

TERMS OF REFERENCE

PROJECT NAME : PROCUREMENT OF ONLINE PSYCHOLOGICAL TESTS

MODE OF PROCUREMENT : SMALL VALUE PROCUREMENT

I. OBJECTIVES:

The procurement of online psychological tests in order to ensure contactless job application processing, improve efficiency in the screening of applicants and further professionalize the system of recruitment, selection, and placement in the Department. This innovative program shall also be one of the evidence requirements for the indicators in achieving higher level maturity under the CSC Program to Institutionalize Meritocracy and Excellence in the Human Resource Management (PRIME-HRM) and also in pursuance of CSC Memorandum Circular No. 14, s. 2020 adopting Interim Guidelines on Appointments and Other Human Resource Actions for the Period of State of Calamity Due to COVID-19 Pandemic.

Specifically, the conduct of Online Psychological Tests aims:

1. To speed up the DOT recruitment process;
2. To establish flexible examination schedule for applicants;
3. To reduce physical contact between recruitment staff and applicants; and
4. To expedite the release of applicants' psychological test results.

II. CONTRACT DURATION:

The contract for the conduct of online psychological tests shall be from the date of execution of the contract up to 12 months.

III. MINIMUM ELIGIBILITY REQUIREMENTS:

The provider should have the following qualifications and experience:

1. At least 3 years of experience in the field;
2. Proof of ability to deliver scope of work by presenting certificates of completion with other affiliations; and
3. PHILGEPS-registered supplier/provider.

IV. SPECIFICATIONS/INCLUSIONS/DELIVERABLES:

The interested bidder shall undertake the following tasks:

1. Identify and administer the battery of appropriate tests based on the following categories vis-à-vis the levels of positions for filling up:
 - a. **IQ TEST** - measures the general intelligence of applicant. It involves various numerical, non-verbal and spatial problems, as well as some problem recognition.

b. **APTITUDE TEST** - measures the various separate intelligences, such as space relations, verbal reasoning, numerical reasoning, mechanical reasoning, etc.

- * For Administrative Aides/Assistants - measures clerical abilities such as checking, encoding and filing.
- * For Drivers - measures subjective driving-specific assessment.
- * For Officer/Technical Staffs — measures verbal, numerical and analytical skills.
- * For Supervisory positions and above — measures strategical thinking and creativity, skills in performance management and coaching, skills in building collaborative and inclusive working relationship and other leadership competency.

c. **ETHICS-ORIENTED PERSONALITY TEST** - determines behavioral tendencies and personality profiles of the applicant.

2. Provide 2,300 meters or units of battery of psychological tests as indicated on item 1; readily accessible anytime, after the issuance of Notice of Award;
3. Submit the psychological/assessment reports within the timetable agreed upon;
4. Provision of own online assessment site with features such as but not limited to the following:
 - 4.1 Schedule applicants for testing;
 - 4.2 Monitor candidate's progress toward completing the scheduled assessment/s; and
 - 4.3 Can be accessed by several administrators.
5. Other responsibilities:
 - 5.1 Ensure the confidentiality of the relevant data/information forwarded by the DOT;
 - 5.2 Submit all required outputs including terminal reports within the timetable to be agreed during the project inception; and
 - 5.3 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.

Note: The winning bidder shall be determined based on the best offer that will be most beneficial to the Department.

V. EXPECTED OUTPUTS:

1. Conduct of online psychological testing within the agreed timetable;

2. Provide applicants' psychological test/assessment results;
3. Provide applicants' summarized psychological test/assessment results (limited to one (1) page per assessment/test).

VI. APPROVED BUDGET FOR CONTRACT (ABC):

Four Hundred Ninety-Seven Thousand Pesos (Php 497,000.00), inclusive of all applicable taxes, chargeable against the FY 2023 Maintenance and Other Operating Expenses (MOOE) of the AS-HRD.

VII. TERMS OF PAYMENT:

Government Procedure

VIII. CONTACT PERSON:

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Submitted by:



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