2) of the following fields:
  - (a) project management
  - (b) organizational development
  - (c) competency assessment
  - (d) targeted selection and profiling
2. The consulting firm shall provide the following:
  - Lead Consultant who has at least five (5) years of experience in at least 2 of the 4 fields mentioned above.
  - At least three (3) Key Personnel who have at least three (3) years of experience/background in at least 2 of the 4 fields mentioned above
3. Preferably with clients from the government sector

**V. SPECIFICATIONS/INCLUSIONS:**

The proposed project to be implemented is now simplified, to cover a maximum of 30 Tourism Attaché (TA) and 30 Administrative Officer (AO) applicants, respectively, and shall only apply to the existing interested employees of the Department.

The project shall be implemented for one (1) year period, from issuance of Notice to Proceed, or until such time that the target number of 60 applicants have been reached, whichever comes earlier.

- a. **Phase 1 – Conduct of Online Psychological/Psychometric Exams to include the following tests:**

- A test to measure the level of Critical Thinking and Emotional Intelligence of the applicants;
- A situational judgement test to assess the level of proficiency in the competencies required for the two (2) above-mentioned positions;
- A job-matching test to gauge the applicants' fitness to the job in terms of thinking style, behavioral style, occupational interest, etc.
- An ethics-oriented personality test to determine behavioral tendencies and personality profiles of the applicants.

**b. Phase 2 - Conduct of Competency-Based Panel Interview by the DOT Executive Committee with the Technical Assistance/Facilitation of the Service Provider**

- Case Presentation
- Behavioral Event Interview

**VI. SCOPE OF WORK/DELIVERABLES:**

The Consulting Services shall undertake the following tasks:

1. Coordinate with the DOT the competency requirements of the TA and AO positions;
2. Identify and present to the DOT the appropriate psychological/psychometric exams to assess the level of competencies and match profiles of candidates with the TA and AO positions, respectively;
3. Coordinate with the DOT for the requirements and notifications to the candidates;
4. Facilitate the actual conduct of the Competency-Based Assessment Process (CBAP), both the conduct of online psychological/psychometric exams and competency-based panel interview;
5. Other responsibilities
  - 5.1 Conduct all project activities on mutually agreed terms;
  - 5.2 Ensure the confidentiality of project outputs and relevant data/information forwarded by the DOT;
  - 5.3 Submit all required outputs within the timetable to be agreed during the project inception;
  - 5.4 Prepare invitation/notification and confirmation letters, assessment reports and project terminal reports;
  - 5.5 Promptly communicate with the DOT on the occurrence of any event or condition which might delay or prevent the timely completion of the services stated above; and
  - 5.6 All deliverables and/or reports shall be submitted and considered property of the DOT, after the completion of the project.

**VII. EXPECTED OUTPUTS:**

1. One cycle composed of the two (2) phases must be completed within two (2) months from the commencement of the project, based on the number of available applicants

- who met the minimum qualification standards requirements, at the start of the implementation period;
2. For each completed cycle, the Service Provider shall submit Individual and Summary Assessment Reports on the candidates who have undergone the 1<sup>st</sup> and 2<sup>nd</sup> Phases of the Competency-Based Assessment Process, subject to approval of the CBAP Committee;
  3. The Service Provider shall again conduct phases 1 and 2 within the one (1) year period of project implementation, until such time the target number of applicants has been reached, whichever comes earlier;
  4. At the end of the Project, the Service Provider shall submit the following:
    - Executive Presentation of Candidates' Profiles; and
    - Terminal Report with Recommendation on Development Interventions for the candidates who have undergone the assessment process and the CBAP Committee Interviews, subject to approval of the Committee.

(Note: One printed copy and CD file for each of the above expected outputs shall be officially transmitted to the DOT)

<b>TIMELINE OF ACTIVITIES</b>		
<b>Particulars/Activities</b>	<b>Period/Date</b>	<b>Focal Persons</b>
1. Inception Meeting (including discussion on the types of psychological/psychometric exams)	Within 1 week from receipt of Notice to Proceed	DOT/Service Provider
2. Endorsement of Shortlisted Applicants for 1 <sup>st</sup> Phase to the Service Provider, based on the number of available applicants at the start of the project implementation	2 <sup>nd</sup> week of the 1 <sup>st</sup> month of implementation	DOT
3. Conduct of 1 <sup>st</sup> Phase including notification to candidates	3 <sup>rd</sup> week of the 1 <sup>st</sup> month of implementation	Service Provider
4. Release of the results of the conduct of the 1 <sup>st</sup> Phase and shortlisted candidates to proceed to Phase 2	4 <sup>th</sup> week of the 1 <sup>st</sup> month of implementation	Service Provider
5. Conduct of 2 <sup>nd</sup> Phase including notification to DOT Execom and candidates	1 <sup>st</sup> two (2) weeks of the 2 <sup>nd</sup> month of implementation	DOT-HRD/Service Provider
6. Release of the individual and summary assessment results of candidates to the CBAP Committee	3 <sup>rd</sup> week of the 2 <sup>nd</sup> month of implementation	Service Provider
7. Inclusion in the FTSO Corps	4 <sup>th</sup> week of the 2 <sup>nd</sup> month of implementation	DOT
8. Submission and approval of Executive Presentation of Candidates' Profiles and Project Terminal Report	One (1) week after completion of the Project	Service Provider/DOT

Note: The Service Provider shall again conduct phases 1 and 2 within the one (1) year period of project implementation, until such time the target number of applicants has been reached, whichever comes earlier;

### VIII. TERMS OF PAYMENT:

Government Procedure

Scope of Work/Deliverable	% of Payment
1. Conduct of Phases 1 and 2, based on the actual number of available applicants at the start of the project implementation), including submission of individual and summary assessment reports	80%*
2. Submission and approval of Executive Presentation of Candidates' Profiles and Project Terminal Report	20%
<b>Total</b>	<b>100%</b>

\* Depending on the number of conduct of phases 1 and 2 within one year period of implementation, or until such time the targeted number of applicants has been reached, whichever comes earlier.

### X. PROJECT COST:

The budget requirement for this project amounts to **TWO MILLION, NINE HUNDRED FIFTY-SIX THOUSAND, EIGHT HUNDRED PESOS (Php2,956,800.00)**, inclusive of applicable taxes.

### XI. CONTACT PERSON:

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